

**CITY OF WEST HOLLYWOOD**  
**REQUEST FOR PROPOSALS - NOTICE**  
**JANITORIAL, PORTER SERVICES AND MINOR MAINTENANCE**  
**SERVICES**

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 **5:00 P.M, MONDAY, DECEMBER 19, 2022.**

The work to be done consists of furnishing all materials, equipment, tools, labor, and incidentals as required to perform janitorial services, porter services and minor maintenance services such as plumbing, painting, and electrical at City facilities. Work for this agreement is scheduled to begin on February 1, 2023.

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>

*Please note the terms Project and Work are interchangeable as is Proposal/Proposer and Bid/Bidder.*

A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

Any contract entered pursuant to this notice will incorporate the provisions of the State Labor Code. Pursuant to the provisions of Section 1773.2 of the Labor Code of the State of California, the minimum prevailing rate of per diem wages for each craft, classification, or type of workman needed to execute the contract shall be those determined by the Director of Industrial Relations of the State of California, which are on file at the City Hall, City of West Hollywood, 8300 Santa Monica Boulevard, West Hollywood, California 90069, and are available to any interested party on request.

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.

Attention is directed to the provisions of Section 1777.5 (Chapter 1411, Statutes of 1968) and 1777.5 of the Labor Code concerning the employment of **apprentices** by the Contractor or any such subcontractor under him. Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, or handicap will also be required.

The AGENCY hereby affirmatively ensures that minority business enterprises 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, or religion in any consideration leading to the award of contract.

In entering into a public works contract, or a subcontract, to supply goods, services, or materials pursuant to a public works contract, the Contractor, or subcontractor, offers and agrees to assign to the awarding body all rights, title, and interest in, and to, all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the Contractor, without further acknowledgement by the parties.

No contractor or subcontractor may be listed on a proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

This work is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

**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.

**Optional Pre-Bid Site Inspections: Wednesday, December 14, 2022,** starting at 7:00 a.m. meet at 625 N. San Vicente Boulevard, Ground Floor, Auto Court. Late arrivals will not be accepted. There are multiple facilities throughout the City, that are included, please be prepared to transition from one site to the next, which range from approximately .5 to 2 miles away. The estimated time for the entire walk is a minimum of two hours.

Prospective bidders are responsible to fully acquaint themselves with the conditions of the City of West Hollywood as well as those relating to the construction and labor of the sites; to fully understand the facilities, difficulties and restrictions which may impact the total and adequate completion of the Project. There will be no other opportunity to view the facilities in their entirety.

**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 services. 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 **Thursday, December 15, 2022, at 10:00 a.m. through the City's electronic submission process.** Following this deadline, no questions regarding the statement of qualifications packet will be accepted.

**Prevailing Wages:** Any contract entered into pursuant to this notice will incorporate the provisions of the California State Labor Code. Pursuant to the provisions of Section 1773.2 of the Labor Code, the minimum prevailing rate of per diem wages for each craft, classification, or type of workman needed to execute the contract shall be those determined by the Director of Industrial Relations of the State of California, which are on file at the City Hall, City of West Hollywood, 8300 Santa Monica Boulevard, West Hollywood, California 90069, and are available to any interested party on request.

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Attention is directed to the provisions of Section 1777.5 of the Labor Code concerning the employment of apprentices by the Contractor or any such subcontractor under him. Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, or handicap will also be required.

In entering into a public works contract, or a subcontract, to supply goods, services, or materials pursuant to a public works contract, the Contractor, or subcontractor, offers and agrees to assign to the awarding body all rights, title, and interest in, and to, all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the Contractor, without further acknowledgement by the parties.

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**Evaluation Criteria:** City officials will score each proposal and the information provided and make a recommendation to the City Council. The West Hollywood City Council will have the final approval on any Contract awarded. Evaluation of submitted proposals will be based without limitation upon the following factors:

Evaluation Factors	Maximum Points
Demonstrated professional skills and credentials of the Proposer and related employees assigned to the work	15 Points
Responsiveness – Completeness, accuracy, and quality of proposal.  Some RFP processes have been complicated by responses that confronted the panels with “apples and oranges” comparisons. This was caused largely by respondents who did not respond directly to the RFP’s requirements but offered their own alternatives. To minimize that problem in this selection, submissions that conform completely to the City’s RFP requirements will receive higher points in this category than those responses that do not.	15 Points
Understanding and demonstrated ability to provide and undertake the scope of described janitorial services	15 points
Compensation – Costs for providing described janitorial services	30 Points
Related experience and references	10 Points
Green cleaning program	15 Points
Total	100 Points

**Insurance Certificates; Performance and Payment Bonds:** 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, a Performance Bond in the amount of one hundred percent (100%) of the Total Bid Price, and a Payment (Material and Labor) Bond in the amount of one hundred percent (100%) of the Total Bid Price, on the forms provided and in the manner described in the Bid Documents. 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.

**License Requirements:** Pursuant to Section 7028.15 of the Business and Professions Code and Section 3300 of the Public Contract Code, all bidders must possess proper licenses for performance of this Contract. Contractors shall possess at a minimum the following valid California Contractor license to perform the Work: **Class B General Building Contractor**. All Subcontractors must possess the appropriate licenses for each trade subcontracted and they shall be listed on the bid documents as requested to include percentage and dollar value of work.

**Standard Specifications:** The Standard Specifications of the Agency are contained in the most recent edition of the STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION, including all supplements, as written, and promulgated by the Joint Cooperative Committee of the Southern California Chapter of the American Public Works Association and the Southern California District of the Associated General Contractors of California. The Standard Specifications set forth above will control the

General Provisions for this Contract except as amended by the General Conditions, Scope of work, or other Contract Documents.

**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, and also the bid of any Proposer who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all statement of qualifications 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.

**Start:** This agreement will begin work on February 1, 2023.

**Term of Agreement:** Initial 3-year agreement with 2 options for renewal at the City's discretion.

Point of contact for this RFP 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 I posted this agenda on:

Date: December 2, 2022

Signature: Melissa Crowder  
Office of the City Clerk