

# REQUEST FOR PROPOSALS

City of West Hollywood  
Seasonal City Recreation Brochure and Postcard –  
Design, Printing and Mailing  
March 26, 2026



Parks  
Make  
Life  
Better!



## TABLE OF CONTENTS

<b>1.</b>	<b><i>The City of West Hollywood</i></b>	<b>1</b>
1.1.	<i>Introduction</i>	<b>1</b>
1.2.	<i>Background</i>	<b>1-2</b>
1.3.	<i>Core Values</i>	<b>2-3</b>
1.4.	<i>Recreation Software and Online Registration</i>	<b>3</b>
<b>2.</b>	<b><i>Project Information</i></b>	<b>3</b>
2.1.	<i>Recreation Brochure</i>	<b>3-4</b>
2.2.	<i>Scope of Services</i>	<b>4 -7</b>
<b>3.</b>	<b><i>Instructions</i></b>	<b>7</b>
3.1.	<i>Purpose</i>	<b>7</b>
3.2.	<i>Proposal Submission</i>	<b>7-8</b>
3.3.	<i>Disclosure of Contents of Proposal</i>	<b>8</b>
3.4.	<i>Proposal Due Date</i>	<b>8</b>
3.5.	<i>Schedule of Events</i>	<b>8-9</b>
3.6.	<i>Questions and Inquiries Related to RFP</i>	<b>9</b>
3.7.	<i>Common Questions and Answers</i>	<b>9</b>
3.8.	<i>Proposal Format</i>	<b>9-10</b>
3.9.	<i>Evaluation Factors</i>	<b>11</b>

<b>4.</b>	<b>Conditions</b>	<b>11</b>
4.1.	<i>Firm Prices</i>	<b>11</b>
4.2.	<i>Right to Purchase from Any Source</i>	<b>11-12</b>
4.3.	<i>Right to Reject Any or All Proposals</i>	<b>12</b>
4.4.	<i>Contracts</i>	<b>12</b>
4.5.	<i>Service Date</i>	<b>12</b>
4.6.	<i>Rights to Submitted Materials</i>	<b>12</b>
4.7.	<i>Insurance Requirements</i>	<b>12</b>
4.8.	<i>Non-Discrimination</i>	<b>12</b>
<b>5.</b>	<b>City Requirements and Conditions</b>	<b>12-13</b>
<b>6.</b>	<b>Sample Contract – Exhibit A</b>	<b>14-28</b>
<b>7.</b>	<b>Exceptions to the RFP, Contract, and/or Insurance Provisions - Exhibit B</b>	<b>29</b>
<b>8.</b>	<b>Non-Collusion Declaration - Exhibit C</b>	<b>30</b>
<b>9.</b>	<b>Proposal Cost Worksheet– Exhibit D</b>	<b>31-35</b>



## **1. THE CITY OF WEST HOLLYWOOD**

### **1.1. Introduction**

The City of West Hollywood, hereinafter referred to as the "City," is soliciting proposals from qualified vendors to produce the City of West Hollywood's seasonal Recreation Brochure, the *Rec Reader*. The service and performance requirements are described in the Scope of Services.

### **1.2. Background**

The City of West Hollywood is like no other city in the world. In 1984, the idea for the City of West Hollywood was proposed by an unlikely coalition of LGBTQ+ activists, seniors, and renters. These groups came together to advocate for cityhood. The City of West Hollywood was incorporated as an independent city on November 29, 1984. Prior to this, it had existed as an unincorporated area within Los Angeles County. Notably, the inaugural West Hollywood City Council made history as the first City in the nation to have a majority openly gay governing body. West Hollywood, informally known as "The Creative City," is located in the heart of metropolitan Los Angeles. At 1.9 square miles, the city is a robust economic and cultural center infused with idealism and creativity. West Hollywood shares boundaries with the cities of Beverly Hills and Los Angeles.

A spirit of community activism and civic pride thrives in West Hollywood for many of its approximately 36,000 residents and over 3,500 businesses. The weekend population swells to approximately 78,000 as neighbors from nearby communities take advantage of shopping, dining, and entertainment. For almost four decades, West Hollywood has been one of the most influential small cities in the nation. More than 40 percent of West Hollywood's residents identify as LGBTQ. The City is also home to a thriving community of Russian-speaking immigrants from regions of the former Soviet Union.

West Hollywood has set new standards for other municipalities, not only as a leader in many critical social movements – including HIV and AIDS advocacy; affordable and inclusionary housing; LGBTQ+ rights; civil, human, and women's rights; protection of our environment; and animal rights – but also in fiscal responsibility; city planning, infrastructure; social services programs; wellness and

recreation programs; older adult services and aging-in place programs; public and community arts; community engagement; and innovation.

The City's advocacy and services priorities are reflected in the City's core values, which include respect and support for people; responsiveness to the public; idealism, creativity, and innovation; quality of residential life; promotion of economic development; public safety; and responsibility for the environment.

People all over the globe visit West Hollywood for its iconic destinations such as the Sunset Strip for its unparalleled historical connection to music, entertainment, architecture, fashion, and culture making; Santa Monica Boulevard for its historic LGBTQ destinations and entertainment establishments in the Rainbow District; and the Design District for its shopping, galleries, and restaurants; and the City's two annual large-scale events, Halloween Carnaval on October 31 and the WeHo Pride Festival in June.

The City of West Hollywood is a Council-Manager type municipality with five Council members elected at large to four-year terms on a staggered basis. Police service is contracted with the Los Angeles County Sheriff's Department and Fire protection through the Los Angeles County and Consolidated Fire Protection District.

### **1.3 Core Values**

#### *Respect and Support for People*

We recognize and celebrate the diversity of our community by treating all individuals with respect for their personal dignity and providing a wide array of specialized services. We promote mutual respect, courtesy, and thoughtfulness in all interactions.

#### *Responsiveness to the Public*

We hold ourselves accountable to the members of our community and are committed to actively seeking public participation. We promote a public process whereby we can respond to the community's needs while balancing competing interests and diverse opinions.

#### *Idealism, Creativity and Innovation*

We value our artistic richness and support idealism and creativity. We are dedicated to consistently finding innovative and better solutions to provide the best public service possible.

### *Quality of Residential Life*

We maintain a balanced sense of community by protecting quality of life, conserving our historic neighborhoods, safeguarding housing affordability, and proactively governing growth with care and thought.

### *Promote Economic Development*

We recognize that economic development is essential to maintaining quality of life for the total community. We support an environment where our diverse and eclectic businesses can flourish and seek mutually beneficial relationships with the business community.

