

CITY OF WEST HOLLYWOOD REQUEST FOR PROPOSALS
FABRICATION AND INSTALLATION OF LARGE VINYL BANNERS

**NOTICE INVITING PROPOSALS
FOR
FABRICATION AND INSTALLATION OF LARGE VINYL BANNERS
IN THE CITY OF WEST HOLLYWOOD**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood, invites proposals for providing fabrication and installation of large vinyl banners to be received only by electronic submittal. Copies of the full Request for Proposals (RFP) are available at no cost from the City of West Hollywood's website at the following website address links:

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

or

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

The Request for Proposal (RFP) schedule is as follows:

- December 10, 2015 Date RFP issued
- December 29, 2015 10:00 am Deadline for proposal submission. Any proposals received after this deadline will be considered to be non-responsive.

Scope of Work:

The City of West Hollywood invites the submittal of proposals from qualified companies who can take high resolution digital images and produce three large vinyl banners (each approximately 8'-6" x 22'-9") and develop a connection method for installation in the new courtyard adjacent to City Hall. The selected company will be responsible for fabrication and installation of the banners.

Minimum Qualifications:

- The contractor shall have the ability to obtain a \$1,000,000 insurance policy naming the City as an additional insured, in order to do work in on City property.

Evaluation Criteria:

- Qualifications of the company to complete scope of work. (50%)
- Reference(s) on previous project experience (10%)
- Cost (40%)

Award of Contract:

The award of contract, if made, will be in accordance with the evaluation criteria provided in the Request for Proposal document. The City of West Hollywood reserves the right to reject any

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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 Vendor 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 deadline for submission of proposals. The City may at its discretion select more than one contractor to provide services, if it is in the best interest of the City.

Point of Contact:

The City's primary contact for this Request for Proposals is Donn Uyeno, Senior Civil Engineer, and can be reached at (323) 848-6457, or by email at duyeno@weho.org.

BY ORDER OF the City of West Hollywood

AFFIDAVIT OF POSTING

State of California)
County of Los Angeles)
City of West Hollywood)

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:

Date: 12/10/15
Signature: Beth Thera