

**CITY OF WEST HOLLYWOOD
REQUEST FOR PROPOSALS (RFP)
FOR OFFSITE STORAGE & RECORDS RETRIEVAL MANAGEMENT
AND RELATED SERVICES**

NOTICE IS HEREBY GIVEN of a Request for Proposals (RFP) seeking services of a qualified firm that can provide secure offsite storage and records retrieval management, and related services for the West Hollywood.

TENTATIVE PROCUREMENT SCHEDULE

REQUEST FOR PROPOSALS RELEASED:	August 31, 2023
DEADLINE FOR SUBSTANTIVE QUESTIONS:	September 21, 2023
DEADLINE FOR PROPOSALS SUBMITTAL:	September 28, 2023
REVIEW OF BID PROPOSALS:	Complete by October 5, 2023
INTERVIEWS WITH SHORT-LISTED VENDORS:	October 9 - 13, 2023
AWARD OF CONTRACT:	November 6, 2023

Replies to the RFP will be accepted online up until the hour of **12:00 P.M. PT on Thursday, September 28, 2023.**

Proposals must be submitted online as outlined in the City's RFP document to be considered.

Request for Proposals (RFP) documents may be obtained online at <https://www.weho.org/rfp>.

Questions regarding the RFP should be directed to Nicole McClinton at (323) 848-6452 or by email to nmclinton@weho.org.

The City of West Hollywood reserves rights to reject all submissions, and/or elect not to proceed with the project should it deem appropriate for the public good.

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: August 31, 2023
Signature:\\Lourdes Morales\\
Office of the City Clerk