### *Public Safety*

We protect the personal safety of our constituents and safeguard the community from the threats of natural, technological, and other man-made hazards. Through preparation and planning, we minimize the effects of these disasters.

### *Responsibility for the Environment*

We make it our responsibility to protect and improve our natural and built environments, pursuing opportunities to preserve and create open and green space in our urban setting. We initiate partnerships with other cities and agencies to address regional and global environmental challenge.

## **1.4 Recreation Software and Online Registration**

In 2012 the City of West Hollywood implemented an online registration process for all recreation programs. The successful proposer will play a critical role in preparing Recreation Program information that will be printed as well as posted on the internet to facilitate the promotion and registration of the activities.

## **2. PROJECT INFORMATION**

### **2.1. Recreation Brochure**

The City of West Hollywood's Recreation Services Division is seeking proposals for production services, graphic design, mailing services, and printing of the City's Recreation Brochure, the *Rec Reader*, and a supplemental postcard.

**The *Rec Reader* is produced four (4) times per year:**

Summer edition (May 1 – August 31)

Fall edition (September 1 – November 30)

Winter edition (December 1 – February 28/29)

Spring edition (March 1 – May 31)

The initial contract will be awarded for a period of three (3) years with an option of two (2), one-year renewals.

## **2.2. Scope of Services**

Scope of services include but are not limited to:

- Scope includes layout design, photo editing, graphic creation, and formatting of program information provided by City staff.
- Contractor shall provide professional graphic design services for the Rec Reader and related marketing materials. The proposer shall demonstrate the ability to create visually engaging, well-organized layouts that enhance readability and promote community programs and services. Design services shall include layout development, typography, color coordination, photo placement, graphic elements, and overall visual composition.
- Contractor is encouraged to recommend creative enhancements and modern design approaches that improve the presentation, usability, and visual appeal of the Rec Reader while maintaining consistency with the City of West Hollywood's branding standards.
- Contractor will develop production timeline for four (4) issues of the *Rec Reader* per year that is mutually agreed upon by City staff and best serves the needs of the City. The timeline for all four issues shall be provided annually on an agreed upon time between the contractor and City.
- The production timeline shall include, but not limited to, the following per issue:
  - First date of submission needed for program information by City Staff.
  - Timeline for content and layout changes/revisions between City Staff and the successful proposer.
  - Last date for City approval of final version of the Rec Reader before going to print.
  - Timeline for printing/binding/mail housing.
  - Expected delivery date(s) of Rec Reader to City designated office/park and West Hollywood households.

- Contractor shall provide, at a minimum, updated electronic drafts of the Rec Reader within one (1) to two (2) business days of changes/revisions submitted by City Staff. If additional time is needed, City must be notified and agreed upon at the beginning of the revision process.
- Size: 8.5" x 11".
- Page count: 40 pages (pages may be added/subtracted based on the season and existing content).
- Printed full color (including photos) (4/4).
- Paper Type: #43 good opacity glossy stock or higher quality.
- Stitched.
- Quantity: 6,000 brochures to be delivered to the City designated office/park. Any additions or reductions to the total quantity will be communicated to the Contractor in advance, with the understanding that such changes may result in corresponding cost adjustments.
- Contractor shall be responsible for the design, printing, and distribution of a 5 x 7-inch postcard to approximately 34,000 residents. The postcard shall include a link and/or QR code directing recipients to the online Rec Reader. Postcards must be printed in full color on both sides, using glossy cardstock.
- Contractor will mail the brochures and postcards under their valid business mail permit with the US Post Office.
- Contractor to advance the cost of postage by writing and delivering a company check to the US Postmaster for the mailing of the brochure at Presorted Standard mailing rates. After the mailing service has been rendered, the Contractor will include proof of the cost of postage in their invoice for payment.
- Ability to include special mailing inserts are required.
- Contractor shall produce an electronic interactive version of the Rec Reader suitable for online viewing (e.g., flipbook or interactive PDF). The Contractor shall host the file on their web server and provide the City with a direct link for use on the City's website and promotional materials. The interactive version shall include embedded, clickable links within program listings that direct users to the corresponding online registration pages to facilitate easy access and enrollment.
- The digital version of the Rec Reader shall comply with applicable

accessibility standards, including but not limited to ADA accessibility guidelines for digital documents, to ensure usability for individuals using assistive technologies.

- The City and the Contractor shall collaborate during the design process, which may include multiple revision rounds and edits as necessary prior to final approval.
- Contractor shall designate a primary point of contact responsible for coordinating with City staff throughout the design and production process.
- Contractor shall be reasonably available during normal business hours to address questions, revisions, and production needs.
- City staff will provide program information and written content electronically in plain text format (e.g., Microsoft Word) to contractor.
- City staff may utilize file-hosting or cloud-based platforms to transfer large files (e.g., high-resolution photographs, scanned images, graphics) to the contractor as needed for production.
- The City may periodically request the use of stock photography, specialized graphics, or unique fonts. Contractor shall be responsible for securing appropriate licenses for such materials when required.
- City staff may request multiple edits and revisions during the established content and layout development timeline for each issue.
- Contractor shall ensure that production and delivery adhere to the mutually agreed-upon production timeline.
- Contractor shall guarantee pricing for design and printing services, including paper costs, for a period of five (5) years. The City acknowledges that United States Postal Service (USPS) postage rates may change and are therefore subject to adjustment.
- Integration of interactive elements within the digital version of the Rec Reader, such as embedded links, photographs, and videos directing readers to relevant webpages or City calendars is desirable.
- The standard basis of design shall be the current Rec Reader publication. Proposed design concepts should be comparable to or improve upon the quality and presentation of the existing publication.
- Contractor shall support the City's ongoing efforts to promote creativity and innovation in the design and production of the Rec Reader to ensure the

publication reflects current design trends and best practices.

- Contractor shall be familiar with and adhere to the City of West Hollywood's branding standards to ensure consistency across marketing and community engagement materials.
- Contractor shall provide documentation verifying mailing services, including but not limited to USPS mailing receipts, postage statements, and proof of mailing. Documentation shall be included with the proposer's invoice for reimbursement of postage costs.
- The City acknowledges that delays in the submission of content or approvals may affect the production timeline. In such cases, contractor shall notify City staff and work collaboratively to revise the production schedule as necessary.
- Contractor shall review all submitted content for layout consistency, formatting, and basic typographical accuracy prior to final production.
- Contractor shall maintain digital archives of completed Rec Reader issues for the duration of the contract and provide copies to the City upon request.

