



## CITY OF ALBANY, OREGON

### REQUEST FOR PROPOSALS (RFP)

### Unarmed Security Guard Services

**Proposals Due by 2:00 p.m. (Pacific Time), Tuesday, April 16, 2024**

Notice is hereby given that the City of Albany ("City") is requesting proposals for Unarmed Security Guard Services to provide on-site security at Albany City Hall, patrol services, and park restroom lockup services at several city locations. The contract will be for a five-year term, commencing July 1, 2024, with an option to extend the contract two additional, one-year terms.

The scope of services includes the following:

- Monitor City facilities and maintain a safe and secure environment.
- Identify and report incidents at City building sites and investigate disturbances.
- Provide a consistent presence at City Hall during days, evenings and weekend hours to deter and control altercations.
- Furnish DPSST certified security personnel with CJIS training certification.
- Provide security sweeps at City facilities, locations, including facility perimeters and adjacent parking lots.
- Complete vehicle patrols at City's Public Works Operations Facility, Water Reclamation Facility (WRF), Transit Operations Facility (TOF), the REA Building and Train Station/Transit Center; and the Riverfront Community Center (RCC).
- Provide park restroom lockup services seasonally.

This procurement is being made in accordance with 2 CFR § 200.320 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.

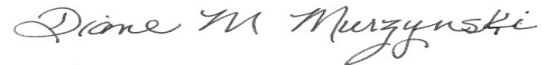
It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent. Proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions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

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, April 16, 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 "Unarmed Security Guard 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 18TH DAY OF MARCH 2024.

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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