



CITY OF ALBANY, OREGON

REQUEST FOR PROPOSALS (RFP)

Emergency Vehicle Fleet Maintenance

Proposals Due by 2:00 p.m. (local time), Tuesday, September 10, 2019

Notice is hereby given that the City of Albany ("City") is requesting proposals for Emergency Vehicle Fleet Maintenance for fire department vehicles, such as fire engines, ambulances, brush rigs, rescue, water tenders, aerial apparatus and similar vehicle. Not included are fire department staff vehicles.

The contract term is for six months, commencing October 1, 2019, with an option to extend the contract up to three additional two-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 City's best interest to do so.

The scope of service entails the following:

- Routine maintenance in accordance with manufacturer's recommendations;
- Special services including, but not limited to, electrical work, mechanical work, suspension and alignments;
- Provide repair cost estimates;
- Pickup and return vehicles;
- 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 <http://www.cityofalbany.net/departments/finance/city-purchasing/bids-rfps-rfqs>, or a printed copy can be obtained at the Finance Department, 333 Broadalbin Street SW, Albany, OR 97321, or phone 541-917-7522, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. There is a \$35 charge for printed RFP documents.

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 541-917-7522.

Sealed proposals must be received by the City of Albany at the Parks & Recreation Counter, not later than 2:00 p.m. (local time), Tuesday, September 10, 2019, addressed to the City of Albany, Finance Department, Attention: Diane Murzynski, CPPO, Purchasing Coordinator, 333 Broadalbin Street SW, Albany, OR 97321. The outside of the envelopes shall plainly identify: (1) the name of the RFP, (2) the RFP closing date and time, and (3) the name and address of the proposer. Electronic submittal of proposals will not be accepted. Proposals received after the designated time and date will not be opened or reviewed.

Time is of the essence to obtain a contractor to provide emergency vehicle maintenance services in order to ensure safety and fleet responsiveness and reduce the frequency vehicles may be out of service. 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 14TH DAY OF AUGUST 2019.

Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator

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