### **3. INSTRUCTIONS**

#### **3.1 Purpose**

The purpose of this Request for Proposal (RFP) is to provide interested, qualified Proposers with sufficient information to enable them to submit proposals for the production of the City of West Hollywood's Recreation Brochure, the Rec Reader, a seasonal brochure that will include design, printing and mailing.

#### **3.2 Proposal Submission**

- By submitting a proposal, the Proposer affirms that the Company is familiar with all the terms and conditions of this RFP and is sufficiently informed in all matters affecting the performance of the work and provisions of labor, supplies, material, equipment, and facilities called for in this RFP. All proposals submitted should contain a clean explanation of how the Scope of Services will be achieved by the Proposer, and how the Proposer's experience and background lends itself to a successful outcome. Additionally, the Proposer affirms that the Proposal has been

checked for errors and omissions and that all information provided is correct and complete.

- 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.
- No oral, telephonic, or telegraphic proposal or modification of Proposal will be considered.

### **3.3. Disclosure of Contents of Proposal**

All proposals accepted by the City of West Hollywood shall become the exclusive property of the City. **All proposals accepted by the City shall become a matter of public record and shall be regarded as public once the City has negotiated an agreement, with the exception of those elements of each proposal which are identified by the Contractor as business or trade secrets and plainly marked as “Trade Secret”, “Confidential” or “Proprietary”.** Each element of a proposal which the Contractor desires not to be considered a public record must be clearly marked as set forth above. Identification of a page as Confidential or Proprietary does not preclude the City’s ability to comply with the California Public Records Act and will not deem any part nor the entirety of the proposal as Confidential or Proprietary under the California Public Records Act. If disclosure is required under the California Public Records Act or otherwise by law, the City will make an independent determination and retain confidentiality to the extent permitted by the California Public Records Act.

### **3.4 Proposal Due Date**

Proposals will be accepted up to the hour of 5:00 p.m. on April 23, 2026.

### **3.5 Schedule of Events**

This RFP has been developed in order to provide adequate information for potential Proposers to prepare proposals and to permit the City to fully consider the various factors that will affect its decision. The tentative schedule of release, submittal, evaluation and selection is:

Request for Proposal Release Date	March 26, 2026
Request for Information (RFI) Due	April 9, 2026 by 5:00 p.m.

Response(s) Posted	April 16, 2026
RFP Due Date	April 23, 2026 by 5:00 p.m.
Interviews	May 5, 2026
Award Contract	June 2026
Notification of Non-Award	June 2026
Contract Begins	June 16, 2026

### **3.6 Questions and Inquires Related to RFP**

Proposers must satisfy themselves by personally examining the work site; standard specifications, standard plans, and other contract documents and by any other means as they may believe necessary, as to the actual physical conditions, requirements, and difficulties under which the work must be performed. No proposer shall at any time, after submission of a proposal, make any claim or assertion that there was any misunderstanding or lack of information regarding the nature or amount of work necessary for the satisfactory completion of the job. 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>

Any substantive inquiry should state the question only, without additional information, using the “Q & A” tab of the electronic proposal system. Responses to questions or comments provided by any other department, employee, or City office concerning the RFP will not be valid and will not bind the City. Inquiries received via telephone, fax, email, or in-person will not receive a response. City’s responses to all submitted questions will be posted electronically at the end of the question period. Any Proposers found to be soliciting other members of City staff, or elected and appointed officials during this RFP process may be disqualified.

### **3.7 Common Questions and Answers**

Q: Will the City consider a re-design of the current *Rec Reader*?

A: Yes, the *Rec Reader* was redesigned in 2020 and the City is open to a new re-design of the brochure.

Q: Will the City grant an extension for submission of proposals?

A: No, unfortunately, extensions cannot be granted.

### **3.8 Proposal Format**

Please note: All proposals, inquires, responses, or correspondence related to or in reference to this request for proposal, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by the Proposer will become the property of the City when received and are subject to public records requests.

### **Submission Contents**

The Request for Proposal submission must include a detailed description of the experience of the firm (or individual, if applicable) and proposed production timeline. Emphasis should be placed on those areas which evidence the capability to effectively develop and administrate an operation of this type.

Please utilize the boxes below (☐) as a checklist to ensure a complete response to the RFP. Proposals must include the following sections and organized with each section noted on the top right-hand corner of the header as indicated here:

- ☐ Proposal Profile/Experience. A brief profile of the company including the capability to provide the required scope of services; the year founded; form of the organization (corporation, partnership, sole proprietorship, etc.); number of employees, minimum three business references, and locations of previous and current municipalities/organizations managed by the proposer (if any).
- ☐ Description of Services. Provide a description of the unique services, products, and benefits the company will provide as part of its services.
- ☐ Proposed Production Plan. Provide a comprehensive plan and timeline for layout/design, printing, and mail housing per issue and postcard for 3 years (12 issues and postcards total).
- ☐ Financial Capacity. Provide a brief narrative describing the Proposer's overall financial condition, including revenue trends, profitability, and ability to sustain operations throughout the contract term.
- ☐ Work Samples. Provide two (2) to three (3) digital samples of similar work within the last 3 years as well as a detailed description of Proposer's role in design and production.
- ☐ Exceptions to RFP, Contract, and/or Insurance Provisions. Submission of Exceptions to RFP, Contract, and/or Insurance Provisions as shown in Exhibit B.
- ☐ Non-Collusion Declaration. Submission of non-collusion declaration as shown in Exhibit C.
- ☐ Cost of Services. Provide a completed Proposal Cost Worksheet as shown in Exhibit D.

### **3.9 Evaluation Factors**

No single criteria will dictate the City's ultimate selection. The relative importance of these factors involves judgement on the part of City staff. Specific evaluation criteria will include the following:

#### *Round 1 – 75%*

- Proposer Information 25% - Experience, qualifications, description of services, proposed production plan, and financial capacity/history.
- Work Sample(s) 25% - Two (2) to three (3) digital samples of similar work within the last 3 years.
- Cost of Services 25%

#### *Round 2 – 25%*

- Proposer Interview – 25% - Interviews will be conducted with the top-ranked Proposers from round one and will serve to further assess each Proposer's ability to effectively design, produce, and support the City's seasonal recreation brochure. The interview will focus on the Proposer's relevant experience with publication design and production, creative approach and understanding of the City's brand and community, communication skills and professionalism, project management and production timelines, and overall compatibility with the Division's operational needs and goals.

