**REQUEST FOR PROPOSALS**

**CITY OF OREGON CITY**

**2023 ELEVATOR STAFFING SERVICES/PS 22-019**

The City of Oregon City seeks proposals from qualified firms or individuals to provide staffing for the daily operations of the City of Oregon City’s Municipal Elevator. The elevator is located in the historic area of the City and provides pedestrian transportation between the McLoughlin neighborhood and the downtown area (Main Street). The Oregon City Municipal Elevator is unique in that it is one of only two municipal elevators in the world and is technically classified as a vertical street. The City has a long history of having the elevator staffed during all operational hours by elevator operators. The elevator operators serve as ambassadors to the City and provide tourism and community related information to visitors.

Responsive bids will be accepted until **2:00 P.M. local time on November 10, 2022,** at **City of Oregon City Public Works Department, Operations Center, 13895 Fir Street, Oregon City, Oregon, 97045**. Late proposals will not be considered. There will be no formal bid opening.

Solicitation documents may be obtained from the City's online plan center free of charge at <http://bids.orcity.org/>. Solicitation documents may be obtained by creating a new user account and registering for the project. General information including the planholder List is available to the public without registering.

All communication and correspondence pertaining to this Request for Proposal should be directed to the City of Oregon via the City’s online bid document system. All questions and replies will be shared with all bidders registered on the site.

Each proposal must be submitted on forms prescribed by the City. Addenda, clarifications and notices will be distributed through the City's online planholder system. Potential bidders are responsible for ensuring contact information is registered correctly and that email updates are being received and not being sent to spam folders. It is in the best interest of potential bidders to check the website periodically to ensure all updates are received. The City is not responsible for failure of bidders to receive notifications of changes or corrections made by the City and posted as stated above.

Proposers are required to certify non-discrimination in employment practices, and identify resident status as defined in ORS 279A.120(1). Pre-qualification of proposers is not required. All proposers are required to comply with the provisions of Oregon Revised Statutes and the Oregon City Municipal Code.

The City of Oregon City reserves the right to (1) reject any or all proposals not in compliance with public bidding procedures if it is in the best interest of the public to do so, (2) postpone award of the contract for a period not to exceed sixty (60) days from date of proposal opening, (3) waive informalities in the proposals, and (4) to select the proposals which appear to be in the best interest of the City.

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October 21 & October 24, 2022 Public Works Director