

CITY OF WEST HOLLYWOOD

NOTICE OF REQUEST FOR PROPOSALS

PRODUCTION SERVICES AT PLUMMER PARK FOR ANNUAL WEST HOLLYWOOD RUSSIAN-SPEAKING COMMUNITY CULTURAL HERITAGE MONTH & ONE-DAY CULTURAL FESTIVAL

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, 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 **12:00 PM (Pacific Time) on Monday, December 12, 2022.**

The City seeks to award a contract to provide full event production services for its annual West Hollywood Russian-speaking Community Cultural Heritage Month, which will culminate with a one-day Cultural Festival that will be highlighting the rich culture brought to this country by many Russian-speaking immigrants from the former Soviet Union who represent a variety of ethnic groups. The selected Proposer will possess extensive experience in all areas related to event planning, production and execution.

Interested Proposers should demonstrate expertise in the following areas:

- Logistical Planning
- Production Management and Execution; Entertainment Acquisitions and Artist Management
- Staging and Rigging; Rentals (Portable Restrooms, Heavy Equipment, Barricades, etc.)
- Sound and Audio Engineering; Video and Video Projection
- Lighting; Power Distribution
- Tenting; Permitting
- Food Vendor Solicitation and Management
- Sponsorship Recruitment; Collaboration with City Staff and City Leadership
- Creative Design and Graphic Services

The selected Proposer should expect to provide all the above listed goods and services related to the event production and as such, should factor all elements into the proposed cost of \$40,000.00 dollars.

Cost for permits specifically and exclusively required 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.

Proposals must be submitted electronically. Copies of the RFP and associated documents are available for free from the City's website at: <http://www.weho.org/bid>, and on the City's electronic bidding portal: <https://www.planetbids.com/portal/portal.cfm?CompanyID=>

[22761](#). To schedule an in-person review of the hard copy Bid Documents, reach out to the point of contact listed at the bottom of this Notice.

The agency hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit proposals in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, or religion in any consideration leading to the award of contract.

Pre-Bid Meeting/Job Walk: None.

Questions & Request for Clarifications: All requests and 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 **Monday, December 5, 2022 at 5:00 p.m. through the City's electronic submission process**. Following this deadline, no questions regarding the RFP will be accepted.

Point of contact is Tatyana Rodzinek at (323) 848-6826 or via email at trodzinek@weho.org. Please do not solicit bid contact with questions/clarifications; use the online bidding portal stated above.

Deadline for Submission: All proposals must be submitted electronically and received at <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761> no later than **Monday, December 12, 2022 at 12:00 p.m. (Pacific Time) through the City's electronic submission process**. 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.

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.

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.

Insurance Certificates: The successful proposer will be required to furnish, within **five business days** of the written Notice of Award, insurance certificates and endorsements as described in the Bid Documents. All insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

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: November 16, 2022
Signature: \\Alyssa T. Poblador\
Office of the City Clerk