



July 31, 2014

REQUESTS FOR PROPOSALS TEMPORARY STAFFING SERVICES

The City of West Hollywood is seeking proposals from qualified firms for Temporary Staffing Services.

Qualified firms who meet the following minimum criteria are invited to respond to the Request for Proposals (RFP). The complete RFP is posted on the City's website at <http://www.weho.org/city-hall/city-clerk/public-notice> and is also available by way of the Office of the City Clerk. The firm must:

- Have the expertise to provide temporary staffing services; and
- have the qualifications and expertise with similar municipal and/or public temporary staffing services.

If your Firm meets these minimum qualifications and wishes to respond to this RFP, please submit a proposal to:

City of West Hollywood
Attn: Yvonne Quarker, City Clerk
8300 Santa Monica Blvd
West Hollywood, CA 90069

Proposers must submit an original and four (4) copies of their proposals by 5:00 p.m., Friday, August 15, 2014 addressed to:

**City of West Hollywood
Attn: Yvonne Quarker, City Clerk
8300 Santa Monica Blvd
West Hollywood, CA 90069**

The exterior of the envelope shall clearly state the name "Temporary Staffing Services" and include the statement "Bid Documents Do Not Open with Regular Mail".

Proposals received after that date and time will not be considered.