

**City of West Hollywood
Department of Human Services and Rent Stabilization**

Tennis Concession

The City of West Hollywood is requesting proposals for Tennis Concession Services according to specifications set forth in this Request for Proposals (RFP). The request for proposal will be reviewed to evaluate candidates qualified to provide professional services related to the operation and maintenance of the pay-for-use tennis court reservations system, group and individual tennis instruction and other related tennis activities.

Instructions:

Mandatory Pre-Proposal Meeting will take place at 10 a.m. on Tuesday October 29, 2013 at the Tennis Pro Shop located in Plummer Park, 7377 Santa Monica Blvd, followed by site visit to West Hollywood Park tennis courts located at 647 N. San Vicente Blvd, West Hollywood, CA 90069.

Requests for Information (RFI) are due by Wednesday, November 6, 2013 at 1:00 p.m. All RFI's must be submitted by email to Christopher Worland at cworland@weho.org.

Deadline for Submitting Proposals is Wednesday, November 13, 2013, no later than 1:00 p.m.

Proposals shall be submitted in writing in a sealed envelope plainly marked on the outside: "Sealed Proposals for West Hollywood Tennis Concession Request For Proposal. Do Not Open with Regular Mail." 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: "West Hollywood Tennis Concession Request for Proposals
-Do Not Open with Regular Mail-"**

Proposals shall be typewritten and signed by a duly authorized officer of the proposer. Proposals shall be complete in all material respects in order to be considered.

For a full copy of the Request for Proposals (RFP) please contact Christopher Worland at 323-848-6511 or by email at cworland@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