Proposers' proposals will be evaluated against the specifications as presented in the RFP. A Proposer may or may not be eliminated from consideration for failure to completely comply with one or more of the requirements depending on the critical nature of the requirements.

## **4. Conditions**

### **4.1 Firm Prices**

Program prices quoted by Proposer shall be firm prices for the first year and proposed increases for years two and three. Firm program prices are not subject to increase during the term of any contractual agreement arising between the City and Proposer as a result of said proposal. Proposer's quoted prices **must** include any applicable federal state tax. Proposers are to stipulate the expiration date of their quoted proposal.

### **4.2 Right to Purchase From Any Source**

The City reserves the right to purchase from any source or sources, in part or in whole, any desired products or services relating to this proposal.

#### **4.3 Right to Reject Any or All Proposals**

The City reserves the right to reject any or all proposals, to waive technicalities or formalities, and to accept any proposal deemed to be in the best interest of the City. Where two or more Proposers are deemed equal, the City reserves the right to make the award to one of the two Proposers.

#### **4.4 Contracts**

It is recognized that the formal basis of any agreement between Proposer and City is a contract rather than a proposal. Please see sample contract (Exhibit A).

#### **4.5 Service Date**

Proposers will specify in their proposals that the proposed beginning date of June 16, 2026, is acceptable and include a detailed implementation plan.

#### **4.6 Right to Submitted Materials**

All proposals, inquires, responses, or correspondence related to or in reference to this request for proposals, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by the Proposer will become the property of the City when received and are subject to the public records requests.

#### **4.7 Insurance Requirements**

For the duration of the contract, Proposer shall procure and maintain insurance against claims for injuries to persons or damages to property which may arise from or in connection with products and materials supplied to City. The cost of such insurance shall be borne by the Proposer. Specific insurance provisions will be delineated in the contract between Proposer and City (see Exhibit A).

#### **4.8 Non-Discrimination**

The City maintains various policies related to contractual service providers. Among these is an anti-discrimination policy which requires that our contractors not discriminate in hiring on the basis of gender, race, religion, sexual orientation, or medical condition. Upon acceptance of a proposal, the City may request that the selected firm sign a statement affirming their compliance with this policy.

### **5. City Requirements and Conditions**

- a. All costs of proposal preparation shall be borne by the Proposer.
- b. The proposal should always include the proposer's best terms and conditions, though the City reserves the right to negotiate.
- c. All proposals become the property of the City, which reserves the right to use any or all of the ideas in these proposals, without limitation. Selection or rejection of a proposal does not affect these rights.
- d. The City reserves the right to extend the RFP submission deadline if, in the City's sole judgement, such action is in its interests. If the deadline is extended, all applicants will have the right to revise their proposals.
- e. The City reserves the right to reject all, or any, of the proposals it receives.
- f. The City reserves the right to withdraw or modify this RFP, and to refrain from awarding contracts altogether.
- g. The City reserves the right to request additional information, including agency support documents, during the RFP evaluation process.
- h. Prior to award of the contract, the City reserves the right to request additional information about the history of operations of the Proposer and its principals. In addition, field review of existing equipment, facilities and operations may be carried out.
- i. Proposals deemed non-responsive will be returned.
- j. Unacceptable conditions, limitations, provisions, or failure to respond to specific instructions or information requested may result in rejection of the proposal.
- k. No proposal shall be withdrawn after the date and time set for opening thereof, and all proposals shall remain in effect for one hundred eighty (180) days after the final proposal submission date.
- l. Upon request, all proposals will be available for public review (except financial statements, submitted under a separate cover with request for confidentiality, which shall be disclosed only upon order of a court with competent jurisdiction) once negotiations are complete and contract award is ready to be made to the successful Proposer.
- m. Any changes to the RFP requirements will be made by addendum. Addenda will be mailed to Proposers at the address provided by Proposers. All addenda shall be signed and attached to the Proposal Form. Failure to attach any addenda may cause the proposal to be considered non-responsive. Such proposals may be rejected.
- n. No prior, current or post award verbal conversations or agreements with any officer, agent, or employee of the City shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.
- o. Non-acceptance of any proposal will not imply criticism of the proposal or convey any indication that the proposal or proposed system or equipment was deficient.
- p. Non-acceptance of any proposal will mean that another proposal was deemed to be more advantageous to the City or that no proposal was deemed acceptable.

**CITY OF WEST HOLLYWOOD  
AGREEMENT FOR SERVICES  
SAMPLE CONTRACT –  
EXHIBIT A**

This Agreement is made on this \_\_\_\_ day of \_\_\_\_\_, 2026, at West Hollywood, California, by and between the City of West Hollywood, a California municipal corporation located at 8300 Santa Monica Boulevard, West Hollywood, California 90069 (hereinafter referred to as the “CITY”), and INSERT CONTRACTOR NAME AND ADDRESS (hereinafter referred to as the “CONTRACTOR”).

**RECITALS**

- A. The CITY proposes to contract for professional services related to SUMMARIZE SCOPE OF SERVICES, as detailed below;
- B. The CONTRACTOR is willing to perform such services and has the necessary qualifications by reason of experience, preparation, and organization to provide such services;

NOW, THEREFORE, the CITY and the CONTRACTOR, mutually agree as follows:

- 1. **SERVICES.** The CONTRACTOR shall perform those services set forth in “Exhibit A,” which is attached hereto and incorporated herein by reference.
- 2. **TERM OF AGREEMENT.** The term of this contract shall commence upon execution by both parties and shall expire on INSERT TERMINATION DATE, unless extended in writing in advance by both parties.
- 3. **TIME OF PERFORMANCE.** The services of the CONTRACTOR are to commence upon receipt of a notice to proceed from the CITY and shall continue until all authorized work is completed to the CITY’s satisfaction, in accordance with the schedule incorporated in “Exhibit A,” unless extended in writing by the CITY.
- 4. **PAYMENT FOR SERVICES.** The CONTRACTOR shall be compensated in an amount not to exceed \_\_\_\_\_ for services provided pursuant to this Agreement as described in “Exhibit A.” Compensation shall under no circumstances be increased except by written amendment of this Agreement. The CONTRACTOR shall be paid within forty-five (45) days of presentation of an invoice to the CITY for services performed to the CITY’s satisfaction. The CONTRACTOR shall submit invoices monthly describing the services performed, the date services were performed, a description of reimbursable costs, and any other information requested by the CITY.
- 5. **CONTRACT ADMINISTRATION.**
  - 5.1. **The CITY’s Representative.** Unless otherwise designated in writing, INSERT NAME AND TITLE, shall serve as the CITY’s representative for the administration of the project. All activities performed by the CONTRACTOR shall be coordinated with this person.
  - 5.2. **Manager-in-Charge.** For the CONTRACTOR, INSERT NAME AND TITLE, shall be in charge of the project on all matters relating to this Agreement and

AGREEMENT FOR PROFESSIONAL SERVICES

any agreement or approval made by her/him shall be binding on the CONTRACTOR. The Manager-in-Charge shall not be replaced without the written consent of the CITY.

