



City of West Hollywood
California 1984

REQUEST FOR PROPOSALS

MERCHANT SERVICES IN THE CITY OF WEST HOLLYWOOD

NOTICE IS HEREBY GIVEN that Proposals will be received by the **City of West Hollywood**, as AGENCY, for qualified Merchant Services Vendors to provide Merchant Services. Qualified Merchant Services Vendors who meet the following minimum criteria are invited to respond:

Merchant Services Vendors must be:

- PCI-DSS compliant and able to submit proof of compliance; and
- Financially stable.

Deadline for Questions is Monday, August 26, 2013; all requests shall be submitted via email to Lorena Quijano at lquijano@weho.org.

Deadline for Proposal Submission: Proposals will be received until **4:00 P.M.** on **Thursday, October 10, 2013**, in the office of:

**City of West Hollywood
Attn: Corey Schaffer, City Clerk
8300 Santa Monica Boulevard
West Hollywood, CA 90069**

Proposals shall be submitted as outlined in proposal documents, marked on the outside as follows:

“Merchant Services RFP

– DO NOT OPEN WITH REGULAR MAIL.”

A Complete set of said proposal documents may be obtained from the **City of West Hollywood**, Department of Finance and Information Technology Services, 8300 Santa Monica Boulevard, West Hollywood, California 90069, by sending an email to Lorena Quijano at lquijano@weho.org. For any questions regarding this RFP, please call or email Lorena Quijano at 323-848-6513 or lquijano@weho.org.

If you are a qualified Merchant Services Vendors, meet these minimum qualifications and wish to respond to this RFP, please submit a contact person via email to lquijano@weho.org.

BY ORDER OF the City of West Hollywood.
Corey Schaffer, City Clerk