

# NOTICE INVITING PROPOSALS SHORT-TERM RENTAL DATA AND ANALYTICAL 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 **12:00 P.M. ON WEDNESDAY, MARCH 22, 2023.**

**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 by Wednesday, March 22, 2023, by 12:00 p.m. To schedule an in-person review of the hard copy bid documents, please reach out to the Point of Contact listed at the bottom of this Notice.

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

RFP Notices and related documents may be obtained online at:

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

**Services:** The City seeks to award one contract to a qualified firm to provide Short-Term Rental Data and Analytical Services for the City of West Hollywood Short-Term Rental Enforcement Program. The City anticipates entering into an agreement for this work based on a not-to-exceed contract amount.

**Schedule:** The timing of the proposal's review and selection process is anticipated as follows.

<b>Request for Proposals Released</b>	<b>February 21, 2023</b>
<b>Deadline for Substantive Questions</b> All questions/clarifications shall be submitted electronically at: <a href="https://www.planetbids.com/portal/portal.cfm?CompanyID=22761">https://www.planetbids.com/portal/portal.cfm?CompanyID=22761</a> 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.	<b>March 7, 2023, by 12:00 p.m.</b>
<b>Proposals Due</b> All proposals shall be submitted electronically and received at: <a href="https://www.planetbids.com/portal/portal.cfm?CompanyID=22761">https://www.planetbids.com/portal/portal.cfm?CompanyID=22761</a> 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.	<b>March 22, 2023, by 12:00 p.m.</b>
<b>Review of Bid Proposals</b>	<b>March 28-30, 2023</b>

<b>Interviews with Short Listed Vendors</b>	<b>April 3-5, 2023</b>
<b>Award of Contract</b>	<b>May 1, 2023</b>

**Point of Contact:** The City’s Point of Contact for this proposal is Vyto Adomaitis, Neighborhood & Business Safety Manager, (323) 848-6531, [vadomaitis@weho.org](mailto:vadomaitis@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 21, 2023  
Signature: \\Alyssa T. Poblador\  
Office of the City Clerk