

REQUEST FOR PROPOSALS

FOR
MAINTENANCE OF CITYWIDE DOG WASTE STATIONS
IN THE CITY OF WEST HOLLYWOOD

The City of West Hollywood as AGENCY, invites proposals for Maintenance of Citywide Dog Waste Stations, 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:

- June 26, 2015 Request for Proposal released.
- July 2, 2015 Deadline for Requests for Clarification – 1:00 p.m.
- July 7, 2015 Deadline for Proposal Submission – 10:00 a.m.

General Scope of Work

The work to be done consists of furnishing all labor, materials, tools, equipment, overhead and profit as required to accomplish the work as outlined in Specifications and other relevant contract documents. The general work includes the daily servicing of stations. Daily servicing shall include: Inspection of the waste station; Restocking of individual dog waste bags; Removing of deposited waste; installing new waste liner; daily wiping of exterior of waste station unit. Clean up area 50 feet on each side of station of all litter and dog waste; and Advise City within 1 hour of completing daily servicing of damaged and / or missing waste station components.

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

The proposer shall have the capacity to begin work on August 1, 2015.

Ability to obtain a City of West Hollywood Business License.

Evaluation Criteria

- Qualifications of Proposer
- Ability to Meet 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.

BY ORDER OF the City of West Hollywood.

By:  for _____
City Clerk