

# City of West Hollywood

## Request for Proposal (RFP)

### Office Coffee Service

The City of West Hollywood ("CITY") is seeking a qualified firm to provide coffee services to the CITY and its various locations.

The successful applicant will provide coffee service to City Hall and other CITY satellite locations. Coffee service includes providing the coffee equipment, a selection of coffees and teas, sugars, creams, coffee stirrers, etc. The applicant will maintain and clean the coffee stations on each visit with service being once per month.

Instructions:

The deadline for submitting proposals is **Wednesday, May 3<sup>rd</sup>, 2017 by 4:00 PM**

Proposals shall be submitted in writing in a sealed envelope marked on the outside: "Office Coffee Service RFP". Three bound copies and a thumb drive with a .PDF of the proposal shall be submitted to the Office of the City Clerk by 4:00 PM on May 3<sup>rd</sup>, 2017.

Proposals must be addressed as:

Office of the City Clerk  
City of West Hollywood  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069  
**RE: Office Coffee Service RFP**

Proposals shall be typewritten and signed in ink by the president, chief executive officer, or individual authorized to act on behalf of the company, with current Power of Attorney, if applicable. The name and mailing address of the individual submitting the proposal must be provided. Proposals shall be complete in all material respects in order to be considered.

For a full copy of the Request for Proposal (RFP), please visit [www.weho.org/rfp](http://www.weho.org/rfp) or contact Tim Thomson in the Department of Finance and Technology Services at 323-848-6420 or by email at [tthomson@weho.org](mailto:tthomson@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: 4/12/17