

**CITY OF WEST HOLLYWOOD  
REQUEST FOR PROPOSALS (RFP)  
FOR TENNIS CONCESSION OPERATION AND SERVICES**

PUBLIC NOTICE IS HEREBY GIVEN that a Request For Proposals, (RFP), for the management and operation of the City of West Hollywood's Tennis Concession. The purpose of the RFP process is to identify qualified tennis concessionaires that meet the City's criteria and instructions outlined in the RFP document.

A mandatory pre-proposal meeting will take place on April 4, 2019 at 10:00 a.m. to view the tennis facilities owned by the City. The meeting will begin at the Pro-Shop located in Plummer Park, 7377 Santa Monica Blvd., West Hollywood, CA 90046, and then proceed to West Hollywood Park to view the roof top tennis courts at 625 N. San Vicente Blvd., West Hollywood, CA 90069

All proposals shall be signed in ink by the President, Chief Executive Officer, or individual authorized to act on behalf of the Company, with current Power of Attorney, if applicable. The name and mailing address of the individual making the proposal must be provided. Proposals shall be submitted in person or by mail as follows: Five (5) sealed copies [two (2) originals and three (3) photocopies] of the completed proposals.

Proposals will be accepted up to the hour of 5:00 p.m. on Thursday, April 19, 2019.

Proposals must be submitted and addressed as follows:

City Clerk  
City of West Hollywood  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069  
**Proposal: Tennis Concession**

In order to avoid any potential confusion, and to minimize burden on City staff, the City is requiring that all procedural questions relating to this RFP be directed **by email only** to:

Michael Gasca, Acting Recreation Supervisor: [mgasca@weho.org](mailto:mgasca@weho.org)

Specific questions relating to the content of this RFP should be submitted in writing via email on or before April 9, 2019 at 1:00 p.m.

Request For Proposals (RFP) documents may be obtained online at <https://www.weho.org/city-government/city-clerk/public-notices/rfp-rfq-bid-notices>

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: 3-28-19  
Signature: C. R. Quarker