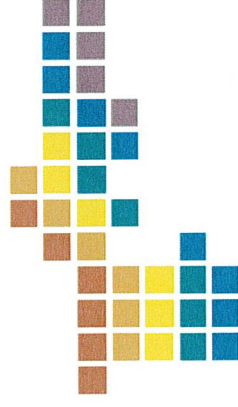


CITY OF WEST HOLLYWOOD

Government Contracting

Path to 2028 Workshop

October 8, 2026



City of West Hollywood
California 1984

OVERVIEW

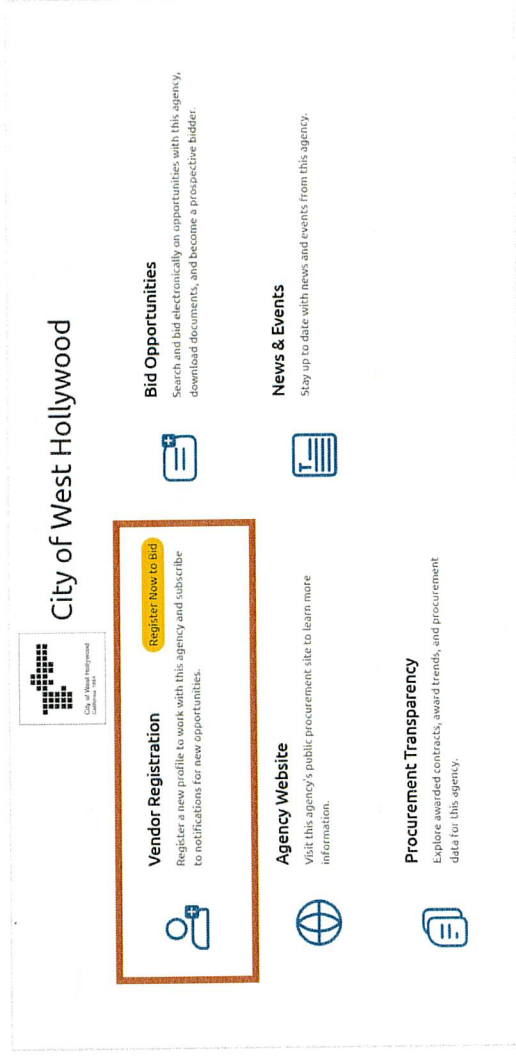
The Procurement Process



STEP 1

How to Become a Vendor

- Visit weho.org and search “RFPs & Bids”
- Click the PlanetBids Portal link
- Select Vendor Registration
- Enter your Company Name, FEI/SSN, and Email, then click Sign Up
- Complete your profile so you get notified of new opportunities



STEP 2

Where to Find Bid Opportunities

- Visit weho.org and search “RFPs & Bids”
- See open opportunities and their submittal deadlines
- Click the title for a summary notice, and “Complete RFP” for full scope/requirements
- Bids are also listed on the PlanetBids Portal, shown next



A screenshot of the City of West Hollywood website's "RFP/RFPQ/BID NOTICES" page. The page has a dark blue header with the city's name and navigation links: City Government, Business, Community, Services, and a search icon. Below the header, there's a sidebar with a list of links including Agendas and Minutes, Campaign Finance, Statements, Previous Elections, Campaign Finance Statements from Elections pre-2017, Domestic Partnerships, Election Information, FORM 700 - Statement of Economic Interests, FORM 605 - Agency Report of Public Official Appointments, Lobbyist Registration, Manage Information, Municipal Code, and Summary Ordinances. The main content area is titled "RFP/RFPQ/BID NOTICES" and includes a sub-header "Notices of Requests for Proposals, Requests for Qualifications, and Bids". It explains that many RFP, RFP, and Bidding Opportunities listed below can be submitted electronically through Planet Bids. To register as a vendor and view these available opportunities, users are directed to visit the Planet Bids Portal. A paragraph mentions the City of West Hollywood's work with the Westside Cities Council of Governments and other member cities (Beverly Hills, Culver City, Santa Monica, Los Angeles CDs and CD11) on a regional network of bus lanes ahead of the LA28 Olympics. As part of that effort, the COG just released an RFP to hire a consultant to assist with feasibility, outreach, and design of the corridors, including part of La Cienega in West Hollywood. Users are asked to please visit the WSSCOG website or click here for the RFP. Below this, there are three sections: "REQUEST FOR PROPOSALS - MURAL FESTIVAL PRODUCER/CONSULTANT (PDF)" with a submittal deadline of 11-18-26 by 5:00 PM (PT) and a link to click here for the complete RFP; "REQUEST FOR PROPOSALS - ON-CALL PARKING CONSULTING SERVICES (PDF)" with a submittal deadline of 11-17-26 by 3:00 PM (PT) and a link to click here for the complete RFP; and "REQUEST FOR PROPOSALS - RESTAURANT GRANT PROGRAM ADMINISTRATION AND TECHNICAL".

