

Questions and Answers for RFP City Banners

1. Regarding billing, we have a company policy that requires a 50% deposit to begin production. In addition, because the City of Commerce does not have an account with us yet, the balance is required paid on the date of final installation. How does your system work and will our policies work for you?

With City Administrator and City Attorney approval a 50% deposit may be allowed; however, final payment requires a 30-day net (or 30-day after installation).

2. The bid mentions "The Contractor shall procure all permits and licenses". Jason Stinnett told me that the permits had already been taken care of on your end. Is this not correct? I don't believe you are under the jurisdiction of the City of Los Angeles, I'm pretty sure that you have your own rules and regulations to follow.

All contractors working in the City of Commerce are required to obtain a City Business License, no exception. A no-fee permit can be issued by Community Development for the actual installation of the banners. All banners shall comply with the existing City-SCE licensing agreement for the use of street light poles. The banners shall comply with the following items:

- a. **Attachment shall be secured by means of stainless steel straps.**
- b. **No holes shall be punched, drilled, or burned in any poles.**
- c. **All attachments shall be mounted so as to provide adequate clearance from traffic, pedestrians, and from all electrical facilities, and secured to poles to avoid dislodging.**
- d. **The total surface area of all attachments on any one pole shall not exceed 18 square feet at any one time.**
- e. **Banners for use on poles in high wind areas (90 mph) must be mounted with break-away, or bend-away banner supports.**
- f. **No attachment shall be suspended between poles or between poles and structures.**
- g. **No attachment shall be installed on any wooden poles.**

3. Related to the above, can you send me those rules and regulations? The bid mentions pricing out hardware and I want to make sure that if we have to produce hardware different from what we use in other cities, that is factored into our costs.

See rules and regulations above. In your proposal please specified hardware or bracket support to be used.

4. Your bid calls out a size of 30" x 94" but Jason and I originally discussed a size of 36" x 96". Can you please confirm the correct size?

Either size will be acceptable, a minimum 30" x 94" banner is required.

5. When finishing light pole banners, we typically use a 4.5" Pocket Top and Bottom. The RFP suggest a 3" pocket. This again leads me to believe your rules and therefore hardware/finishing may be different than we use with LA, West Hollywood, Beverly Hills, etc. If you could confirm the size, that would be great.

Either size will be acceptable, a minimum 3" pocket is required.

6. We have not done a site inspection and I wonder if this is necessary. Are the poles in the City of Commerce built differently? Once I have the rules and regulations, we may decide to send someone to take a look.

By submitting a proposal, you are acknowledging that you have inspected and familiarized yourself with the project and all existing site conditions.