

CITY OF WEST HOLLYWOOD
STREET MEDIA PROGRAM RFP

ADDENDUM #2

Date Issued: December 7, 2015

Cover Page

All clarifications and changes detailed in this Addendum (**ITEM #2**) shall be incorporated into the work and made part of the Request for Proposals issued by the City of West Hollywood for the **Street Media Program**.

This Addendum shall take precedence over all other conditions, specifications and requirements in the Request for Proposal documents. Except as noted in this Addendum, all other provisions of the Request for Proposals issued for the **Street Media Program** shall remain. Deletions are indicated with a ~~striketrough~~. Insertions are indicated with an underline.

All Proposers are required to acknowledge this Addendum online, prior to the submission of their Proposal.

ITEM #1: RFP Schedule

The RFP schedule is modified as follows:

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Proposal Due Date: ~~December 15, 2015~~ February 2, 2016

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1.2 RFP Schedule

ACTIVITY	DATE*
RFP issued by the City	October 12, 2015
Pre-proposal meeting (optional)	November 4, 2015 from 1:30-3:00pm at West Hollywood Library Community Meeting Room
Proposer questions due (via PlanetBids)	November 18, 2015 at 5:00pm Pacific Time
City Responses Posted (via PlanetBids)	November 23rd at 12pm
Proposal due date	December 15, 2015 <u>February 2, 2016</u>
Evaluation Committee to review proposals and decide on three (3) semi-finalists	Week of January 11, 2016 <u>March 4, 2016</u>
Public presentation of proposals by three (3) semi-finalists	Week of February 8, 2016 <u>April 13, 2016</u>
Interview of three (3) semi-finalists	Week of February 15, 2016 <u>April 14, 2016</u>
Review of three (3) semi-finalists and selection of one (1) finalist. Negotiations with finalist begin.	Week of February 22, 2016 April 25, 2016
Contract awarded	April 18, 2016 <u>June 5, 2016</u> (or at completion of negotiations)

*Tentative Dates

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4.5. Proposal Preparation Instructions

The Proposer shall mail, courier, or hand deliver ten (10) sealed hard-copy proposals to the City of West Hollywood no later than ~~December 15, 2015~~ February 2, 2016 at 5pm and submit one (1) digital copy of the submission on PlanetBids (<https://www.planetbids.com/portal/portal.cfm?CompanyID=22761&BidID=21873>). Proposals received after this time and date shall be disqualified and returned to Proposers unopened. Postmarks will not be accepted as proof of receipt. No oral, telephonic, faxed, emailed, or telegraphic proposals or modifications of proposals shall be considered.

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The evaluation team intends to recommend selection of one Proposer to enter into an agreement with the City on ~~April 18, 2016~~ June 5, 2016 (or at completion of negotiations). The City will not compensate the Selected Proposer for time-spent or expenses related to contract agreement negotiations. If an agreement is not reached, negotiations may be terminated and commenced with the next highest ranked Proposer. The approval and selection of the Street Media Program provider and award of the agreement is subject to the Approval of the City Council. Upon approval by the City Council, the agreement will be executed by the City.

End of Items

AFFIDAVIT OF POSTING

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I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk and that I posted this agenda on:

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