

**City of West Hollywood
Economic Development Department**

**Request for Proposals
EVENT PRODUCTION SERVICES
HALLOWEEN CARNAVAL 2020 – 2022**

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

Halloween Carnival Overview:

The City of West Hollywood, California was incorporated in 1984. One of the first community events established by the City was a Citywide Halloween Carnival. The Halloween Carnival is the largest outdoor Halloween celebration in the country, attracting over 400,000 participants annually. Originating as a "spillover" of celebrations along Santa Monica Boulevard, the Carnival began informally. It now encompasses over a mile of street closures along scenic Route 66 (Santa Monica Boulevard) from Doheny Drive to La Cienega Boulevard.

Event date: October 31st, annually

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

Cost for permits specifically and exclusively required by the City 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.

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>

Questions and requests for clarification regarding this RFP must be submitted electronically by January 22, 2020 by 11:59 PM . Therefore, Proposers are advised that any questions received after that date shall not be answered. Please do not solicit bid contact with questions/clarifications; use the online bidding portal stated above.

DEADLINE FOR PROPOSAL SUBMISSION: Thursday, February 6, 2020 by 11:59 PM

All Submissions must be received electronically by the deadline. Electronic submissions received after the stated date and time will not be accepted or considered by the City.

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.

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: January 16, 2020
Signature: [Handwritten Signature]