



CITY OF ALBANY, OREGON
REQUEST FOR QUOTATIONS (RFQ)

Portable Toilet Year-Round Maintenance Services

Quotations due by 2:30 p.m. (Pacific Time), Tuesday, February 6, 2024

Notice is hereby given that the City of Albany ("City") is requesting quotations from qualified Contractors to provide portable toilet year-round maintenance services. The term is for three years, beginning approximately April 1, 2024, with an option to extend the contract for two additional one-year terms.

Solicitation documents may be downloaded from the City of Albany website at <https://albanyoregon.gov/bids>, or examined at 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. Please email contracts@albanyoregon.gov to be added to the Plan Holder's list.

It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent. Contractors are solely responsible for checking the website to determine if addenda or clarifications have been issued. For project information, email Rick Barnett at rick.barnett@albanyoregon.gov and Diane Murzynski at diane.murzynski@albanyoregon.gov.

Quotation responses must be submitted to Diane Murzynski, in the Finance Department, at procurement@albanyoregon.gov, and received **not later than 2:30 p.m., (Pacific Time), Tuesday, February 6, 2024**, 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 "Portable Toilet Year-Round Maintenance Services". Quotations received after the closing date and time will not be opened or reviewed. All Quotations will be valid for 90 days after opening unless otherwise specified.

The City may reject any Quotation not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all Quotations 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 22nd DAY OF JANUARY 2024.

A handwritten signature in cursive script that reads "Diane M. Murzynski".

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