



**CITY OF ALBANY, OREGON  
REQUEST FOR PROPOSALS (RFP)**

**Event Security Services**

**Proposals Due by 2:00 p.m. (local time), Tuesday, November 19, 2019**

Notice is hereby given that the City of Albany ("City") is requesting proposals for Event Security Services for the City's Summer Sounds, River Rhythms Concert Series and the Northwest Art & Air Festival, consisting of four Summer Sounds concerts, five River Rhythms concerts per year and one Northwest Art & Air Festival concert per year. The requested services are for a proposed contract term of three years, beginning January 2020, with the option to renew for two additional, one-year terms upon agreement by both parties.

The City desires to enter into a personal services agreement with a qualified Contractor for the following scope of services:

- Work with crowds of up to 25,000 in a festival setting
- Balance public service with crowd control; perform bag and cooler searches
- Check ID's and serve as alcohol monitors
- Provide security for performers and backstage crowd control
- Monitor ingress and egress for venue
- Verify credentials and identification for access to restricted areas
- Provide security for Artists' artwork, tents, festival and personal property, entertainment equipment, food vendor equipment, and signage

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 Albany City Hall, Parks & Recreation Department, 333 Broadalbin Street SW, Albany, OR 97321, or phone 541-917-7778, 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, November 19, 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 proposals will not be accepted. Proposals received after the designated time and date will not be opened.

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 18TH DAY OF OCTOBER 2019.

Diane M. Murzynski, CPPO, CPPB  
Purchasing Coordinator

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