October 14, 2024

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 the Department of Port Control (“Director”), invites written Proposals from firms with a thorough knowledge of, and experience in, managing a valet parking services program, including managing, staffing and operating such program.

The City will be transitioning to a new eProcurement solution (OpenGov) for publishing solicitations and receiving vendor responses. [Register your account early](https://procurement.opengov.com/portal/clevelandoh) to begin receiving email notifications for the City’s Request for Proposal opportunities. Registration is free for vendors.

If your firm is interested in this Valet Parking Services Request for Proposal, please view and submit at <https://procurement.opengov.com/portal/clevelandoh> no later than **4:00 p.m. local time on Monday, November 11, 2024**. No Proposals shall be accepted after that time unless such date or time is extended pursuant to a written addendum issued by the City.

A pre-proposal meeting will be held on **Tuesday, October 22, 2024 at 10:00 a.m. local time via WEBEX**. **The call in number is 1-415-655-0002, Access Code 2866 310 7412.** Although attendance is not mandatory, firms are encouraged to attend. Those planning to attend the pre-proposal meeting must register by 4:00 p.m. local time on Monday October 21, 2024 by e-mail to [smuia@clevelandairport.com](mailto:smuia@clevelandairport.com) or via OpenGov. Interested parties may submit or ask questions pertaining to this Request for Proposal and the services desired. Questions should be submitted online in the Q&A section, on the OpenGov platform.

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 Proposal.

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

<https://procurement.opengov.com/portal/clevelandoh>

[www.clevelandohio.gov/city-hall/departments/finance/request-qualificationsproposal](http://www.clevelandohio.gov/city-hall/departments/finance/request-qualificationsproposal)

https://www.clevelandairport.com/about-us/business-cle/bids-rfps

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

Sincerely,

Sharron Muia

Airport Contracts & Procurement Manager

City of Cleveland

Department of Port Control