



City of West Hollywood
California 1984

**REQUEST FOR PROPOSALS
FOR
MEETING ROOM AUDIO-VIDEO SYSTEM INSTALLATION**

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 Thursday, March 23, 2017**, 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 consists of furnishing all labor, material and services to install a complete audiovisual system as shown on the drawings and specifications.

Proposals must be submitted electronically for the exact item(s) requested. Copies of the drawings, 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.

Required Compliance with Labor Code section 1725.5: a contractor or subcontractor shall be registered pursuant to this section to be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any public work contract that is subject to the requirements of this chapter. For the purposes of this section, "contractor" includes a subcontractor as defined by Section 1722.1.

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

Job Walk by Appointment: Each prospective proposer 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 make an appointment to visit the site, please contact Lisa Nolan at 323-848-6353. No appointments will be made after March 15, 2017.

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.

Bid Security and Insurance Certificates; Performance and Payment Bonds:

The bid must be accompanied by certified or cashier's check to be submitted to the City Clerk prior to deadline for submission of proposals (proposals will only be accepted through the online process), or bidder's bond, made payable to the AGENCY for an amount no less than ten percent (10%) of the total bid price, this can be scanned and submitted as part of the proposal. Any bid not accompanied by such a guarantee will not be considered.

The successful bidder will be required to furnish, within 10 days of the written Notice of Award, insurance certificates and endorsements as described in the Bid Documents, a Performance Bond in the amount of one hundred percent (100%) of the Total Bid Price, and a Payment (Material and Labor) Bond in the amount of one hundred percent (100%) of the Total Bid Price, on the forms provided and in the manner described in the Bid Documents. Only bonds executed by an admitted surety insurer, as defined in Code of Civil Procedure Section 995.120, shall be accepted. The surety must be a California-admitted surety with a current A.M. Best's rating no less than A: VII and satisfactory to the City. If a California-admitted surety insurer issuing bonds does not meet these requirements, the insurer will be considered qualified if it is in conformance with Section 995.660 of the California Code of Civil Procedure, and proof of such is provided to the City.

Standard Specifications: The Standard Specifications of the Agency are contained in the most recent edition of the STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION, including the all supplements, as written and promulgated by the Joint Cooperative Committee of the Southern California Chapter of the American Public Works Association and the Southern California District of the Associated General Contractors of California.

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 March 16, 2017 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 10 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-7 Low Voltage Systems 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 Helen Collins at 323-848-6895 or via email at hcollins@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: March 6, 2017

Signature: Alyssa T. Poulton