



**CITY OF WEST HOLLYWOOD
REQUEST FOR PROPOSALS
ADDENDUM #1**

Event Production Services for Sober LGBTQ+ Pride Event for WeHo Pride

All changes, additions and/or clarifications detailed in this Addendum, and previously issued Addenda, are hereby incorporated into the Request for Proposal (RFP) Documents for the above-stated project, and modify the original document. Proposer shall acknowledge receipt of Addendum prior to proposal submission.

This Addendum is issued prior to the RFP closing date to inform proposers of revisions to the RFP Documents, which may or may not contain changes that are materially substantial to the RFP, and all is hereby made a part of the Contract Documents. In case of a conflict between RFP Documents and this Addendum, this Addendum shall govern. All requirements contained in the Contract Documents shall apply to this Addendum, and the general character of the work called for in this Addendum shall be the same as originally set forth in the applicable portions of the Contract Documents for similar work, unless otherwise specified under this Addendum, and all incidental work necessitated by this Addendum as required to complete the work shall be included in the bid, even though not specifically mentioned in this Addendum. The balance of the contract documents shall remain unchanged.

This Addendum shall take precedence over all other conditions, specifications and requirements as stated in the Notice of RFP and RFP Documents. Except as noted in this Addendum, and previously issued Addenda, all other provisions of the Notice of RFP and RFP Documents shall remain.

AGENCY INFORMATION

Item 1. Updated Deadlines for Questions and Clarifications and Answers Posted - The City has updated the deadline for Request for Questions and Clarifications and Answers Posted. All changes and additions are highlighted in yellow. This information will be posted at all required RFP notice locations and on the City's bidding portal. See Attachment A to this Addendum.

February 3, 2026

RFP Issued by the City

~~February 11, 2026~~ February 13, 2026 at 5:00 PM PT

Deadline for Questions

~~February 13, 2026~~ February 16, 2026 at 5:00 PM PT

Answers Posted

FEBRUARY 23, 2026, AT 5:00 PM PT

DEADLINE FOR SUBMITTALS

March 4, 2026

City completes screening process, including proposal evaluation and interviews

March 11, 2026

Award of contract and contract signing with the selected contractor

March 12, 2026

Contract start date



Proposal Requirements and Instructions

Selection & Evaluation Process: The City of West Hollywood will convene a group to review submissions to select a qualified applicant. Applications will be evaluated based on the applicant's event management experience, qualifications of Event Producer as demonstrated in the work samples provided, and creative vision. The City may seek outside expertise, including, but not limited to, technical advisors. The City may request to interview top candidates for consideration. Selected respondents may be offered a contract for services with an initial term through December 2026 and consideration of an extension through December 2028.

Questions: It shall be the Event Producer's responsibility to ask questions, request changes or clarifications, or otherwise advise the City if any language, specifications, or requirements of the RFP appear to be ambiguous or contradictory. Every attempt shall be made to ensure that the Event Producer receives an adequate and prompt response. Questions and requests for clarification regarding this RFP must be submitted via the City's Online Bidding portal, PlanetBids, by ~~February 11~~, February 13, 2026, at 5:00 PM (PST). Therefore, Event Producers are advised that any questions received after that date shall not be answered. The deadline for proposals is

Wednesday, Monday, February 23, 2026 at 5:00 pm PT.

Contract & Insurance Requirements: A copy of the sample Agreement for Services is

included as Attachment A. The Event Production Services contract is the City's contract for these services and will be used as a result of this selection process. Any requests for deviation or modification of the contract language should be clearly identified in the proposal. The City reserves the right to modify its contract once a vendor is selected. Requests that are not submitted as part of the RFP response will not be considered at a later date. Please note the City's mandatory Living Wage and Equal Benefits clauses. The selected firm must provide and maintain in force at all times during the term of the services contemplated herein insurance for Workers' Compensations, Commercial General Liability, Professional Liability, and Automobile Liability, in amounts consistent with risk associated with the services provided and as determined by the City. Policy limits and policy endorsement requirements are detailed in Attachment A. Such policies should be issued by companies admitted in the State of California. No work shall begin until the City has received evidence of the required insurance coverage.



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 I posted this request for proposals addendum on:

Date: **February 11, 2026**

Signature: *Eric Matikosh*
Office of the City Clerk