

**CITY OF WEST HOLLYWOOD
REQUEST FOR PROPOSALS
PARKING PERMIT AND CITATION MANAGEMENT SERVICES**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites Requests for Proposals (RFP) for the above stated services and will only receive such proposals no later than the hour of **3:00 PM (PST) on Monday, March 7, 2022.**

The City of West Hollywood is inviting proposals from qualified individuals or firms interested in providing PARKING PERMIT AND CITATION MANAGEMENT SERVICES for an initial term of five and a half (5.5) years, with two (2) two-year extensions to be exercised at the City's sole discretion.

INSTRUCTIONS:

A Copy of the RFP can be downloaded from the City's website at:
www.weho.org/rfp

Proposals must be submitted electronically on the City's bid portal: <https://www.weho.org/city-government/city-departments/public-works/bids>

DEADLINE FOR PROPOSAL SUBMISSION:

Proposals must be submitted through the online portal by **3:00 PM (PST) on Monday, March 7, 2022** to be eligible for this RFP.

QUESTIONS:

All questions concerning this solicitation must be submitted online via the Q&A section of the bid management software. The official responses to questions or requests for interpretation to this solicitation will be posted on the Q&A section of the bid management software.

The cut-off for the submission of questions or deviations shall be **3:00 PM on Tuesday, February 15, 2022**. Any information resulting from questions that causes a material change in the solicitation will be posted on the Addenda & Emails section of the bid management system as an addendum.

All questions received will be responded to via the online bid portal by March 1, 2022.

Point of contact for this project is Vince Guarino 323-848-6426 or via email at vguarino@weho.org

BY ORDER OF the City of West Hollywood
Melissa Crowder, 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 this document was posted on:

Date: January 27, 2022
Signature: \\Alyssa T. Poblador\\
Office of the City Clerk