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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 12, 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 design, rental, installation and maintenance of outdoor winter theme lighting 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, exercisable at the sole discretion of the General Manager, in an amount not to exceed \$85,000 per year and \$255,000 over the term of the contract.

Proposals may be obtained on **June 23, 2009**:

- |           |   |   |
|-----------|---|---|
| In Person | - | Department of Recreation and Parks<br>Administrative Resources Trailer<br>3900 West Chevy Chase Drive<br>Los Angeles, CA 90039                |
| On-Line   | - | <a href="http://www.laparks.org/proposal.htm">www.laparks.org/proposal.htm</a><br>(On June 23, 2009)  |
| Mail      | - | Department of Recreation and Parks<br>Administrative Resources Trailer<br>3900 West Chevy Chase Drive, Mail Stop 628<br>Los Angeles, CA 90039 |
| Phone     | - | (818) 243-6488 extension 215 (call to request)  |

**Mandatory Site-Walk**

When: Tuesday, July 14, 2009 at 10:00 a.m. (allow ample time for traffic)  
Where: Pershing Square Park  
532 South Olive Street  
Los Angeles, CA 90013

**Pre-Proposal Conference**

When: Tuesday, August 4, 2009 at 10:00 a.m. (allow ample time for traffic)  
Where: Administrative Resources Trailer  
3900 West Chevy Chase Drive  
Los Angeles, CA 90039

June 12, 2009

Winter Theme Lighting at Pershing Square Park

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It is highly recommended that you attend the Pre-Proposal Conference, lasting approximately two hours. The Pre-Proposal Conference will discuss the Request for Proposal, applicable City compliance requirements and take 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.

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](mailto:Nancy.Jeffers@lacity.org).

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

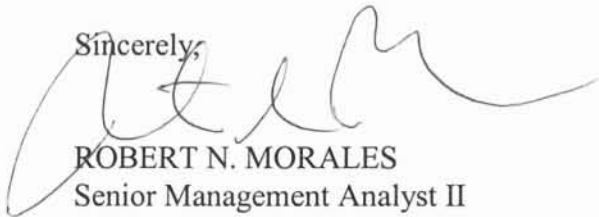
**Proposal Submittal Deadline**

Due Date: Tuesday, October 13, 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