- 5.3. **Responsibilities of the CITY.** The CITY shall provide all relevant documentation in its possession to the CONTRACTOR upon request in order to minimize duplication of efforts. The CITY's staff shall work with the CONTRACTOR as necessary to facilitate performance of the services.
- 5.4. **Personnel.** The CONTRACTOR represents that it has or will secure at its own expense all personnel required to perform the services under this Agreement. All of the services required under this Agreement will be performed by the CONTRACTOR or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. The CONTRACTOR reserves the right to determine the assignment of its own employees to the performance of the CONTRACTOR's services under this Agreement, but the CITY reserves the right, for good cause, to require the CONTRACTOR to exclude any employee from performing services on the CITY's premises.

6. **TERMINATION.**

- 6.1. **Termination for Convenience.** Either party may terminate this Agreement without cause and in its sole discretion at any time by giving the other party thirty (30) days' written notice of such termination. In the event of such termination, the CONTRACTOR shall cease services as of the date of termination and shall be compensated for services performed to the CITY's satisfaction up to the date of termination.
- 6.2. **Termination for Cause.** All terms, provisions, and specifications of this Agreement are material and binding, and failure to perform any material portion of the work described herein shall be considered a breach of this Agreement. Should the Agreement be breached in any manner, the CITY may, at its option, terminate the Agreement not less than five (5) days after written notification is received by the CONTRACTOR to remedy the violation within the stated time or within any other time period agreed to by the parties. In the event of such termination, the CONTRACTOR shall be responsible for any additional costs incurred by the CITY in securing the services from another contractor.

- 7. **INDEMNIFICATION.** Contractor shall indemnify and hold harmless City from and against all liability arising out of or in connection with Contractor's negligent or wrongful acts, errors or omissions in the performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement. In the event that City is named as a party defendant in a lawsuit alleging injury as a result of Contractor's negligent or wrongful performance under this Agreement, Contractor shall defend City with counsel approved by CITY, which approval will not be unreasonably withheld, and bear responsibility for attorney's fees, expert fees and all other costs and expenses of litigation. Should conflict of interest principles preclude a single lawyer from representing both City and Contractor, or should City otherwise

AGREEMENT FOR PROFESSIONAL SERVICES

find Contractor's legal counsel unacceptable, then Contractor shall reimburse the City its costs of defense, including without limitation reasonable attorney's fees, expert fees and all other costs and expenses of litigation. Contractor shall promptly pay any final, non-appealable judgment rendered against the CITY. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California but the indemnity obligation will exclude such loss or damage which is determined to be caused by the sole negligence or willful misconduct of the City. The obligations established by this paragraph will survive termination of this Agreement.

For purposes of this paragraph:

- City means the City Council and its subordinate bodies, elected and appointed City officials and officers, City employees and authorized agents and volunteers of the City.
- Liability means any claims or causes of action raised or asserted by, damage to, loss or expense incurred by or judgments rendered in favor of persons or entities not a party to this Agreement.
- The types of damages included within this indemnity obligation include, but are not limited to, personal injury, bodily injury, death, loss of use, and damage to or loss of real and personal property.
- The indemnity obligation of this paragraph includes all forms of negligent acts, errors and omissions, wrongful behavior and willful misconduct (including but not limited to breaches of professional standards of care, if applicable, and breach of contract) by Contractor and any of its officers, agents employees and subcontractors.

8. **INSURANCE REQUIREMENTS.**

8.1. The CONTRACTOR, at the CONTRACTOR's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies:

8.1.1. **Workers' Compensation Coverage.** The CONTRACTOR shall maintain Workers' Compensation Insurance and Employer's Liability Insurance for its employees in accordance with the laws of the State of California. In addition, the CONTRACTOR shall require any and every subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the subcontractor's employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the CITY at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the CITY, its officers, agents, employees, and volunteers for losses arising from work performed by the CONTRACTOR for City.

This provision shall not apply if the CONTRACTOR has no employees performing work under this Agreement. If the CONTRACTOR has no employees for the purposes of this

AGREEMENT FOR PROFESSIONAL SERVICES

Agreement, the CONTRACTOR shall sign the "Certificate of Exemption from Workers' Compensation Insurance" which is attached hereto and incorporated herein by reference as "Exhibit B."

- 8.1.2. **General Liability Coverage.** The CONTRACTOR shall maintain commercial general liability insurance in an amount of not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.
  - 8.1.3. **Automobile Liability Coverage.** The CONTRACTOR shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the CONTRACTOR arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence. If CONTRACTOR or CONTRACTOR's employees will use personal autos in any way on this project, CONTRACTOR shall obtain evidence of personal auto liability coverage for each such person.
  - 8.1.4. **Professional Liability Coverage.** The CONTRACTOR shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONTRACTOR's operations under this Agreement, whether such operations be by the CONTRACTOR or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis.
- 8.2. **Endorsements.** Each general liability and automobile liability insurance policy shall be issued by insurers possessing a Best's rating of no less than A-:VII. Each policy shall be endorsed with the specific language of Section 8.2.1 below. CONTRACTOR also agrees to require all contractors, and subcontractors to do likewise.
- 8.2.1. "The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONTRACTOR, including materials, parts, or equipment furnished in connection with such work or operations."
  - 8.2.2. This policy shall be considered primary insurance as respects the CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by the CITY, including

AGREEMENT FOR PROFESSIONAL SERVICES

any self-insured retention the CITY may have, shall be considered excess insurance only and shall not contribute with this policy.

