

# REQUEST FOR PROPOSALS

FOR  
FABRICATION OF REGULATORY TRAFFIC SIGNS, PARKING SIGNS AND OTHER  
CUSTOM SIGNS AS NEEDED

IN THE CITY OF WEST HOLLYWOOD

The City of West Hollywood as AGENCY, invites proposals for Fabrication of Regulatory Traffic, Parking Signs and other Custom Signs as needed, to be received only by submitting electronically at <http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>

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

- May 28, 2015 Request for Proposal released.
- June 4, 2015 Deadline for Requests for Clarification – 1:00 p.m.
- June 18, 2015 Deadline for Proposal Submission – 10:00 a.m.

## **General Scope of Work**

The work to be done consists of but is not limited to furnishing all materials, equipment, tools, labor and incidentals as required for fabrication of regulatory traffic signs, custom parking signs and other custom signs as needed.

Copies of the specifications and proposal documents are available at no cost from the City of West Hollywood website <http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>

## **Minimum Qualifications**

The proposer shall hold a valid State of California D-42 - Non-Electrical Sign Installation License.

The proposer shall have an active business entity number issued by the California Secretary of State at the time of submission of their proposal.

## **Evaluation Criteria**

- Qualifications of Proposer
- Ability to Meet Delivery Requirements
- Cost of Services

**Please Refer to Other Proposal Documents:** The scope of work and proposal submission process is described in more detail in the Proposal Documents. In particular, Proposers are strongly encouraged to review the Instructions to Proposers for more complete information regarding the submission of proposals.

**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 project is Helen Collins at 323-848-6895 or via email at [hcollins@weho.org](mailto:hcollins@weho.org).

BY ORDER OF the City of West Hollywood.

Yvonne Quarker,  
City Clerk