

CITY OF MAYWOOD

NOTICE INVITING INFORMAL BIDDING FOR NON-PUBLIC PROJECT

FOR

CHIEF ADMINISTRATIVE OFFICER



**SUBMIT A COMPLETED INFORMAL BID IN A SEALED ENVELOPE MARKED:
"INFORMAL BID, CHIEF ADMINISTRATIVE OFFICER," TO:**

City of Maywood, City Hall
4319 E. Slauson Avenue
Maywood, CA 90670
Attention: Grace Cabrera, Executive Assistant

DEADLINE TO SUBMIT:

**FRIDAY, OCTOBER 21, 2016
BY 12:00 P.M. Pacific Standard Time (PST)**

SECTION 1 INTRODUCTION AND GENERAL INFORMATION

Overview of the Request for Proposals (RFP)

The City of Maywood (“City”) seeks informal bids for non-public project. Specifically informal bids for the selection of a Chief Administrative Officer, known by the title of City Administrator. The City Council may appoint a Chief Administrative Officer pursuant to a resolution. The Powers and Duties of the Chief Administrative Officer are set forth in Section 2-2.103 of the Municipal Code of the City.

RFP Guidelines

This request is issued by the City of Maywood. All inquiries pertaining to this Request for Proposal shall be directed to:

David Mango,
Director, Building and Planning
Interim Purchasing Officer
City of Maywood
4319E. Slauson Ave
Maywood, CA 90270
(323) 562-5714
david.mango@cityofmaywood.org

The City assumes no responsibility for any costs incurred by any applicant in the preparation and/or presentation of a proposal in response to this request. To be considered, Respondents must submit a complete response in accordance with the requirements contained in **Section 2** of this request. Proposals must be signed by the individual authorized to bind the individual or to its provisions. All proposals, associated costs and agreements shall be considered valid and binding on the individual for a period of sixty (60) days after the proposal due date. All proposals and supporting materials become the property of the City of Maywood upon its receipt by the City. The City reserves the right to reject any and all proposals received, or to request additional information from any or all of the Respondents for the purpose of ascertaining the most qualified individual/Contractor for the services requested.

Response Date

To be considered, one copy of the informal proposal must be received by the City of Maywood no later than 12:00 P.M. (PST) on Friday, October 21, 2016. Proposals are to be submitted to:

City of Maywood
City Hall
4319 E. Slauson Avenue
Maywood, CA 90270
Attention: Grace Cabrera, Executive Assistant

Proposals must clearly state on the outside of the sealed package or envelope:
INFORMAL PROPOSAL-CHIEF ADMINISTRATIVE OFFICER.

Postmarks will not be accepted. The City assumes no responsibility for errors or delays by public or private carriers in delivering proposals. **Late proposals will not be accepted.**

Please note that there will be no public opening of proposals. Price and other proposal information shall be made public after the proposal is awarded. At that time, the executed contract will become public information.

Selection of Contractor

The City Council shall make its selection based on a combination of factors, such as: responsiveness and comprehensiveness of proposal with respect to this RFP; technical background and experience of the Proposer; information obtained from references; and cost.

In addition, the following factors will be considered:

1. Completeness of the proposal and ability of the Proposer to comply with the mandatory requirements proposed under this RFP;
2. Whether the Individual has the ability to perform and provide the required services promptly, or within the time specified without delay or interference;
3. Experience implementing similar programs;
4. Recommendations from prior clients and record of performance on previous contracts or services; and
5. Cost reasonableness.

Some or all of the Proposers may be requested to make an oral presentation of their qualifications.

Proposed Terms and Conditions of Chief Administrative Officer Agreement

- Immediate availability to perform the services to the City of Maywood;
- Ability to work with the City Council, City of Maywood;
- Ability to Supervise and Lead staff and other subordinates;
- Proposed initial term of three years, with option for one year extension;
- Annual reviews by the City Council, in closed session;
- Compensation: Proposed starting salary \$145,000 per year, plus standard benefits;

SECTION 2 EVALUATION AND SELECTION PROCESS

Selection Will Follow These Steps:

1. **Proposal Review:** Each proposal will be reviewed to determine if it meets the RFP requirements. Failure to meet the requirements of the RFP will be cause for rejection. The City will consider the following in selecting a contractor.
 - Response to requested Scope of Services and this RFP;
 - Professional reputation;
 - Experience of the Individual;
 - Qualifications and licenses;
 - Number and experience of personnel;
 - References provided; and
 - Fee
2. **Interview.** Contractors may be interviewed by the City Council and other staff at the City;
3. **Professional Services Agreement.** The City Council will request a professional services agreement subject to the Municipal Code and this RFP, terms of payment and other City requirements from the Individual found most qualified. Nothing in this RFP should imply a contractual obligation for employment.
4. **Contract Approval and Execution.** The agreement will be presented to the City Council for approval and execution by the Chief Administrative Officer as outlined in Chapter 2 of Title 2 of the Maywood Municipal Code.

Please submit one (1) signed Informal Proposal in a sealed envelope no later than 12:00 p.m. (PST) on Friday, October 21, 2016 to:

**City of Maywood
City Hall
4319 E. Slauson Avenue
Maywood, CA 90270
Attention: Grace Cabrera, Executive Assistant**