



**City of West Hollywood
Communications Department
REQUEST FOR QUALIFICATIONS (RFQ)**

**City-Specific Street Pole Banners: Printing,
Installation/Deinstallation, and Related Services (as needed) |
Date Issued: January 15, 2020**

Description — The City of West Hollywood is gathering qualifications directly related to services for 276 city-specific street pole banners for the Citywide Street Pole Banner Program.

Eligibility — This Request for Qualifications is open to companies that can provide street pole banner services on a regular basis including printing, installation/deinstallation, and related services.

Timeline — Proposals are due on **January 29, 2020** and the RFQ Evaluation Period is January 29, 2020 to January 31, 2020

Deadline to submit: 1/29/2020

Schedule and Budget — In February 2020, the City will issue contracts for services. The issuance of a contract is not a guarantee of work. Following the establishment of a contract, project(s) may be assigned on an as-needed basis and each project will require an approved scope of work per project assigned. Vendors will be required to abide the provision of all required insurance coverages, endorsements, and waivers.

Instructions — Applications must be submitted electronically through West Hollywood's online bidding portal <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

Questions — Questions are to be submitted electronically only using the City's online bidding portal. Communication or solicitation with other City of West Hollywood Officials or Employees regarding any aspect of this RFQ is expressly prohibited and may result in disqualification. The City's principal contact for this Request for Qualifications will be Joshua Schare, Communications Department, (323) 848-6431, jschare@weho.org.

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

The City of West Hollywood reserves the right to cancel or postpone this Request for Qualifications at any time.

Yvonne Quarker, City Clerk, 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 15, 2020
Signature: [Handwritten Signature]