



City of West Hollywood  
California 1984

**REQUEST FOR PROPOSALS  
FOR  
INDUSTRIAL DOOR MAINTENANCE AND REPAIRS**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites sealed Proposals to be received only by submitting electronically at <http://www.weho.org/city-hall/city-departments/public-works/public-works-bids> for the above stated service and will only receive such Proposals no later than the hour of **10:00 a.m. on Tuesday, September 6, 2016**, at which time or thereafter said Proposals will be electronically opened. Proposals received after this time will be considered to be non-responsive.

The scope of work includes, but is not limited to, the preventative maintenance and repair of the specified City of West Hollywood Industrial Doors and Gate systems.

Proposals must be submitted electronically for the exact item(s) requested. Copies of the specifications and contract documents are available for free from the City of West Hollywood website <http://www.weho.org/city-hall/city-departments/public-works/public-works-bids>

Each Proposal submitted electronically is required to be accompanied by the Contractors Information, Proposal Schedule, List of Subcontractors, References, Contractors Bidder's Violation of Law/Safety Questionnaire, Non-Collusion Affidavit, Certificate of Non-Discrimination by Contractors, Statement Acknowledging Penal & Civil Penalties Concerning Contractors' Licensing Laws, Addendum Acknowledgement, and all additional documentation required by the Instructions to contractors, Proposals must be submitted on the Agency's bid forms.

Any contract entered into pursuant to this notice will incorporate the provisions of the State Labor Code. Pursuant to the provisions of Section 1773.2 of the Labor Code of the State of California, the minimum prevailing rate of per diem wages for each craft, classification, or type of workman needed to execute the contract shall be those determined by the Director of Industrial Relations of the State of California, which are on file at the City Hall, City of West Hollywood, 8300 Santa Monica Boulevard, West Hollywood, California 90069, and are available to any interested party on request.

The City of West Hollywood's Living Wage Ordinance shall be followed when applicable. West Hollywood Municipal Code: Chapter 3.20 Living Wage Requirements for Service Contracts.

Attention is directed to the provisions of Section 1777.5 (Chapter 1411, Statutes of 1968) and 1777.5 of the Labor Code concerning the employment of apprentices by the Contractor or any such subcontractor under him. Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, or handicap will also be required.

The AGENCY hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit Proposals in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, or religion in any consideration leading to the award of contract.

In entering into a public works contract, or a subcontract, to supply goods, services, or materials pursuant to a public works contract, the Contractor, or subcontractor, offers and agrees to assign to the awarding body all rights, title, and interest in, and to, all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the Contractor, without further acknowledgement by the parties.

No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

**Optional Site Walk:** Each prospective bidder is responsible for fully acquainting themselves with the conditions of the Project Site (which may include more than one site), as well as those relating to the construction and labor of the Project, to fully understand the facilities, difficulties and restrictions which may impact the total and adequate completion of the Project. To this end, a Pre-Bid Conference and Site Walk will be held on Tuesday, August 30, 2016 @ 8:00 am, in the West Hollywood Library facility. 625 N. San Vicente Blvd. West Hollywood, Ca. 90069. (punctual attendance required).

**Interest in More Than One Bid/Quote:** No bidder shall be allowed to make, submit or be interested in more than one bid. However, a person, firm, corporation or other entity that has submitted a sub-proposal to a bidder, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a sub-proposal or quoting prices to other bidders submitting a bid to the Owner.

**Requests for Information (RFI's) and Questions:** All questions and requests for information shall be submitted electronically at <http://www.weho.org/city-hall/city-departments/public-works/public-works-bids> under the above stated project. Any questions addressing the interpretation or clarification of the Bid Forms or the Bid Documents must be submitted no later than **1:00 pm Thursday September 1, 2016 through the City's electronic submission process**. Following this deadline no questions regarding the bid packet will be accepted.

The awarded contractor or contractors will be required to furnish, within **five days** of the emailed Notice of Award, insurance certificates and endorsements as described in the RFP Documents.

**License Requirements:** Pursuant to Section 7028.15 of the Business and Professions Code and Section 3300 of the Public Contract Code, all bidders must possess proper licenses for performance of this Contract. Contractor shall hold a valid C-61 Limited Specialty Classification with a D-28 Doors, Gates and Activating Devices Contractors license, issued by the California State Contractors License Board at the time the of PROPOSAL is submitted and throughout the full term of this the agreement, if awarded in order to perform the contracted scope of work. If applicable all Subcontractors must possess the appropriate licenses for each specialty subcontracted and they shall be listed on the bid documents as requested.

**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 Contractor 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.

Point of contact for this project is Kevin Trudeau at 323-848-6339 or via email at [ktrudeau@weho.org](mailto:ktrudeau@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: AUGUST 24, 2016

Signature: ALYSSA T. POTTER