- 8.2.3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
  - 8.2.4. Notwithstanding the provisions included in any of the ISO Additional Insured Endorsement forms, CONTRACTOR acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amounts of coverage required. Any insurance proceeds available to the CITY in excess of the limits and coverage required in this agreement and which is applicable to a given loss will be available to the CITY.
  - 8.2.5. The insurer waives all rights of subrogation against the CITY, its elected or appointed officers, officials, employees, or agents regardless of the applicability of any insurance proceeds, and agrees to require all subcontractors to do likewise.
  - 8.2.6. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents, or volunteers.
  - 8.2.7. The insurance provided by this policy shall not be suspended, voided or reduced in coverage or in limits except after thirty (30) days' written notice has been submitted to the CITY and approved of in writing, except in the case of cancellation, for which ten (10) days' written notice shall be provided.
  - 8.2.8. Contractor agrees to provide immediate notice to City of any claim or loss against Contractor arising out of the work performed under this agreement. City assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve City.
- 8.3. **Self Insured Retention/Deductibles.** All policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the CONTRACTOR (as the named insured) should CONTRACTOR fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. CONTRACTOR understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by CONTRACTOR as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on CONTRACTOR's behalf upon the CONTRACTOR's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against

AGREEMENT FOR PROFESSIONAL SERVICES

CONTRACTOR for breach of this Agreement in addition to any other damages incurred by City due to the breach.

- 8.4. **Certificates of Insurance.** The CONTRACTOR shall provide certificates of insurance with original endorsements to the CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the CITY on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the CITY at all times during the term of this Agreement. The CONTRACTOR shall provide written evidence of current automobile coverage to comply with the automobile insurance requirement.
- 8.5. **Failure to Procure Insurance.** Failure on the part of the CONTRACTOR to procure or maintain required insurance shall constitute a material breach of contract under which the CITY may terminate this Agreement pursuant to Section 6.2 above.
9. **ASSIGNMENT AND SUBCONTRACTING.** The parties recognize that a substantial inducement to the CITY for entering into this Agreement is the professional reputation, experience, and competence of the CONTRACTOR. Assignments of any or all rights, duties, or obligations of the CONTRACTOR under this Agreement will be permitted only with the express consent of the CITY. The CONTRACTOR shall not subcontract any portion of the work to be performed under this Agreement without the written authorization of the CITY. If the CITY consents to such subcontract, the CONTRACTOR shall be fully responsible to the CITY for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between the CITY and subcontractor nor shall it create any obligation on the part of the CITY to pay or to see to the payment of any monies due to any such subcontractor other than as otherwise is required by law.
10. **COMPLIANCE WITH LAWS, CODES, ORDINANCES, AND REGULATIONS.** The CONTRACTOR shall use the standard of care in its profession to comply with all applicable federal, state, and local laws, codes, ordinances, and regulations.
  - 10.1. **Taxes.** The CONTRACTOR agrees to pay all required taxes on amounts paid to the CONTRACTOR under this Agreement, and to indemnify and hold the CITY harmless from any and all taxes, assessments, penalties, and interest asserted against the CITY by reason of the independent contractor relationship created by this Agreement. In the event that the CITY is audited by any Federal or State agency regarding the independent contractor status of the CONTRACTOR and the audit in any way fails to sustain the validity of a wholly independent contractor relationship between the CITY and the CONTRACTOR, then the CONTRACTOR agrees to reimburse the CITY for all costs, including accounting and attorneys' fees, arising out of such audit and any appeals relating thereto.
  - 10.2. **Workers' Compensation Law.** The CONTRACTOR shall fully comply with the workers' compensation law regarding the CONTRACTOR and the CONTRACTOR's employees. The CONTRACTOR further agrees to indemnify and hold the CITY harmless from any failure of the CONTRACTOR

AGREEMENT FOR PROFESSIONAL SERVICES

to comply with applicable workers' compensation laws. The CITY shall have the right to offset against the amount of any compensation due to the CONTRACTOR under this Agreement any amount due to the CITY from the CONTRACTOR as a result of the CONTRACTOR's failure to promptly pay to the CITY any reimbursement or indemnification arising under this Section.

- 10.3. **Licenses.** The CONTRACTOR represents and warrants to the CITY that it has all licenses, permits, qualifications, insurance, and approvals of whatsoever nature which are legally required of the CONTRACTOR to practice its profession. The CONTRACTOR represents and warrants to the CITY that the CONTRACTOR shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, insurance, and approvals which are legally required of the CONTRACTOR to practice its profession. The CONTRACTOR shall maintain a City of West Hollywood business license, if required under CITY ordinance.
- 10.4. **Code of Ethics.** CONTRACTOR hereby affirms that it will abide by the provisions of the West Hollywood Code of Ethics throughout the term of this Agreement. A copy of the Code of Ethics is attached as Exhibit E.
11. **CONFLICT OF INTEREST.** The CONTRACTOR confirms that it has no financial, contractual, or other interest or obligation that conflicts with or is harmful to performance of its obligations under this Agreement. The CONTRACTOR shall not during the term of this Agreement knowingly obtain such an interest or incur such an obligation, nor shall it employ or subcontract with any person for performance of this Agreement who has such incompatible interest or obligation.
12. **NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY.** The CONTRACTOR represents and agrees that it does not and will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, sexual orientation, gender identity, political affiliation or opinion, medical condition, or pregnancy or pregnancy-related condition. The CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, national origin, sex, sexual orientation, gender identity, political affiliation or opinion, medical condition, or pregnancy or pregnancy-related condition. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONTRACTOR agrees to include in all solicitations or advertisements for employment and to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
13. **LIVING WAGE ORDINANCE.** The CONTRACTOR shall abide by the provisions of the West Hollywood Living Wage Ordinance. During the term of this Agreement, the CONTRACTOR shall keep on file sufficient evidence of its employee compensation to enable verification of compliance with the West Hollywood Living Wage Ordinance.

