

City of Paisley
Grant Administrator for EPA Grant Funds, 2024 Project
Bids Due: 4:00 pm, December 2, 2024

REQUEST FOR QUOTE

Bids for a Grant Administrator for the EPA Grant Funds, 2024 Project, addressed to the City of Paisley, Attention: Melissa Walton, will be received at City Hall, 705 Chewaucan Street, Paisley, OR 97636, until bid closing time, 4:00 pm, local time, on the 2nd day of December 2024. Any bids received after the specified closing time will not be considered. Bids will be publicly opened and read aloud during the Regular Meeting of the Paisley City Council, to be held December 2, 2024, at 6:30 pm, at Paisley City Hall.

The Project: The City of Paisley has received a \$2,820,000 grant from the US Environmental Protection Agency through the Community Grant/Congressionally Directed Spending (EPA-CG) in 2024 to implement a Water System Improvement Project.

We are looking for a qualified grant manager/administrator to execute all aspects of the grant to ensure compliance with all requirements to complete the City of Paisley water system improvements. This includes but is not limited to payment requests, funds requests, billing, federal financial reporting, MBE/MWE reporting, contract solicitation, requests for extensions, programmatic reports, workplan revisions, quality assurance documents and oversight of contractors to ensure compliance with all grant requirements.

If interested please provide a summary of experience and ability to meet the scope of work, quote for the cost of work required with a not to exceed amount to conclude all work, and a minimum of three references.

Each bid must be submitted in an envelope plainly marked "Grant Administrator, 2024 Project" and be delivered to Paisley City Hall, 705 Chewaucan St., Paisley, OR 97636 by or before the bid closing time. An electronic copy will also be accepted at info@cityofpaisley.net provided it is received by December 2, 2024, before 4:00 pm local time.

In accordance with ORS 279C.365 and ORS 279C.365(i), the Owner reserves the right to reject any Bid not in compliance with all prescribed public bidding procedures and requirements, to waive all informalities, and may reject for good cause any and all Bids upon a finding by the Owner that it is in the public interest to do so. No Bidder may withdraw or modify a Bid after the hour set for the receipt of Bids and thereafter until the lapse of 70 days after the Bid opening.

Authorized this 4th day of November 2024

City of Paisley
By Melissa Walton
City Recorder/Treasurer