



**CITY OF ALBANY, OREGON**  
**REQUEST FOR PROPOSALS (RFP)**  
**City Fuel Services and Products**

**Proposals Due by 2:00 p.m. (Pacific Time), Tuesday, October 22, 2024**

Notice is hereby given that the City of Albany ("City") is requesting proposals to provide a commercial card-lock fuel facility for City vehicles and equipment, as well as provide delivery of fuel, propane, and diesel exhaust fluid, for a five-year term, with an option to extend the contract an additional two, one-year terms. The City desires a contract with one or more Contractors to provide and deliver all or a portion of the following products or services:

- Commercial card-lock fuel facility, available 24/7/365
- Fuel: 87 octane or better unleaded, diesel and biodiesel
- Fuel usage tracking by vehicle and individual
- Fuel delivery services to onsite locations during emergency situations
- Offer fuel facility locations statewide, multiple sites within Albany city limits, and nationally (optional) for AFD deployment during conflagrations
- Fuel Non-ethanol – desired, but not mandatory
- Deliver diesel, diesel exhaust fluid (DEF), and/or propane to onsite locations
- Offer mutual aid services to provide fuel, propane, DEF during a State and/or local declared emergency disaster

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.

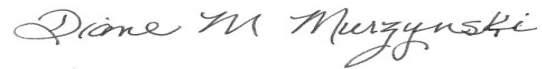
It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent. Proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions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

Time is of the essence to acquire a qualified firm to provide the required products and services within the timeline required by the City. 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, October 22, 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 "City Fuel Services and Products". 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 16TH DAY OF SEPTEMBER 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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