

# City of West Hollywood

## Request for Proposal (RFP)

### SHUTTLE SERVICE OPERATOR FOR THE SUNSET STRIP ENTERTAINMENT SHUTTLE (PILOT PROGRAM)

The City of West Hollywood is seeking proposals from qualified shuttle operators to provide vehicles and drivers for the Sunset Strip entertainment shuttle service, a pilot program recently approved by the West Hollywood City Council. The successful operator will be awarded a 9-month contract with the possibility of two (2) one-year options to renew. Please note that this is a pilot program. Should the program be unsuccessful or funding is eliminated or needed for other purposes, the City may elect to suspend the program at the end of the pilot period.

The successful operator shall operate three trolley-style vehicles along the service's route. The route allows for the provision of service along Sunset Boulevard with stops between Fairfax Avenue and Doheny Drive and offers a connection to Melrose Avenue and Santa Monica Boulevard.

Shuttle hours of operation are 7:00 p.m. through 3:00 a.m. on Fridays and Saturdays

#### Instructions:

The deadline for submitting Proposals is **Monday, November 13, 2017 by 5:00 PM**

Proposals shall be submitted in writing in a sealed envelope marked on the outside: "Sealed Proposals for **Sunset Strip Entertainment Shuttle Operator RFP.**" Four bound copies, one unbound copy, and one .PDF of the proposal shall be submitted to the Office of the City Clerk by 5:00 PM on November 13, 2017. No oral, telephonic, or telegraphic proposal or modification of proposal will be considered.

Proposals must be addressed as follows:

Office of the City Clerk  
City of West Hollywood  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069

**Re: Sunset Strip Entertainment Shuttle Operator 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 the City's Social Services Division at 323-848-6454 or by e-mail at [fgomez@weho.org](mailto:fgomez@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: October 25, 2017

Signature: Alyson P. Pineda