

**CITY OF ALBANY, OREGON**  
**REQUEST FOR PROPOSALS (RFP)**  
**Marketing and Tourism Promotion Services**  
**Proposals Due by 2:00 p.m. (Pacific Time), Tuesday, August 29, 2023**

Notice is hereby given that the City of Albany (City), Oregon, is requesting proposals from qualified Contractor(s) to provide marketing services and other tourism-related activities in Albany for business and pleasure-related travel, and promotion of tourist attractions and lodging in Albany to support the tourism industry as provided for in Albany's Transient Lodging Tax policy. A contract will be awarded to one or more Contractors for three, two-year terms, totaling six years, beginning November 2023.

The scope of work will include providing marketing and support services for the following areas of interest:

- General Tourism Marketing
- Visitor Hospitality Services
- Business, Conventions, and Sporting Events
- Historic Resources and Preservation
- Partnership Development
- Market Analysis and Data Reporting

Solicitation documents can be downloaded from the City of Albany website at <https://www.cityofalbany.net/bids>, or examined at the Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321, Monday through Friday, 8:00 a.m. to 5:00 p.m. There is a \$35 charge to receive a printed copy of the documents.

It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent. Proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions regarding the solicitation, contact Diane Murzynski, CPPO, Contracts and Procurement Officer, at [contracts@cityofalbany.net](mailto:contracts@cityofalbany.net).

Proposals must be submitted electronically to Diane Murzynski, in the Finance Department, at [procurement@cityofalbany.net](mailto:procurement@cityofalbany.net), and received not later than 2:00 p.m., (Pacific Time), Tuesday, August 29, 2023, or any extension of the time made by addendum. Submittals will be considered time-stamped and received by the City when received in the procurement email inbox. The email subject line should include the project name "Marketing and Tourism Promotion Services". Proposals received after the closing date and time will not be opened. Proposals shall be valid for 120 days after opening unless otherwise specified.

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 23RD DAY OF JUNE 2023.



Diane M. Murzynski, NIGP-CPP, CPPO, CPPB  
Contracts and Procurement Officer

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