

CITY OF WEST HOLLYWOOD
NOTICE OF REQUEST FOR PROPOSALS

AUDIOVISUAL UPGRADE TO COUNCIL CHAMBERS
CIP # 2019-2020-56-02

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites proposal submissions through this Request For Proposals (RFP) process, to be received only by submitting electronically at <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761> for the above stated work and will only receive such submissions no later than the hour of **1:00 PM ON Wednesday, November 20, 2019**.

The City seeks to award a contract to a qualified Audiovisual (AV) Systems Integrator to upgrade the existing AV system in the Council Chambers (a.k.a. Public Meeting Room / PMR), located at 625 N. San Vicente Boulevard, on the ground level of the West Hollywood Library. This room is used for City Council meetings, public events, video presentations and other community-based activities.

Contractors shall furnish all labor, materials, tools, equipment, and incidentals, as required, to accomplish the work in accordance with the City's contract requirements, plans, and specifications. General work includes: removal of existing AV system equipment and components; and the acquisition, assembly and installation of new integrated AV system equipment and components. Contractors are required to notify the City and produce required documentation when specialized subcontractors perform any portion of the work.

Proposals must be submitted electronically. Copies of the RFP and associated documents are available for free from the City's website at: <http://www.weho.org/bid>, and on the City's electronic bidding portal: <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>. To schedule an in-person review of the hard copy Bid Documents, reach out to the point of contact listed at the bottom of this Notice.

The agency hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit proposals in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, or religion in any consideration leading to the award of contract.

License Requirements: Pursuant to Section 7028.15 of the Business and Professions Code and Section 3300 of the Public Contract Code, all bidders/proposers must possess proper licenses for performance of this Contract. Contractors shall possess at a minimum the following valid California Contractor license(s) in order to perform the Work: **C-7 Low Voltage Systems**. All Subcontractors must possess the appropriate licenses for each trade subcontracted and they shall be listed on the bid documents as requested to include percentage and dollar value of work.

Please note the terms Project and Work are interchangeable as are the terms Proposal/Proposer and Bid/Bidder and Contractor/Integrator.

Mandatory Pre-Bid Meeting/Job Walk: Thursday, November 14, 2019 at 8:00 a.m. Location is at 625 N. San Vicente Boulevard, Ground Floor, Council Chambers. Late arrivals will not be accepted. Paid parking is available at the same address. Validations will not be provided.

Prospective bidders are responsible to fully acquaint themselves with the conditions of the City of West Hollywood as well as those relating to the construction and labor of the Project; to fully understand the facilities, difficulties and restrictions which may impact the total and adequate completion of the Project.

Duration: 21 Calendar Days for completion of project; an additional 15 calendar days for completion of Punch List items.

Requests for Information (RFI) and Questions/Clarifications: All requests for information (RFI) and questions/clarifications shall be submitted electronically at <https://www.weho.org/city-government/city-departments/public-works/bids> under the above stated project. Any questions addressing the interpretation or clarification of the Agency's bid forms or the bid documents must be submitted no later than **Friday, November 15, 2019 at 10:00 a.m. through the City's electronic submission process**. Following this deadline no questions regarding the RFP will be accepted.

Point of contact is Erin Hamant at (323) 848-6859 or via email at ehamant@weho.org. Please do not solicit bid contact with questions/clarifications; use the online bidding portal stated above.

Deadline for Submission: All proposals must be submitted electronically and received at <https://www.weho.org/city-government/city-departments/public-works/bids> no later than **Wednesday, November 20, 2019 at 1:00 p.m. through the City's electronic submission process**. The system will not allow submissions to be received after the deadline and it is the sole responsibility of the proposers to allow adequate time to upload all required bidding documents.

Prevailing Wages: Any contract entered into pursuant to this notice will incorporate the provisions of the California State Labor Code. Pursuant to the provisions of Section 1773.2 of the Labor Code, the minimum prevailing rate of per diem wages for each craft, classification, or type of workman needed to execute the contract shall be those determined by the Director of Industrial Relations of the State of California, which are on file at the City Hall, City of West Hollywood, 8300 Santa Monica Boulevard, West Hollywood, California 90069, and are available to any interested party on request.

A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5 of the Labor Code. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 of the Labor Code at the time the contract is awarded.

Attention is directed to the provisions of Section 1777.5 of the Labor Code concerning the employment of apprentices by the Contractor or any such subcontractor under him. Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, or handicap will also be required.

In entering into a public works contract, or a subcontract, to supply goods, services, or materials pursuant to a public works contract, the Contractor, or subcontractor, offers and agrees to assign to the awarding body all rights, title, and interest in, and to, all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the Contractor, without further acknowledgement by the parties.

No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

This work may be subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Living Wage Ordinance: The City of West Hollywood's [Living Wage Ordinance](#) shall be followed

when applicable. West Hollywood Municipal Code: Chapter 3.20 Living Wage Requirements for Service Contracts.

Interest in More Than One Submission: No proposer shall be allowed to make, submit or be interested in more than one proposal submission. However, a person, firm, corporation or other entity that has submitted a sub proposal to a proposer, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a sub proposal or quoting prices to other proposers submitting a proposal to the Owner.

Bid Security and Insurance Certificates; Performance and Payment Bonds: The proposal submission must be accompanied by cash or cashier's check to be submitted to the City Clerk prior to deadline; or the proposal submission must be accompanied by a bid bond, or equivalent substitution in lieu of a bond, made payable to the AGENCY for an amount no less than ten percent (10%) of the total bid price, this can be scanned and submitted as part of the online proposal submission. Any proposal submission not accompanied by such a guarantee will not be considered.

The successful proposer will be required to furnish, within **five business days** of the written Notice of Award, insurance certificates and endorsements as described in the Bid Documents, a Performance Bond in the amount of one hundred percent (100%) of the Total Bid Price Per Year, and a Payment (Material and Labor) Bond in the amount of one hundred percent (100%) of the Total Bid Price Per Year, on the forms provided and in the manner described in the Bid Documents. Only bonds executed by an admitted surety insurer, as defined in Code of Civil Procedure Section 995.120, shall be accepted. The surety must be a California-admitted surety with a current A.M. Best's rating no less than A: VII and satisfactory to the City. If a California-admitted surety insurer issuing bonds does not meet these requirements, the insurer will be considered qualified if it is in conformance with Section 995.660 of the California Code of Civil Procedure, and proof of such is provided to the City.

Add Alternate(s): Add alternates will be awarded in the order they are listed in the bid documents.

Standard Specifications: The Standard Specifications of the Agency are contained in the most recent edition of the STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION ("Greenbook"), including all supplements, as written and promulgated by the Joint Cooperative Committee of the Southern California Chapter of the American Public Works Association and the Southern California District of the Associated General Contractors of California. The Standard Specifications set forth above will control the General Provisions for this Contract except as amended in the RFP documents by the Plans, General Conditions, Special Provisions, Technical Provisions, or other Contract Documents.

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 submission of any Proposer who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all proposal submissions under advisement for a period of ninety (90) days. No proposer may withdraw its submission for a period of ninety (90) days after the date from the opening thereof.

**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: October 31, 2019
Signature: Alyson Powell