

**City of West Hollywood
Public Safety Department**

**Request for Proposals
Russian Arts and Culture Festival**

The City of West Hollywood, hereinafter referred to as "City," is soliciting proposals from qualified vendors for full event production services for its annual Russian Arts and Culture Festival. The selected Proposer will possess extensive experience in all areas related to event planning, production and execution.

Russian Arts and Culture Festival Overview:

The City of West Hollywood sponsors an Annual Russian Cultural Month, which celebrated its 18th anniversary in 2019. Time is a critical element in the preparation, execution and striking of this event.

Event date: Sunday, May 17, 2020 (from 11 a.m. to 7 p.m.)

The required services and qualifications are described in the Scope of Services of the complete RFP.

Cost for permits specifically and exclusively required for the event will be covered by the City; any permits/licenses legally required for the Proposer to practice his/her profession are the responsibility of the Proposer and should not be factored into the proposed cost.

All communication with respect to questions, qualifications or the proposal must be submitted electronically at the following address: russianfestproposals@weho.org with the subject line: **Proposal: Russian Arts and Culture Festival**

Instructions:

A copy of the RFP can be downloaded from the City's website at: www.weho.org/rfp
The RFP can also be downloaded by registering with the City's bid portal at the following URL:
<http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

DEADLINE FOR PROPOSAL SUBMISSION: Monday, August 5, 2019 by 12:00 PM.

Electronic submissions received after the stated date and time will not be accepted or considered by the City.

Proposals must:

1. Must be submitted electronically on the City's bid portal
<http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>
Or to russianfestproposals@weho.org in pdf format with the subject line:
Proposal: Russian Arts and Culture Festival. Proposals can be mailed to the following address: City Clerk, City of West Hollywood; 8300 Santa Monica Boulevard; West Hollywood, CA 90069. Proposals must be submitted in envelopes plainly marked with: Proposal: Russian Arts and Culture Festival.
2. All submissions must have a cover sheet that states "Russian Arts and Culture Festival" and identifies the company.

3. All submissions must include a signed and scanned copy of Appendix A (Scope of Services)
4. All submissions must include a completely filled out copy of Appendix B (Certificate of Exemption from Workers' Compensation Insurance).

All proposals shall include the following:

- A. Summary Section
- B. Table of Content
- C. Letter of Transmittal
- D. General Information
- E. Project Approach
- F. Pricing of Services
- G. Certification of Proposals
- H. Company insurance

If you have any questions, please contact Tatiana Rodzinek by e-mail at trodzinek@weho.org

The City reserves the right to reject any and all proposals and award the contract to the Contractor who best meets the requirements set forth in the Specifications.

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: July 22, 2019

Signature: Tatiana Rodzinek