

REQUEST FOR PROPOSALS
FOR
ELECTRONIC WASTE COLLECTION AND
SECURE DOCUMENT SHREDDING EVENT SERVICES
IN THE
CITY OF WEST HOLLYWOOD



RFP ISSUE DATE: JUNE 19, 2015

PROPOSAL DUE DATE: MONDAY, JULY 6, 2015
2:00 PM

SUBMIT PROPOSAL ELECTRONICALLY TO:

<http://www.weho.org/city-hall/city-departments/public-works/public-works-bids>

or

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

**NOTICE INVITING PROPOSALS
FOR
ELECTRONIC WASTE COLLECTION AND
SECURE DOCUMENT SHREDDING EVENT SERVICES
IN THE CITY OF WEST HOLLYWOOD**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites proposals for providing Electronic Waste Collection and Secure Document Shredding Event Services to be received only by submitting electronically at the following website address links:

<http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>

or

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

The City of West Hollywood seeks proposals from interested and qualified contractors to enter into a two (2) year agreement to provide services for electronic waste collection and secure document shredding community events two (2) times per year. The City of West Hollywood desires to engage a qualified contractor that has the experience, manpower, and financial resources needed to provide “turn-key” events with all services (including staffing) provided and operated by contractor. The scope of work and proposal submission process is described in more detail in the Request for Proposal Document.

Copies of the Request for Proposal (RFP) document are available at no cost from the City of West Hollywood website at the following website address links:

<http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>

or

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

The RFP Schedule is as Follows:

- | | |
|--|--------------------------------|
| ○ Written questions deadline | July 1, 2015, 12:00 p.m. |
| ○ Deadline for Proposal Submission | July 6, 2015, 2:00 p.m. |
| ○ Interview of Finalists (depending on # of responses) | Week of July 13, 2015 |
| ○ Contract Award by City Council | July 20, 2015 |

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 proposal of any Vendor who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all proposals under advisement for a period of ninety (90) days. No proposer may

withdraw its proposal for a period of ninety (90) days after the deadline for submission of proposals. The award of contract, if made, will be in accordance with the evaluation criteria provided in the Request for Proposal Document.

The City's principal contact for this project is Matthew Magener, Environmental Programs Coordinator, (323) 848-6894, mmagener@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.

BY ORDER OF the City of West Hollywood.