

NOTICE INVITING PROPOSALS Unarmed Security Guard Services

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood 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 11:59 PM ON FRIDAY, MARCH 11, 2022.

The City seeks to award one contract to provide unarmed security guard services at various locations across West Hollywood including City Hall, public parks, and other public facilities for a two (2) year term with two two-year options to renew. The scope of work for this project is further described in the RFP document available on the City's online bidding portal. The City anticipates entering into an agreement for this work based on a not-to-exceed contract amount.

Instructions

Interested vendors must login to view a complete copy of the RFP and submit their complete proposals electronically through West Hollywood's Online Bidding Portal on **Friday, March 11, 2022, by 11:59 pm.**

<https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

RFP Notices and related documents may be obtained online at:

<http://www.weho.org/bid>

Schedule

The timing of the proposal's review and selection process is subject to change, depending on the needs of the City, but is anticipated as follows. Please be prepared to interview on the dates shown below.

Request for Proposals Issued	February 10, 2022
Deadline for Questions All questions/clarifications shall be submitted electronically at https://www.planetbids.com/portal/portal.cfm?CompanyID=22761 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 the deadline stated through the City's electronic submission process. Following this deadline, no questions regarding the RFP will be accepted.	February 24, 2022 by 11:59 p.m.
Proposals Due All proposals shall be submitted electronically and received at https://www.planetbids.com/portal/portal.cfm?CompanyID=22761 under the above stated project no later than the deadline stated. 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.	March 11, 2022 by 11:59 p.m.
Interviews	March 23 & 24, 2022
Notice to Proceed	April 2022

Contact

The City’s principal contact for this proposal is Margarita Kustanovich, Emergency Management Coordinator, (323) 848-6419, mkustanovich@weho.org. Communication or solicitation with other City of West Hollywood Officials or Employees regarding any aspect of this RFP is expressly prohibited and may result in disqualification.

Requirements

All bidders will be required to comply with the following two conditions:

- 1) **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.

- 2) **Insurance Certificates:** The successful bidder will be required to furnish, within five business days of the written Notice of Award, insurance certificates and endorsements.

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.

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
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: February 7, 2022
Signature: \\Alyssa T. Poblador\
Office of the City Clerk