



City of West Hollywood
Facilities and Field Services Division

NOTICE INVITING SEALED BIDS FOR Three (3) Solar Trailer Mounted Programmable Message Signs

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites sealed bids to be received only by submitting electronically at <http://www.weho.org/city-hall/city-departments/public-works/public-works-bids> for the above stated equipment and will only receive such bids no later than the hour of **10:00 AM ON NOVEMBER 17, 2014** at which time or thereafter said bids will be electronically opened and available online. Bids received after this time will be considered to be non-responsive.

The scope consists of furnishing the City of West Hollywood up to Three (3) Solar Trailer Mounted Programmable Message Signs, in accordance with the detailed Specifications provided in the bid set.

Bids must be submitted electronically for the exact item(s) requested in the bid specifications. Copies of the specifications and contract documents are available for free from the City of West Hollywood website <http://www.weho.org/city-hall/city-departments/public-works/public-works-bids>

Each bid submitted electronically is required to be accompanied by the Bid Documents; Bidder's Information, Bid Schedule (enter online), List of Subcontractors (enter online), Violation of Law/Safety Questionnaire, Non-Collusion Affidavit, Certificate of Non-Discrimination by Contractors, Statement Acknowledging Penal & Civil Penalties Concerning Contractors' Licensing Laws, Addendum Acknowledgement, and all additional documentation required by the Instructions to Bidders.

The AGENCY hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit bids in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, or religion in any consideration leading to the award of contract.

Please Refer to Other Bid Documents: The equipment needed is described in more detail in the Bid Documents. In particular, Bidders are strongly encouraged to review the Instructions to Bidders for more complete information regarding the submission of bids.

Interest in More Than One Bid: No bidder shall be allowed to make, submit or be interested in more than one bid.

Requests for Information (RFI's) and Questions: All questions and requests for information shall be submitted electronically at <http://www.weho.org/city-hall/city-departments/public-works/public-works-bids> under the above stated title. Any questions addressing the interpretation or clarification of the Proposal/Bid Forms or the Bid Documents must be submitted no later than **Monday, November 12, 2014 at 1:00 p.m.** Following this deadline no questions regarding the bid packet will be accepted.

Executed Contract with Insurance Certificates; The successful bidder will be required to furnish, within ten days of the written Notice of Award, and executed contract and insurance certificates and endorsements as described in the Bid Documents.

Owner's Rights: The City of West Hollywood reserves the right to reject any and all bids or to waive any irregularities or informalities in any bids or in the bidding should it deem this necessary for the public good, and also the bid of any Bidder who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all bids under advisement for a period of ninety (90) days. No bidder may withdraw its bid for a period of ninety (90) days after the date from the opening thereof. The award of contract, if made, will be to the lowest responsible Bidder as determined solely by the City of West Hollywood.

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

**BY ORDER OF THE
CITY OF WEST HOLLYWOOD**

By: Yvonne Quarker
City Clerk