



CITY OF ALBANY, OREGON
REQUEST FOR PROPOSALS (RFP)

City Fleet Vehicle Maintenance

Proposals Due by 2:30 p.m. (Pacific Time), Tuesday, April 6, 2021

Notice is hereby given that the City of Albany ("City") is requesting proposals for Vehicle Maintenance for City fleet vehicles, such as, cars, sedans, vans, SUVs, trucks, and police patrol vehicles. Not included are heavy vehicles or equipment such as buses, fire apparatus, ambulances, construction equipment, or vehicles with special adaptations the City chooses to exclude.

The contract term is for three years, commencing July 1, 2021, with an option to extend the contract up to an additional two, one-year terms, upon agreement by both parties. The City of Albany reserves the right to choose other contractors for a particular service issue when in the determination of the City it is in the organizations best interest to do so.

The proposer must provide:

- Routine maintenance in accordance with manufacturer's recommendations
- Special services that may include, but are not limited to, electrical work, mechanical work, suspension and alignments
- Repair cost estimates
- Vehicle pickup and delivery services
- Emergency service (at all times other than 8:00 a.m. to 5:00 p.m.; Monday through Saturday and holidays)

The Request for Proposals can be downloaded from the City of Albany website at <https://www.cityofalbany.net/finance/purchasing/bids>. The City will post all addenda on the City website. Prospective Proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions or clarifications regarding this RFP contact Diane Murzynski, CPPO, Purchasing Coordinator, at diane.murzynski@cityofalbany.net.

Proposal responses must be submitted to the following email procurement@cityofalbany.net, not later than 2:30 p.m., (Pacific Time), Tuesday, April 6, 2021. Submittals will be considered time-stamped and received by the City when received in the procurement email inbox. The email subject line must include the project name as follows: "City Fleet Vehicle Maintenance".

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 8TH DAY OF MARCH 2021.

A handwritten signature in cursive script that reads "Diane M. Murzynski".
Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator

PUBLISH: Albany Democrat-Herald, on Monday, March 8, 2021
Daily Journal of Commerce, on Monday, March 8, 2021