AGREEMENT FOR PROFESSIONAL SERVICES

14. **EQUAL BENEFITS ORDINANCE, No. 03-662.** The CONTRACTOR shall abide by the provisions of the West Hollywood Equal Benefits Ordinance. During the term of this Agreement, the CONTRACTOR shall keep on file sufficient evidence of its employee compensation and any applicable benefits packages, as those benefits relate to the coverage of the domestic partners of contractor's employees, which shall include; bereavement leave; family medical leave, and health insurance benefits, to enable verification of compliance with the West Hollywood Equal Benefits Ordinance.
15. **RESTRICTIONS: Arab League Boycott of Israel.** The CONTRACTOR hereby affirms it does not honor the Arab League Boycott of Israel.
16. **RECORDS AND AUDITS.** The CONTRACTOR shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to this Agreement and such other records as may be deemed necessary by the CITY or any authorized representative. All records shall be made available at the request of the CITY, with reasonable notice, during regular business hours, and shall be retained by the CONTRACTOR for a period of three years after the expiration of this Agreement.
17. **OWNERSHIP OF DOCUMENTS.** It is understood and agreed that the CITY shall own all documents and other work product of the CONTRACTOR, except the CONTRACTOR's notes and workpapers, which pertain to the work performed under this Agreement. The CITY shall have the sole right to use such materials in its discretion and without further compensation to the CONTRACTOR, but any re-use of such documents by the CITY on any other project without prior written consent of the CONTRACTOR shall be at the sole risk of the CITY. The CONTRACTOR shall at its sole expense provide all such documents to the CITY upon request.
18. **INDEPENDENT CONTRACTOR.** The CONTRACTOR is and shall at all times remain as to the CITY a wholly independent CONTRACTOR. Neither the CITY nor any of its agents shall have control over the conduct of the CONTRACTOR or any of the CONTRACTOR's employees or agents, except as herein set forth. The CONTRACTOR shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of the CITY. The CONTRACTOR shall have no power to incur any debt, obligation, or liability on behalf of the CITY or otherwise act on behalf of the CITY as an agent.
19. **NOTICE.** All Notices permitted or required under this Agreement shall be in writing, and shall be deemed made when delivered to the applicable party's representative as provided in this Agreement. Additionally, such notices may be given to the respective parties at the following addresses, or at such other addresses as the parties may provide in writing for this purpose.

Such notices shall be deemed made when personally delivered or when mailed forty-eight (48) hours after deposit in the U.S. mail, first-class postage prepaid, and addressed to the party at its applicable address.

AGREEMENT FOR PROFESSIONAL SERVICES

City of West Hollywood  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069-6216

Attention: INSERT NAME

Contractor:  
INSERT NAME

Attention: INSERT NAME

20. **GOVERNING LAW.** This Agreement shall be governed by the laws of the State of California.
21. **ENTIRE AGREEMENT; MODIFICATION.** This Agreement supersedes any and all other agreements, either oral or written, between the parties, and contains all of the covenants and agreements between the parties. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein. Any agreement, statement, or promise not contained in the Agreement, and any modification to the Agreement, will be effective only if signed by both parties.
22. **WAIVER.** Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this agreement. Payment of any invoice by the CITY shall not constitute a waiver of the CITY's right to obtain correction or replacement of any defective or noncompliant work product.
23. **AUTHORITY TO ENTER AGREEMENT.** The CONTRACTOR has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.

AGREEMENT FOR PROFESSIONAL SERVICES

IN WITNESS WHEREOF, the parties have executed this Agreement the \_\_\_\_ day of \_\_\_\_\_, 2026.

CONTRACTOR: CONTRACTOR NAME

\_\_\_\_\_  
Name, Title

CITY OF WEST HOLLYWOOD:

\_\_\_\_\_  
DIRECTOR NAME & TITLE

\_\_\_\_\_  
Jackie Rocco, City Manager

ATTEST:

\_\_\_\_\_  
Melissa Crowder, City Clerk

**CITY OF WEST HOLLYWOOD**

**AGREEMENT FOR SERVICES**

**Scope of Services:**

(INSERT)

**Time of Performance:**

(INSERT)

**Special Payment Terms:**

(INSERT)

CITY OF WEST HOLLYWOOD

AGREEMENT FOR SERVICES

Certificate of Exemption from  
Workers' Compensation Insurance

TO: City of West Hollywood

SUBJECT: Sole Proprietor/Partnership/Closely Held Corporation  
with No Employees

Please let this memorandum notify the City of West Hollywood that I am a

- sole proprietor
- partnership
- nonprofit organization
- closely held corporation

and **do not have any employees whose employment requires me to carry workers' compensation insurance.** Therefore, I do not carry worker's compensation insurance coverage.

Contractor Signature \_\_\_\_\_

Printed Name of Contractor \_\_\_\_\_

Date \_\_\_\_\_

# CITY OF WEST HOLLYWOOD

## CODE OF ETHICS FOR CONTRACTORS

The purpose of this Code of Ethics ("Code of Ethics") is to define the ethical standards for CONTRACTORS providing services to the CITY of West Hollywood. This Code of Ethics consists of policies and implementing rules intended to advance the CITY's goals of providing professional services to the public. All CONTRACTORS hired by the CITY shall pledge in writing to abide by the CITY's Code of Ethics.

Policy 1. CONTRACTORS shall be committed to the CITY.

### **Rules:**

1.1 CONTRACTOR will serve the CITY with integrity, competence, independence, objectivity, and professionalism.

1.2 CONTRACTOR will mutually establish with the CITY realistic expectations of the benefits and the results of the services.

1.3 CONTRACTOR will only accept assignments for which CONTRACTOR possesses the requisite experience and competence to perform and will only assign staff or engage colleagues with the knowledge and expertise needed to serve the CITY effectively.

1.4 Before accepting any engagement, CONTRACTOR will ensure that CONTRACTOR has worked with the CITY to establish a mutual understanding of the objectives, scope, work plan, and fee arrangements.

1.5 CONTRACTOR will treat appropriately all confidential CITY information that is not public knowledge, take reasonable steps to prevent it from access by unauthorized people, and will not take advantage of proprietary or privileged information, either for use by CONTRACTOR or any third party, without the CITY's express written permission.

1.6 CONTRACTOR will avoid conflicts of interest or the appearance of such and will immediately disclose to the CITY circumstances or interests that CONTRACTOR believe may influence the judgment or objectivity of CONTRACTOR.

1.7 CONTRACTOR will offer to withdraw from a consulting assignment when CONTRACTOR believes the objectivity or integrity of the CONTRACTOR may be impaired.

Policy 2. CONTRACTORS shall be committed to fiscal integrity.

### **Rules:**

2.1 CONTRACTOR will agree in advance with the CITY on the basis for fees and expenses and will charge fees that are reasonable and commensurate with the services delivered and the responsibility accepted.

2.2 CONTRACTOR will not accept commissions, remuneration, or other benefits from a third party in connection with the recommendations to the CITY and will disclosure in advance any financial interests that form any part of recommendations to the CITY.

Policy 3. CONTRACTORS shall be committed to the public and the profession.

**Rules:**

3.1 CONTRACTOR will report to the CITY Manager any violation of this Code of Ethics, dangerous behavior, or illegal activities witnessed by the CONTRACTOR during the performance of the services for the CITY.

3.2 CONTRACTOR will respect the rights of consulting colleagues and consulting firms and will not use their proprietary information or methodologies without permission.

