



October 7, 2024

Dear Prospective Firm:

The City of Cleveland, ("City"), owner and operator of Cleveland Hopkins International Airport and Burke Lakefront Airport (collectively "Airports") and the North Coast Harbor ("NCH"), through its Director of the Department of Port Control ("Director"), invites written Proposals from firms with a thorough knowledge of, and experience in, providing property management and event management services, for NCH.

The City will be transitioning to a new eProcurement solution (OpenGov) for publishing solicitations and receiving vendor responses. Register your account early 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 NCH Property Management & Event Management 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 Thursday, October 31, 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 **Wednesday, October 16, 2024 at 10:00 a.m. local time via WEBEX. The call in number is 415-655-0002, Access Code 2634 123 5883**. 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 14, 2024 by e-mail to smuia@clevelandairport.com. 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

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

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

Sincerely,

A handwritten signature in black ink that reads "Sharron Muia".

Sharron Muia

Airport Contracts & Procurement Manager

City of Cleveland/Department of Port Control