



City of Cleveland
Frank G. Jackson, Mayor

Office of Emergency Management
Department of Public Safety
205 W. Saint Clair Avenue, 5th Floor
Cleveland, Ohio 44113
216/664-7171 • Fax: 216/420-8255
www.cleveland-oh.gov

September 16, 2015

Dear Sir or Madam:

The City of Cleveland, Department of Public Safety's, seeks to upgrade its current Audio Visual (AV) capability, equipment, and integrated Information Technology, communications and network systems in the Emergency Operations Center. The specific requirements are fully explained in the attached Request for Proposal document. The City invites you to consider submitting a proposal.

An Optional pre-proposal conference will be held on October 5th, 2015 at Department of Public Safety, Office of Information Technology, 205 West St. Clair Avenue, 5th Floor, Cleveland, Ohio 44113 at 3:00 PM Eastern Standard Time. At the conference, interested parties may submit or ask questions pertaining to the enclosed RFP and the services desired. **Attendance is strongly encouraged. The Pre-Proposal conference is your only opportunity to ask questions without submitting them in writing.**

The deadline for receipt of all proposals is 3:00 PM Eastern Standard Time, on October 23rd, 2015. No proposals will be accepted after that date and time. Sealed proposals may be mailed or delivered. No eMail or Fax proposals will be accepted. All proposals must be delivered to:

Department of Public Safety/ITS
Attn: Larry Jones II
205 West St. Clair Avenue, 5th Floor
Cleveland Ohio 44113

Proposals must be identified on the outside of the envelope(s) as: RFP EMERGENCY OPERATIONS CENTER AUDIO VISUAL SYSTEM [*Insert your firm's name*]

Should you have any questions regarding this solicitation please contact Larry Jones II at (216)-664-3733 or by Email at ljones4@city.cleveland.oh.us

Respectfully,

Larry Jones II
Project Manager, ITS