

City of West Hollywood

Economic Development Department

Request for Proposal (RFP)

Holiday Lights Installation, Maintenance, Removal & Storage

The City of West Hollywood invites qualified firms to respond to a Request for Proposal (RFP) to install, maintain, remove and store holiday lights for the Santa Monica Blvd Maintenance District.

Instructions:

The deadline for submitting Proposals is **Tuesday, May 7, 2013 no later than 3:00 pm.**

Proposals shall be submitted in writing in a sealed envelope marked on the outside: "Sealed Proposals for **Holiday Lights Installation, Maintenance, Removal & Storage.**" One bound copy and one unbound copy of the proposal shall be submitted to the Office of the City Clerk no later than 3:00 PM, May 7, 2013. No oral, telephonic, or telegraphic proposal or modification of proposal will be considered.

Proposals must be addressed as follows:

City Clerk
City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069

Proposal: Holiday Lights Installation, Maintenance, Removal & Storage

Proposals shall be typewritten and signed in ink by the president, chief executive officer, or individual authorized to act on behalf of the company, with current Power of Attorney if applicable. The name and mailing address of the individual submitting the proposal must be provided. Proposals shall be complete in all material respects in order to be considered.

All proposals shall include the following:

- a. Executive Summary: This section shall include company background, key personnel and experience, along with examples of similar work performed.
- b. Detailed Description of Costs & Fees: Addressing all items listed in the Cost and Fees section of the RFP. Provide a physical address for the proposed storage facility as well as a description of the process for storage and maintenance.
- c. References: Name and contact information for at least two references for similar work.
- d. Insurance: Evidence of policies insuring minimum limits as indicated below and in the Sample Contract (Attachment A)
 1. Worker's Compensation Coverage unless exempted
 2. General Liability Coverage of not less than \$1,000,000
 3. Automobile Liability Coverage of not less than \$300,000
- e. Please be sure to include the name, address, email and phone number of the primary contact person at the firm or corporation responding to the RFP.

For a full copy of the Request for Proposal (RFP) please contact the Economic Development office at 323-848-6402 or by e-mail at lbiery@weho.org.

The City reserves the right to reject any and all proposals and award the contract to the Contractor who best meets the requirements set forth in the Specifications.

Corey Schaffer, City Clerk