

City of West Hollywood

Request for Proposal (RFP)

Copying and Reproduction Services

The City of West Hollywood ("CITY") is seeking a qualified firm to provide copying and reproduction equipment to City Hall and other City locations.

The successful applicant will provide copying and reproduction equipment to the City and its satellite locations by providing a range of copying machines. The successful applicant will contract with the City for a minimum of five (5) years.

Instructions:

The deadline for submitting proposals is **Thursday, February 22 by 4:00 PM**

Proposals shall be submitted in writing in a sealed envelope marked on the outside: "Copying and Reproduction Services RFP". Five (5) bound copies and a thumb drive of the proposal shall be submitted to the Office of the City Clerk by 4:00PM on Thursday, February 22, 2018

Proposals must be addressed as:

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

RE: Copying and Reproduction Services 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 or contact Tim Thomson in the Department of Finance and Technology Services at 323-848-6420 or by email at 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:

Signature: Yvonne Quarker

1-23-18