

**City of West Hollywood
Arts Division**

**Request for Proposals
Art Work Maintenance and Conservation Services**

The City of West Hollywood is seeking a qualified individual, team, or firm to coordinate and provide public art routine maintenance services for City-owned urban art works.

The purpose of this Request for Proposals (RFP) is to provide the City with a qualified individual, team, or firm who has the experience and capability to perform the tasks described in the Scope of Work. The successful candidate will possess a proven record and have demonstrated abilities in artwork registration and conservation, with specific skills in evaluating artworks, writing condition reports and photo documenting artworks.

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

DEADLINE FOR SUBMISSIONS: OCTOBER 24, 2018 BY 5:00 PM

Applicant must submit proposals online:

<https://form.jotform.com/82465825872165>

All submissions shall include the following:

- A. Consultant Identification
- B. Project Understanding
- C. Related Project Information / References
- D. Sub-Contractors
- E. Fee Proposal

For a full copy of the Request for Proposals, please visit the City's website at www.weho.org/rfp. If you have any questions, please contact Rebecca Ehemann by email at rehemann@weho.org.

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

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: September 5, 2018
Signature: Alycia P. [Signature]