



City of West Hollywood
California 1984

**REQUEST FOR PROPOSALS
FOR
FIELD SERVICES CREWS
IN THE CITY OF WEST HOLLYWOOD**

The City of West Hollywood as AGENCY, invites proposals for labor and incidentals as required for the above stated services in strict accordance with the specifications/contract to be received only by submitting electronically at: <http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>.

The Procurement Schedule is as Follows:

- May 12, 2016 Request for Proposal released
- May 17, 2016 Deadline for Requests for Clarification – 1:00 p.m.
- May 24, 2016 Deadline for Proposal Submission – 10:00 a.m.

Deadline for Requests for Information (RFI's)/Clarification is Tuesday, May 17, 2016 at 1:00 p.m. – all RFI's and general questions shall be submitted through the electronic proposal process.

The City of West Hollywood is seeking all qualified contractors to submit Proposals for to furnish Field Service Crews (Crews from Established Training Programs for Special Needs Populations and People Living with Disabilities are encouraged to apply) for general maintenance and landscaping tasks as well as one crew dedicated to recycling services at City Hall for the City of West Hollywood.

Copies of the specifications and proposal documents are available at no cost from the City of West Hollywood website <http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>.

Minimum Qualifications

Contractor must be a responsible company that has been in continuous existence and has provided continuous services for the relevant requirements contained herein for at least five (5) years. Less than the minimum required experience will eliminate that proposer from further consideration.

Evaluation Criteria

- Qualifications of Contractor
- Qualifications of Personnel
- Cost of Services

Please Refer to Other Proposal Documents: The scope of work and proposal submission process is described in more detail in the Proposal Documents. In particular, Proposers are strongly encouraged to review the Instructions to Proposers for more complete information regarding the submission of proposals.

Living Wage Ordinance: Proposers are advised that this Contract is subject to the City’s Living Wage Ordinance and requires payment of wages at or above the adopted amount in effect at the time of award. Each Contractor to whom an Agreement is awarded must abide by the City’s Living Wage Ordinance.

Owner's Rights: The City of West Hollywood reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposals should it deem this necessary for the public good, and also the proposal of any Proposer who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all proposals under advisement for a period of ninety (90) days. No proposer may withdraw its proposal for a period of ninety (90) days after the date from the opening thereof. The award of contract, if made, will be in accordance with the evaluation criteria provided in the specifications.

Point of contact for this project is Helen Collins at 323-848-6895 or via email at hcollins@weho.org.

BY ORDER OF the City of West Hollywood.

AFFIDAVIT OF POSTING

State of California)
 County of Los Angeles)
 City of West Hollywood)

I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk and that I posted this agenda on:

Date: May 12, 2016
 Signature: [Handwritten Signature]