

# CITY OF WEST HOLLYWOOD

## REQUEST FOR PROPOSALS

### FIELD SERVICE CREWS

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites Requests for Proposals (RFP) for the above stated services which shall 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 proposals no later than the hour of **1:00 PM, Tuesday, May 24 2022.**

The work to be done consists of litter pick-up, wiping down trash cans and other street furnishing, special cleaning as requested by City staff and shopping cart retrieval. The City is looking for 6 crews comprised of 3 crew members and one supervisor/job coach per crew and each crew will be required to have it's our vehicle. Shifts vary but will require coverage 365 days per year based on the schedule provided in the RFP.

Proposals shall be submitted electronically. Copies of the Request for Proposals and associated documents are available for free from the City of West Hollywood website <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

This is a Non-Public Works Service Contract which requires the vendor to pay at a minimum the City Living Wage except for Supportive Services as defined in the RFP, which abide by the City's Minimum Wage Ordinance. It is the sole responsibility of the vendor to use the appropriate wage ordinance.

The AGENCY hereby affirmatively ensures that all proposers will be afforded full opportunity to submit Statements of Qualifications in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, or disability or any other protected classes at the Federal, State, and local level.

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

**Requests for Clarification (RFI's) and Questions:** All questions and requests for information 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 Statement of qualifications Forms, or the Statement of qualifications Documents must be submitted no

later than **Wednesday, May 18, 2022, at 1:00 p.m. through the City's electronic submission process.** Following this deadline, no questions regarding the statement of qualifications packet will be accepted.

**Evaluation Criteria** – Will be based on a 100% scale and the criteria is outlined in the RFP.

**Insurance Certificates and Payment Bonds:** The successful proposer will be required to furnish, within **five business days** of the written Notice of Award, provide insurance certificates and endorsements as described in the Proposal Documents, and a Payment (Material and Labor) Bond in the amount of one hundred percent (100%) of the Total Bid Price for one year with an annual renewal term, on the forms provided and, in the manner, described in the Proposal. 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.

**Start:** This agreement will begin work on July 1, 2022.

**Owner's Rights:** The City of West Hollywood reserves the right to reject any and all proposals or statement of qualifications or to waive any irregularities or informalities in any statement of qualifications or in the proposals should it deem this necessary for the public good. No Proposer may withdraw its submission for a period of ninety (90) days after the date from the opening thereof.

Point of contact for this project is Helen Collins at 323-848-6895 or via email at [hcollins@weho.org](mailto:hcollins@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: May 13, 2022  
Signature:\\Kimberle English\\  
Office of the City Clerk