

**City of West Hollywood
Arts Division**

**Request for Qualifications
Artwork Maintenance and Conservation Services**

The City of West Hollywood is seeking a qualified individual, team, or firm to coordinate and provide public art routine maintenance services for City-owned urban artwork.

The purpose of this Request for Qualifications (RFQ) is to provide the City with a qualified individual, team, or firm who has the experience and capability to perform the tasks described in the Scope of Work. The successful candidate will possess a proven record and have demonstrated abilities in artwork registration and conservation, with specific skills in evaluating artwork, writing condition reports and photo documenting artwork.

A copy of the RFQ can be downloaded from the City's website at: www.weho.org/rfp.

DEADLINE FOR SUBMISSIONS: JANUARY 24, 2024 BY 5:00 PM

Applicant must submit proposals online:

<https://form.jotform.com/233375975504969>

All submissions shall include the following:

- A. Applicant Identification
- B. Project Understanding
- C. Work Samples / References
- D. Sub-Contractors
- E. Rate Sheet

For a full copy of the Request for Qualifications, please visit the City's website at www.weho.org/rfp. If you have any questions, please contact Marcus Mitchell by email at mmitchell@weho.org.

The City reserves the right to reject any and all submissions and award the contract to the Contractor who best meets the requirements set forth in the specifications.

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: Dec. 15, 2023

Signature: \\Catherine Ross\\

Office of the City Clerk