STEP 2

Searching Bids on PlanetBids



- From the PlanetBids portal, click **Bid Opportunities**
- View all open bids with their due dates
- Narrow your search by keyword, category, or department
- Click a bid to see details and download documents
- To place a bid, log in with your vendor account you created in Step 1

City of West Hollywood
Help Center Home

Bid Opportunities

Keyword: Bid Type: Categories: Due Date From: Due Date To: Stage: Clear

Found 432 bids

Posted	Project Title	Initiation #	Due Date	Remaining	Stage	Format
09/09/2026	Restaurant Grant Program Administration & T...		10/09/2026 05:00pm	2 days	Bidding	Electronic
08/26/2026	CIP 2605-14 ROADWAY IMPROVEMENTS PR...		10/14/2026 05:00pm	7 days	Bidding	Electronic
09/16/2026	On-Call Parking Consultant Services		11/17/2026 1:00pm	41 days	Bidding	Electronic
09/02/2026	CIP 2703 CONCRETE REPAIR PROGRAM PHA3...		09/23/2026 05:00pm		Closed	Electronic
07/31/2026	Labor Compliance Services	FFS 0001	09/31/2026 01:00pm		Closed	Electronic
07/31/2026	Deputy Building Inspection Services	FFS 0001	08/31/2026 01:00pm		Closed	Electronic
07/31/2026	Geotechnical Engineering and Soils Inspection...	FFS 0001	08/31/2026 01:00pm		Closed	Electronic
07/31/2026	Construction Services - West Hollywood Rec...	FFS 0001	08/31/2026 01:00pm		Canceled	Electronic

STEP 3

Submitting a Bid

*Many bids can be submitted electronically through PlanetBids.
Check each bid notice for submission instructions and deadlines.*



Formal Bids

- Follow instructions precisely.
- Detail your goods / services with specificity.
- If you have any requested modifications, make them clear in your bid proposal.
- Review the insurance requirements in the bid documents and make sure you can get a certificate that meets them.

Informal Bids

- When formal bids are not required.
- Opportunities to provide specialized services.
- Detail your goods, services, and related experience.
- Review the insurance requirements in the bid documents and make sure you can get a certificate that meets them.

STEP 4

The Contract



Insurance: Get a certificate of insurance that meets the limits in the bid documents. Explore Options.



Scope of Work / Services: This is where you have the most opportunity to tailor the language. Make sure it accurately reflects your understanding of the rights and obligations under the agreement.



Indemnification: The City generally won't negotiate this, so focus on the Scope of Work.



Schedule of Payment: Make sure you clearly understand when payments are issued based on performance / payment milestones.

STEP 5

Award: Performance & Closure



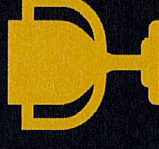
Do Great Work: Deliver quality work on time and as described in your contract.



Communicate: Check in regularly with City representative(s) to make sure the work meets requirements and expectations.



Build the Relationship: Nurture the relationship. You're building a resume that can create more opportunities for future government contracts.



*Strong performance today can
build opportunities tomorrow.*

Questions?

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City of West Hollywood

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