



June 28, 2021

Dear Prospective Firm:

The City of Cleveland, ("City"), owner and operator of Cleveland Hopkins International Airport and Burke Lakefront Airport (collectively "Airports"), through its Director of Port Control ("Director"), invites written Proposals from Firms interested in providing insurance brokerage and consulting services for a consolidated insurance program at the Airports. The Department of Port Control ("Department") is looking for a Firm to procure, on behalf of the Airports, comprehensive general liability insurance, comprehensive property insurance and comprehensive motor vehicle insurance. The firm will also be required to advise the Department on any risk management issues that may arise relating to the insurance to be provided.

A non-mandatory pre-proposal meeting will be held, on **Friday, July 9, 2021, at 2:00 p.m. local time, via WebEx Meeting. To call into the meeting call 1-415-655-0002 and the access code is 1329 11 5023.** Although attendance is not mandatory, firms are encouraged to attend. **Those planning to attend the pre-proposal conference must register by 4:00 p.m. on Wednesday, July 7, 2021, by e-mail to smuia@clevelandairport.com.** When registering, it will be necessary to provide the names of all attendees. It is also advantageous to provide e-mail addresses for all attendees, although it is not required. During, or before the meeting, interested parties may ask questions pertaining to this Request for Proposal. Please e-mail questions to smuia@clevelandairport.com.

If your firm is interested in this Request for Proposals, please submit seven (7) complete Proposals, consisting of one (1) unbound original, five (5) identical bound copies and one (1) digital copy in either Microsoft Word (.doc/.docx) or Adobe Acrobat (.pdf) format, to the Department no later than **4:00 p.m. local time on Friday, August 6, 2021.** No Proposals shall be accepted after that time unless such date or time is extended pursuant to a written addendum issued by the City. **Fee proposal must be in a separate, sealed envelope.**

Sealed Proposals may be mailed to the address below and must be identified on the outside of the envelope(s) as: **Proposal: Comprehensive Insurance Brokerage.**

Cleveland Airport System
Department of Port Control
2nd Floor Administrative Offices
5300 Riverside Drive
P. O. Box 81009
Cleveland, Ohio 44181-0009
Attn: Sharri Muia

Firms may also elect to submit their Proposal electronically. Please send the electronic Proposal submission to airportprocurement@clevelandairport.com. Electronic submissions must be received no later than 4:00 p.m. local time on Friday, August 6, 2021.

The Director reserves the right to reject all Proposals or portions of any or all Proposals, to waive irregularities and technicalities, to re-advertise or to provide the service otherwise in the best

interest of the City. The Director may, at his sole discretion, modify or amend any and all of the provisions of this notice or the Request for Proposals.

The Request for Proposals documentation is available on the City Website as follows:

<http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/Finance/RFP>

<http://www.clevelandairport.com/about-us/business-cle/bids-rfps>

All future documentation including addenda, response to questions, schedule changes and additional requirements for this Request for Proposals will be posted on the above sites as no additional mailings will be made.

Should you have any questions regarding this solicitation, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Sharri Muia". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Sharri Muia
Contracts & Procurement Manager
Cleveland Airport System
Department of Port Control