

REQUEST FOR PROPOSALS

Notice is hereby given that the City of West Linn, will receive sealed proposals until **2:00 p.m. May 8, 2024** in the Office of Finance, Utility Billing Division, 22500 Salamo Road, West Linn, Oregon 97068 for the following:

METER READING SERVICES CITY OF WEST LINN, OREGON

The City of West Linn is seeking sealed proposals from experienced firms to provide quality meter reading services.

All sealed proposals for Meter Reading Services must be received electronically via email to the Finance Director, Lauren Breithaupt, at lbreithaupt@westlinnoregon.gov 2:00 PM, Wednesday, May 8, 2024. No late responses, incomplete responses, hardcopy, or faxed materials will be accepted. Proposals shall be clearly marked "West Linn Meter Reading Services". Proposals shall be valid for sixty (60) days following the proposal opening.

The solicitation document may be downloaded and/or reviewed at no cost through the City of West Linn's website at <https://bids.westlinnoregon.gov/>. To receive access to detailed project documents and any future addenda for this project, your company must be registered within the City's bid management website and added to the planholders list. Questions may also be submitted through the website.

The City may reject any proposal not in compliance with all prescribed public bidding procedures and requirements and may reject for good cause any or all proposals upon determination of the City it is in the public interest to do so. Proposers are required to certify non-discrimination in employment practices, and identify resident status as defined in ORS 279A.120. Pre-qualification of proposers is not required. All proposers are required to comply with provisions of Oregon Revised Statutes and the City's Local Contract Review Board (LCRB) Rules.