

**CITY OF WEST HOLLYWOOD
REQUEST FOR PROPOSALS (RFP)
FOR PICKLEBALL AND TENNIS CONCESSION
OPERATION AND SERVICES**

PUBLIC NOTICE IS HEREBY GIVEN that a Request for Proposals, (RFP), for the management and operation of the City of West Hollywood's Pickleball and Tennis Concession. The purpose of the RFP process is to identify qualified pickleball and tennis concessionaires that meet the City's criteria and instructions outlined in the RFP document.

An optional pre-proposal meeting will take place on February 22, 2024, at 10:00 a.m. to view the pickleball and tennis facilities owned by the City. The meeting will begin inside the Pro-Shop located in Plummer Park, 7377 Santa Monica Blvd., West Hollywood, CA 90046, and then proceed to West Hollywood Park to view the roof top tennis courts at 625 N. San Vicente Blvd., West Hollywood, CA 90069. Late arrivals may not be permitted to attend the pre-proposal meeting.

All proposals shall be completed by the President, Chief Executive Officer, or individual authorized to act on behalf of the Company, with current Power of Attorney, if applicable. The name and mailing address of the individual making the proposal must be provided. Proposers shall submit one (1) electronic PDF copy of their proposal to the PlanetBids submittal portal.

Proposals will be accepted up to the hour of 5:00 p.m. on Thursday, March 14, 2024.

Any errors, omissions, or discrepancies found in RFP documents shall be called to the attention of the City by submission of a written request for clarification or question. Such submission, if any, must be sent using the "Q&A" tab of the electronic proposal system at:

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

Request For Proposals (RFP) documents may be obtained online at
<https://www.weho.org/city-government/city-clerk/public-notice/rfp-rfq-bid-notice>

&

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

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: January 10, 2024
Signature: \\Alyssa T. Poblador\
Office of the City Clerk