

**REQUEST FOR PROPOSALS FOR  
WINTER THEME LIGHTING  
FOR THE SANTA MONICA BOULEVARD MAINTENANCE DISTRICT**

The City of West Hollywood ("CITY"), invites proposals for contractors to design, install, maintain, store, repair, and remove winter-themed exterior lighting and décor for the Santa Monica Boulevard Maintenance District. The deadline for submitting proposals is **Wednesday, March 13, 2019 no later than 4 p.m.** Proposals MUST be submitted electronically on the City's bid portal:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

Copies of the complete Request for Proposal document are available at no cost from the City of West Hollywood website at the following addresses:

<https://www.weho.org/city-government/city-clerk/public-notices/rfp-rfq-bid-notices>

Should you experience any difficulty in accessing, downloading or transmitting documents, it is your responsibility to notify the City's point of contact, Maribel Louie, via email at [mlouie@weho.org](mailto:mlouie@weho.org).

**The Procurement Schedule is as Follows:**

Request for Proposals Released:	02/27/2019
Final Date for Submitting Questions:	03/07/2019
Final Date for Submitting Proposals:	03/13/2019 (4 PM)
Proposal Evaluation:	03/13/19 - 04/03/2019
Interviews with Finalists (If Needed):	04/10/2019
Negotiations begin with Finalist:	04/15/19 - 04/30/2019
District Renewal Process with Adopted Budget	05/20/2019
Contract Award at City Council Meeting:	06/03/2019
Contract Term (3 years):	07/01/2019-06/30/2022

**Please Refer to Full Proposal Documents:** The scope of work and proposal submission process is described in more detail in the Proposal Documents. Proposers are strongly encouraged to review the Instructions to Proposers for more complete information regarding the submission of proposals.

**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 proposal of any Proposer who has been delinquent or unfaithful in any former contract with the City and to take all proposals under advisement for a period of ninety (90) days. No Proposer may withdraw its proposal for a period of ninety (90) days after the date from the opening thereof. The award of contract, if made, will be in accordance with the evaluation criteria provided in the specifications.

**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: February 27, 2019  
Signature: Alyson Ponder