

**CITY OF WEST HOLLYWOOD
REQUEST FOR PROPOSALS
ADMINISTRATIVE HEARING OFFICER SERVICES**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites Requests for Proposals (RFP) for the above-stated serves and will only receive such proposals no later than the hour of **5:00 PM, Monday, March 4, 2019.**

The City of West Hollywood is seeking a one-year contract with one or more qualified individuals or firms interested in providing administrative hearing officer services for rent stabilization, administrative citation and vehicle post-impound cases. The City is offering an Agreement with an ending date of June 30, 2020, with the option for the City to renew for up to two (2) additional terms of one (1) year each (see ATTACHMENT A Sample Agreement). Any renewal will be granted at the sole discretion of the City. The individual or firm awarded the Agreement will work for the City through the Administrative Services Department.

Copies of the RFP and associated documents are available for free from the City of West Hollywood website at <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 – Administrative Hearing Officer Services Materials". Please provide four (4) printed copies of your Proposal no later than 5:00 PM on Monday, March 4, 2019. Responses must be addressed and delivered as follows:

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

Questions About RFP: You may submit questions to the City about the RFP no later than 5:00 PM on February 18, 2019 to Eva Angeloff at EAngeloff@weho.org. All questions received will be responded to via the online bid portal by Monday, February 25, 2019.

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

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

Non-Commitment of City: This RFP does not commit the City to award a Contract, to pay any costs incurred in the preparation of a response to this request, or to procure 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: Eva Angeloff, EAngeloff@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: January 31, 2019

Signature: Angeloff Pineda