

CITY OF ALBANY, OREGON
REQUEST FOR PROPOSALS (RFP)
Public Tree Maintenance Services
Proposals Due by 2:00 p.m., Tuesday, November 22, 2016

Notice is hereby given that the City of Albany (City), Oregon, is requesting proposals for Public Tree Maintenance Services on an "as-needed" basis for a contract term of three years beginning, January 1, 2017 through December 31, 2019, with an option to extend the contract for two additional, one-year terms upon mutual agreement by the City and the Contractor.

The City desires to enter into a professional services agreement with a qualified Contractor that can demonstrate competency and experience providing the following scope of services:

- Routine tree pruning, tree takedown, stump grinding and removal
- Limb chipping, mulch removal, and other tree care related work
- Emergency mobilization
- Consultation
- Lift Truck for routine pruning services

Contract documents are available for review in the Finance Department, City Hall, 333 Broadalbin Street SW, Albany, Oregon, (541) 917-7522; or downloaded from the City of Albany website at <https://www.cityofalbany.net/departments/finance/city-purchasing/bids-rfps-rfqs>. For questions or clarifications regarding this RFP contact Diane Murzynski, CPPO, Purchasing Coordinator, at (541) 917-7522.

It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent. In addition, all Proposers who are known by the City of Albany to have received a complete set of the contract documents will receive notification when additional items are posted. Please call (541) 917-7778 to be added to the Interested Proposer's list.

Proposals shall be filed in sealed envelopes and received at the City of Albany Parks & Recreation counter, not later than 2:00 p.m., Tuesday, November 22, 2016, addressed to the attention of Diane M. Murzynski, CPPO, Purchasing Coordinator, at Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321. On the outside of the envelope, please reference "Request for Proposals for Public Tree Maintenance Services" along with the name and address of the Proposer. Faxed or electronic (e-mail) responses will not be accepted. Proposals received after the closing date and time will be determined nonresponsive and will not be opened or reviewed.

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 24TH DAY OF OCTOBER 2016.

Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator