

**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, records retrieval management, and related services for the City of West Hollywood.

TENTATIVE PROCUREMENT SCHEDULE

REQUEST FOR PROPOSALS RELEASED:	October 6, 2023
DEADLINE FOR SUBSTANTIVE QUESTIONS:	October 27, 2023
DEADLINE FOR PROPOSALS SUBMITTAL:	November 7, 2023
REVIEW OF BID PROPOSALS:	November 14, 2023
INTERVIEWS WITH SHORT-LISTED VENDORS:	December 4, 2023

Proposal Submissions will be accepted online up until **12:00 pm Pacific Time on Tuesday, November 7, 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 the right to reject all submissions, and/or elect not to proceed with the project should it deem appropriate for the public good.

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: October 9, 2023
Signature: \\Alyssa T. Poblador\
Office of the City Clerk