



City of West Hollywood  
California 1984

# **REQUEST FOR PROPOSALS**

## **FOR**

### **PRODUCTION SERVICES HALLOWEEN CARNAVAL 2015**

IN THE CITY OF WEST HOLLYWOOD

The City of West Hollywood as AGENCY, invites proposals for Production Services Halloween Carnival 2015 to be received only by submitting electronically using the following web-site address link: <http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>

#### **The RFP Schedule is as Follows:**

- April 2, 2015                      Issue Date
- April 14, 2015                    Deadline for Requests for Clarification at 4:00 p.m.
- April 21, 2015                    Deadline for Proposal Submission at 4:00 p.m.

The City of West Hollywood is soliciting proposals from qualified vendors for full event production services for its annual Halloween Carnival, October 31, 2015.

Copies of the Request for Proposal document are available at no cost from the City of West Hollywood website at the following address:

<http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>

or

<http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

Should you experience any difficulty in accessing, downloading or transmitting documents, it is your responsibility to notify the City's point of contact.

## **Minimum Qualifications**

The selected contractor will possess extensive experience in all areas related to large-scale event planning, production and execution; and will have a business presence in and knowledge of the greater Los Angeles area.

## **Required Bonds:**

- 10% Proposal Bond to be submitted with proposal.
- 100% Performance Bond required to be submitted after award, if awarded.
- 100% Payment Bond required to be submitted after award, if awarded.

**Please Refer to Other Proposal Documents:** The scope of work, evaluation criteria, and proposal submission process is described in more detail in the Request for Proposal Document.

**Owner's Rights:** The City of West Hollywood reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposals should it deem this necessary for the public good, and also the proposal of any Proposer who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all proposals under advisement for a period of ninety (90) days. No proposer may withdraw its proposal for a period of ninety (90) days after the date from the opening thereof. The award of contract, if made, will be in accordance with the evaluation criteria provided in the specifications.

Point of contact for this proposal is Cleo Smith, Special Events Manager, via email at [csmith@weho.org](mailto:csmith@weho.org).

BY ORDER OF the City of West Hollywood:

Yvonne Quarker,  
City Clerk