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DEPARTMENT OF
RECREATION AND PARKS
3900 W. Chevy Chase Drive
M/S 628
LOS ANGELES, CA 90039

(818) 243-6488
FAX - (818) 243-6451

JON KIRK MUKRI
GENERAL MANAGER

June 22, 2009

To All Interested Parties:

The City of Los Angeles Department of Recreation and Parks is seeking proposals from qualified firms interested in a contract for the installation, maintenance and operation of an outdoor winter ice skating rink at Pershing Square Park located at 532 South Olive Street Los Angeles, CA 90013. The term of the Agreement will be for a period of one (1) year, with two (2) one (1) year options to renew, in an amount not to exceed \$279,000 per year and \$837,000 over three years.

Proposals may be obtained on **June 30, 2009**:

- In Person - Department of Recreation and Parks
Administrative Resources Trailer
3900 West Chevy Chase Drive
Los Angeles, CA 90039
- On-Line - www.laparks.org/proposal.htm
(On June 30, 2009)
- Mail - Department of Recreation and Parks
Administrative Resources Trailer
3900 West Chevy Chase Drive, Mail Stop 628
Los Angeles, CA 90039
- Phone - (818) 243-6488, extension 215 (call to request)

It is highly recommended that you attend a Pre-Proposal Conference, lasting approximately two hours. The Pre-Proposal Conference will discuss the Request for Proposal, applicable City compliance requirements and answer general questions. Although attendance is not mandatory, 10 points towards the Good Faith Effort Outreach will be awarded to all proposers with a representative in attendance.

Pre-Proposal Conference

When: Tuesday, August 11, 2009 at 10:00 a.m. (allow ample time for traffic)
Where: Administrative Resources Trailer
3900 West Chevy Chase Drive
Los Angeles, CA 90039



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Outdoor Winter Ice Skating Rink
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If you plan to attend the Pre-Proposal Conference, please notify Nancy Jeffers of the Department at (818) 243-6488, extension 215, or via email at: Nancy.Jeffers@lacity.org.

Proposals are to be completed and submitted by the deadline indicated below (late submittals will not be accepted):

Proposal Submittal Deadline

Due Date: Tuesday, October 27, 2009 before 3:00 p.m.
Location: Department of Recreation and Parks
Office of the Board of Commissioners
221 North Figueroa Street, Suite 1520
Los Angeles, CA 90012

If you have any questions regarding this Request for Proposal, please contact our office at (818) 243-6488. Thank you for your interest.

Sincerely,



ROBERT N. MORALES
Senior Management Analyst II