



June 23, 2022

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 professional, experienced aviation recruitment services, for the Department of Port Control ("Department").

A non-mandatory pre-proposal meeting will be held, on **Thursday, June 30, 2022, at 10:00 a.m. local time, via WebEx Meeting. To call into the meeting call 1-415-655-0002 and the access code is 2634 619 8046.** 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, June 29, 2022, by e-mail to [smuia@clevelandairport.com](mailto: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](mailto: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, July 22, 2022.** 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: Airport Talent Recruitment Services.**

Cleveland Airport System  
Department of Port Control  
2<sup>nd</sup> 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](mailto:airportprocurement@clevelandairport.com). Electronic submissions must be received no later than 4:00 p.m. local time on Friday, July 22, 2022.

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 cursive script, appearing to read "Sharri Muia".

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