3.3 CONTRACTOR will represent the profession with integrity and professionalism in relations with clients, colleagues, and the general public.

3.4 CONTRACTOR will not advertise services in a deceptive manner or misrepresent or denigrate individual consulting practitioners, consulting firms, or the consulting profession.

3.5 CONTRACTOR will promote adherence to the Code of Ethics by other member CONTRACTORS working on CONTRACTOR's behalf.

Approved by City Council Minute Order on February 3, 2020

## CALIFORNIA LEVINE ACT STATEMENT

California Government Code Section 84308, commonly referred to as the "Levine Act," prohibits any West Hollywood City Council Member from participating in any action related to a contract or application if he or she receives any political contributions totaling more than \$250 within the previous twelve months, and for three months following the date a final decision from the business/board or applicant.

The Levine Act also requires a member of the West Hollywood City Council who has received such a contribution to disclose the contribution on the record of the proceeding.

Current West Hollywood City Councilmembers are listed at:

<https://www.weho.org/city-government/city-council>

Proposers are responsible for accessing this link to review the names prior to answering the following questions.

1. Have you or your company, or any agent/board member on behalf of you or your company/entity, made any political contributions of more than \$250 to any West Hollywood City Councilmember in the 12 months preceding the date of the submission of your proposal or application, or the anticipated date of any Council action?

YES If yes, please identify the Councilmember(s):

NO

2. Do you or your company/entity, or any agency on behalf of you or your company/entity, anticipate or plan to make any political contribution of more than \$250 to any West Hollywood City Councilmember in the 12 months following any Council action related to your proposal or application?

YES If yes, please identify the Councilmember(s):

NO

Answering yes to either of the two questions above does not preclude the West Hollywood City Council from awarding a contract or approving an application or any subsequent action. It does however, preclude the identified Councilmember(s) from participating in any actions related to your proposal or application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of authorized individual

\_\_\_\_\_  
Company/Applicant Name



**NON-COLLUSION DECLARATION – EXHIBIT C**

**This form must be filled out and submitted as part of the Proposal**

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or a sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration is executed on

\_\_\_\_\_. (Date) at \_\_\_\_\_ (City), \_\_\_\_\_ (State)

Signed \_\_\_\_\_



**Year Two (2) Costs**

**Design, Printing & Mailing (Rec Reader AND Postcard) Total Year Two Cost**

\$ \_\_\_\_\_ (Summer)

\$ \_\_\_\_\_ (Winter)

\$ \_\_\_\_\_ (Fall)

\$ \_\_\_\_\_ (Spring)

**Design, Printing & Mailing (Rec Reader ONLY) Total Year Two Cost**

\$ \_\_\_\_\_ (Summer)

\$ \_\_\_\_\_ (Winter)

\$ \_\_\_\_\_ (Fall)

\$ \_\_\_\_\_ (Spring)

**Design, Printing & Mailing (Postcard ONLY) Total Year Two Cost**

\$ \_\_\_\_\_ (Summer)

\$ \_\_\_\_\_ (Winter)

\$ \_\_\_\_\_ (Fall)

\$ \_\_\_\_\_ (Spring)

**Cost breakdown per page for additional Rec Reader pages (beyond 40 pages) and/or reduced pages (less than 40 pages)**

\$ \_\_\_\_\_

**Year Three (3) Costs**

**Design, Printing & Mailing (Rec Reader AND Postcard) Total Year Three Cost**

\$ \_\_\_\_\_ (Summer)

\$ \_\_\_\_\_ (Winter)

\$ \_\_\_\_\_ (Fall)

\$ \_\_\_\_\_ (Spring)

**Design, Printing & Mailing (Rec Reader ONLY) Total Year Three Cost**

\$ \_\_\_\_\_ (Summer)

\$ \_\_\_\_\_ (Winter)

\$ \_\_\_\_\_ (Fall)

\$ \_\_\_\_\_ (Spring)

**Design, Printing & Mailing (Postcard ONLY) Total Year Three Cost**

\$ \_\_\_\_\_ (Summer)

\$ \_\_\_\_\_ (Winter)

\$ \_\_\_\_\_ (Fall)

\$ \_\_\_\_\_ (Spring)

**Cost breakdown per page for additional Rec Reader pages (beyond 40 pages) and/or reduced pages (less than 40 pages)**

\$ \_\_\_\_\_

**Year Four (4) Costs**

**Design, Printing & Mailing (Rec Reader AND Postcard) Total Year Two Cost**

\$ \_\_\_\_\_ (Summer)

\$ \_\_\_\_\_ (Winter)

\$ \_\_\_\_\_ (Fall)

\$ \_\_\_\_\_ (Spring)

**Design, Printing & Mailing (Rec Reader ONLY) Total Year Four Cost**

\$ \_\_\_\_\_ (Summer)

\$ \_\_\_\_\_ (Winter)

\$ \_\_\_\_\_ (Fall)

\$ \_\_\_\_\_ (Spring)

**Design, Printing & Mailing (Postcard ONLY) Total Year Four Cost**

\$ \_\_\_\_\_ (Summer)

\$ \_\_\_\_\_ (Winter)

\$ \_\_\_\_\_ (Fall)

\$ \_\_\_\_\_ (Spring)

**Cost breakdown per page for additional Rec Reader pages (beyond 40 pages) and/or reduced pages (less than 40 pages)**

\$ \_\_\_\_\_

**Year Five (5) Costs**

**Design, Printing & Mailing (Rec Reader AND Postcard) Total Year Two Cost**

\$ \_\_\_\_\_ (Summer)

\$ \_\_\_\_\_ (Winter)

\$ \_\_\_\_\_ (Fall)

\$ \_\_\_\_\_ (Spring)

**Design, Printing & Mailing (Rec Reader ONLY) Total Year Five Cost**

\$ \_\_\_\_\_ (Summer)

\$ \_\_\_\_\_ (Winter)

\$ \_\_\_\_\_ (Fall)

\$ \_\_\_\_\_ (Spring)

**Design, Printing & Mailing (Postcard ONLY) Total Year Five Cost**

\$ \_\_\_\_\_ (Summer)

\$ \_\_\_\_\_ (Winter)

\$ \_\_\_\_\_ (Fall)

\$ \_\_\_\_\_ (Spring)

**Cost breakdown per page for additional Rec Reader pages (beyond 40 pages) and/or reduced pages (less than 40 pages)**

\$ \_\_\_\_\_

**Total Cost for Rec Reader and Postcard – Year One through Five Combined:**

\$ \_\_\_\_\_