

**CITY OF ALBANY
REQUEST FOR PROPOSALS (RFP)
COPIER REPLACEMENT**

Proposals Due by 4:00 p.m., Thursday, March 31, 2011

Notice is hereby given that the City of Albany (City), Oregon, is requesting proposals to lease copiers for the City. The proposed contract is for four years with an optional extension for two years.

The City desires to enter into a professional services agreement with a qualified vendor to provide copiers and support for the copiers. The contract objectives are:

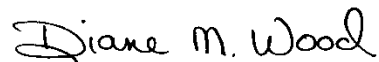
- Lease 28 copiers residing in multiple buildings within the City limits
- Select copiers ranging from small Black and White copiers (300 sheets annually) housed in a remote location to full function Color copiers (15,000 sheets annually) at City Hall
- Select copiers that have a high level of reliability (minimum downtime)
- Select a vendor who provides excellent customer service and a cost competitive contract

The Request for Proposals can be downloaded from the City of Albany Web site at <http://www.cityofalbany.net/finance/bids>. It is imperative that those who download the solicitation documents check the Web site regularly for addenda, clarifications, and other notifications that may be pertinent. In addition, all proposers known by the City of Albany to have received a complete set of the proposal documents will receive notification when additional items are posted. Please call (541) 917-7522 to be added to the Interested Proposer's list.

Sealed proposals must be received by the City of Albany, at the Parks & Recreation Counter, not later than 4:00 p.m., Thursday, March 31, 2011, addressed to the City of Albany, Finance Department, Attn: Diane Wood, Purchasing Coordinator, 333 Broadalbin Street SW, Albany, OR 97321. The outside of the envelopes shall plainly identify the project: "Copier Replacement Project." Facsimile proposals will not be accepted. Proposals received after the designated time and date will be returned unopened.

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 2ND DAY OF MARCH 2011.



Diane Wood
Purchasing Coordinator

Publish: Albany Democrat-Herald, on Wednesday, March 2, 2011
Daily Journal of Commerce, on Wednesday, March 2, 2011