



April 21, 2015

REQUESTS FOR PROPOSALS

COFFEE VENDOR SERVICES **West Hollywood Library Facility**

The City of West Hollywood invites proposals from qualified businesses to provide coffee vendor services at the West Hollywood Library facility. The initial term of the contract shall be for three years, with a one-time option to extend the contract upon mutual agreement of the City and the selected vendor.

In order to be considered for the contract described in this RFP the business making the proposal shall have five or more years of continuous experience in ownership, management or operation of specialty coffee facilities (cafes, coffee shops, or carts) or other equivalent experience. Applications not meeting this minimum requirement will be disqualified and their proposal will not be considered.

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-clerk/public-notice/rfp-rfq-bid-notice>

Proposers must submit an RFP response by 5:00 p.m. PST, May 20, 2015 online through the City's e-bidding portal at:

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

Proposals will not be accepted in person or through any other submittal form other than the e-bidding portal.