

**CITY OF WEST HOLLYWOOD  
REQUEST FOR PROPOSALS  
PARKING PERMIT MATERIALS**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites Requests for Proposals (RFP) for the above stated services and will only receive such proposals no later than the hour of **3:00 PM, Friday, January 18, 2019.**

The City of West Hollywood is seeking a multi-year contract with a qualified and highly motivated firm to produce parking permits. The City is offering an Agreement with an ending date of June 30, 2023, with the option for the City to renew for up to two (2) additional terms of two (2) years each (see ATTACHMENT 4 Sample Agreement). Any renewal will be granted at the sole discretion of the City and subject to the same terms and conditions of the original contract. The firm awarded the Agreement will work for the City through the Facilities and Recreation Services Department.

Copies of the Request for Proposals and associated documents are available for free from the City of West Hollywood website <https://www.weho.org/city-government/city-clerk/public-notice/rfp-rfq-bid-notice>

All Proposals should be submitted in a sealed envelope clearly marked in the lower left-hand corner: "Proposal – Parking Permit Materials" Please provide three (3) printed copies of your Proposal no later than 3:00 PM on Friday, January, 18, 2019. Responses must be addressed and delivered as follows:

Ms. Yvonne Quarker, City Clerk  
City of West Hollywood  
8300 Santa Monica Boulevard  
West Hollywood, CA 90069

Include a web link to an electronic version of the bid via Box, Dropbox or similar.

**Questions About RFP:** You may submit questions to the CITY about the RFP by email no later than noon on January 3, 2019 to the attention of Coby Wagman, Parking Operations Supervisor at [cwagman@weho.org](mailto:cwagman@weho.org). All questions received will be responded to by e-mail by Thursday, January 10, 2019.

**Please note:** No oral, telephonic or telegraphic response or modification of response will be considered. Other than the possible emails to Coby Wagman as discussed above, under no circumstances is City staff, its elected officials, boards or commissioners to be contacted during this RFQ process.

**Property Rights:** Responses received within the prescribed deadline become the property of the City and all rights to the content therein become those of the City.

**Non-Commitment of City:** This Request for Proposals does not commit the City to award a Contract, to pay any costs incurred in the preparation of a response for this request, or to procure or contract services. The City reserves the right to accept or reject any or all responses received as a result of this request if it is in the best interest of the City to do so.

Point of contact for this project is Coby Wagman at 323-848-6514 or via email at [cwagman@weho.org](mailto:cwagman@weho.org)

BY ORDER OF the City of West Hollywood.

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: December 19, 2018

Signature: Alyssa T. Pothol