



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

**Bus Maintenance Services**

**Proposals Due by 2:00 p.m. (Pacific Time), Tuesday, March 4, 2025**

Notice is hereby given that the City of Albany ("City") is requesting proposals to provide bus maintenance services, order and supply related parts, and provide emergency on-call services to diagnose and advise on bus repairs to provide continuity of transit and park's bus operations. The proposed term is for five-years, with options to extend the contract an additional two, one-year terms. The City desires a contract with a Contractor to provide services and/or deliver required parts for repair services and can offer services at the highest quality and best value for the City.

**Optional Preproposal Meeting:** A meeting will be held onsite, Wednesday, February 12, 2025, from 10:00 a.m. to 11:00 a.m., at the Transit Operations Facility (TOF), 235 13th Avenue SE, Albany. The meeting provides Contractors an opportunity to review site conditions where most repairs will take place and ask questions regarding service requirements. Contractor or their representative must sign in on the attendance sheet.

This procurement is being funded by federal funds and made in accordance with 2 CFR§200.320, 49 CFR Part 396, and ORS 279B.060. The Contractor must comply with *Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards*.

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.

It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent. Proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions regarding the solicitation, contact Diane Murzynski, CPPO, Contracts and Procurement Officer, at [contracts@albanyoregon.gov](mailto:contracts@albanyoregon.gov).

Time is of the essence to acquire a qualified vendor to provide the required services within the prescribed timeline. Proposal responses shall be submitted electronically to Diane Murzynski, in the Finance Department, at [procurement@albanyoregon.gov](mailto:procurement@albanyoregon.gov), and must be received not later than 2:00 p.m., (Pacific Time), Tuesday, March 4, 2025, 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 "**RFP# 250103, Bus Maintenance Services**". Proposals received after the closing date and time will not be opened or reviewed. There will be no formal opening. Proposals shall be valid for 120 days after opening unless otherwise specified.

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 27TH DAY OF JANUARY 2025.

A handwritten signature in cursive script that reads "Diane M. Murzynski".  
Diane M. Murzynski, NIGP-CPP, CPPO, CPPB  
Contracts and Procurement Officer

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