

# CITY OF WEST HOLLYWOOD

## REQUEST FOR PROPOSALS

### **“ON-CALL” VIDEO SURVEILLANCE (CCTV) SYSTEM & ELECTRONIC ACCESS CONTROL SYSTEM MAINTENANCE AND REPAIR SERVICES**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites proposal submissions through this Request For Proposals (RFP) process, to be received only by submitting electronically at <https://www.weho.org/city-government/city-departments/public-works/bids> for the above stated work and will only receive such submissions no later than the hour of **1:00 PM ON Monday, December 17, 2018.**

The City seeks to select a qualified contractor to perform “On-Call” services, in City owned facilities, on Video Surveillance (CCTV) Systems and Electronic Access Control Systems including inspections, scheduled preventative maintenance, repairs and installation services.

Proposals must be submitted electronically. Copies of the RFP and associated documents are available for free from the City of West Hollywood website <https://www.weho.org/city-government/city-departments/public-works/bids>.

The agency hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit proposals in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, or religion in any consideration leading to the award of contract.

**Submission Documents:** Proposers should complete and return the below listed documents via electronic submission:

- |                                   |                        |
|-----------------------------------|------------------------|
| • Fee Schedule                    | to be submitted online |
| • Key Personnel                   | to be submitted online |
| • Bid Bond                        | to be submitted online |
| • Non-Collusion Declaration Form  | to be submitted online |
| • List of Proposed Subcontractors | to be submitted online |
| • Bidder's Information Forms      | to be submitted online |

**License Requirements:** Pursuant to Section 7028.15 of the Business and Professions Code and Section 3300 of the Public Contract Code, all bidders/proposers must possess proper licenses for performance of this Contract. Contractors shall possess at a minimum the following valid California Contractor license(s) in order to perform the Work: C-10 Electrical Contractor license. All Subcontractors must possess the appropriate licenses for each trade subcontracted and they shall be listed on the bid documents as requested to include percentage and dollar value of work.

Please note the terms Project and Work are interchangeable as are the terms Proposal/Proposer and Bid/Bidder.

**Pre-Proposal Meeting/Job Walk:** Not required; Available by appointment (if desired) any time/date before Monday, December 10 at 3:00p.m. Please schedule with the RFP Point of Contact.

**Duration/Term:** This Agreement is estimated at approximately \$500,000 over a 5-year period with two 2-year renewal options; the City does not guarantee usage of services nor compensation for unused services.

**Requests for Information (RFI's) and Questions/Clarifications:** All requests for information and questions/clarifications shall be submitted electronically at <https://www.weho.org/city-government/city-departments/public-works/bids> under the above stated project. Any questions addressing the interpretation or clarification of the Agency's bid forms or the bid documents must be submitted no later than **Tuesday, December 11, 2018 at 10:00 a.m. through the City's electronic submission process.** Following this deadline no questions regarding the RFP will be accepted.

**Deadline for Submission:** All proposals must be submitted electronically and received at <https://www.weho.org/city-government/city-departments/public-works/bids> no later than **Monday, December 17, 2018 at 1:00 p.m. through the City's electronic submission process.** The system will not allow submissions to be received after the deadline and it is the sole responsibility of the proposers to allow adequate time to upload all required bidding documents.

**Prevailing Wages:** Any contract entered into pursuant to this notice will incorporate the provisions of the California State Labor Code. Pursuant to the provisions of Section 1773.2 of the Labor Code, the minimum prevailing rate of per diem wages for each craft, classification, or type of workman needed to execute the contract shall be those determined by the Director of Industrial Relations of the State of California, which are on file at the City Hall, City of West Hollywood, 8300 Santa Monica Boulevard, West Hollywood, California 90069, and are available to any interested party on request.

A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5 of the Labor Code. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 of the Labor Code at the time the contract is awarded.

Attention is directed to the provisions of Section 1777.5 of the Labor Code concerning the employment of apprentices by the Contractor or any such subcontractor under him.

Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, or handicap will also be required.

In entering into a public works contract, or a subcontract, to supply goods, services, or materials pursuant to a public works contract, the Contractor, or subcontractor, offers and agrees to assign to the awarding body all rights, title, and interest in, and to, all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the Contractor, without further acknowledgement by the parties.

No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

This work may be subject to compliance monitoring and enforcement by the Department of Industrial Relations.

**Living Wage Ordinance:** The City of West Hollywood's Living Wage Ordinance shall be followed when applicable. West Hollywood Municipal Code: Chapter 3.20 Living Wage Requirements for Service Contracts.

**Interest in More Than One Submission:** No proposer shall be allowed to make, submit or be interested in more than one proposal submission. However, a person, firm, corporation or other entity that has submitted a sub proposal to a proposer, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a sub proposal or quoting prices to other proposers submitting a proposal to the Owner.

**Bid Security and Insurance Certificates; Performance and Payment Bonds:** The proposal submission must be accompanied by certified or cashier's check to be submitted to the City Clerk prior to deadline or bidder's bond, made payable to the AGENCY for an amount no less than ten percent (10%) of the total bid price, this can be scanned and submitted as part of the online proposal submission. Any proposal submission not accompanied by such a guarantee will not be considered.

The successful proposer will be required to furnish, within five business days of the written Notice of Award, insurance certificates and endorsements as described in the Bid Documents, a Performance Bond in the amount of one hundred percent (100%) of the Total Bid Price Per Year, and a Payment (Material and Labor) Bond in the amount of one hundred percent (100%) of the Total Bid Price Per Year, on the forms provided and in the manner described in the Bid Documents. Only bonds executed by an admitted surety insurer, as defined in Code of Civil Procedure Section 995.120, shall be

accepted. The surety must be a California-admitted surety with a current A.M. Best's rating no less than A: VII and satisfactory to the City. If a California-admitted surety insurer issuing bonds does not meet these requirements, the insurer will be considered qualified if it is in conformance with Section 995.660 of the California Code of Civil Procedure, and proof of such is provided to the City.

**Standard Specifications:** The Standard Specifications of the Agency are contained in the most recent edition of the STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION ("Greenbook"), including all supplements, as written and promulgated by the Joint Cooperative Committee of the Southern California Chapter of the American Public Works Association and the Southern California District of the Associated General Contractors of California. The Standard Specifications set forth above will control the General Provisions for this Contract except as amended in the RFP documents by the Plans, General Conditions, Special Provisions, Technical Provisions, or other Contract Documents.

**Owner's Rights:** The City of West Hollywood reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposals should it deem this necessary for the public good, and also the submission of any Proposer who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all proposal submissions under advisement for a period of ninety (90) days. No proposer may withdraw its submission for a period of ninety (90) days after the date from the opening thereof.

Point of contact is Erin Hamant at (323) 848-6859 or via email at [ehamant@weho.org](mailto:ehamant@weho.org).

BY ORDER OF the City of West Hollywood.

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: 12-5-18

Signature: *Yvonne Quarker*