

**City of West Hollywood**  
Information Technology Division

**Request for Proposals**  
**Network Infrastructure Refresh and Networking Managed Services**

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified network integrators or manufacturers to perform a turnkey replacement of the majority of the City of West Hollywood's aging network equipment. Also, the same vendor will provide managed services, via a contract with the City for a "to be" determined length of time, for all equipment provided as well as equipment not being replaced. Finally, the vendor chosen will provide network design and implementation services for future network projects.

**Instructions**

A copy of the RFP can be downloaded from the City's website at: [www.weho.org/rfp](http://www.weho.org/rfp)

The RFP can also be downloaded by registering with the City's bid portal at this URL: <http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

**DEADLINE FOR PROPOSAL SUBMISSION: May 3, 2017 by 11:59 PM**

**Proposals must:**

1. Must be submitted electronically on the City's bid portal (<http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>)
2. All submissions must have a cover sheet that states "Network Infrastructure Refresh and Networking Managed Services" and identifies the firm.
3. All submissions must include a signed and scanned copy of Appendix A.
4. All submissions must include a completely filled out copy of Appendix B

**All proposals shall include the following:**

- A. Summary Section
- B. Table of Contents
- C. Letter of Transmittal
- D. General Information
- E. Project Approach
- F. List of hardware and software
- G. Answers to RFP Questions
- H. Pricing of Services
- I. References
- J. Certification of Proposals
- K. Firm's Insurance

For a full copy of the Request for Proposal, please visit the City's website at [www.weho.org/rfp](http://www.weho.org/rfp). If you have any questions, please contact the Information Technology Division by email at [jduncan@weho.org](mailto:jduncan@weho.org)

The City reserves the right to reject any and all proposals and award the contract to the Contractor who best meets the requirements set forth in the Specifications.

Yvonne Quarker  
City Clerk

**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: APRIL 10, 2017

Signature: Albert P. [Signature]