City of Cleveland
Frank G. Jackson, Mayor

Department of Finance
Division of Assessments & Licenses
601 Lakeside Avenue, Room 122
Cleveland, Ohio 44114-1085
216/664-2260
www.cleveland-oh.gov

Amendment B
Proposal Submission Deadline Extension

September 28, 2015

Dear Prospective Proposers:

The City of Cleveland ("City"), through its Interim Director of Port Control ("Interim Director Szabo"), is soliciting proposals from qualified temporary/seasonal employment firms to provide seasonal employees.

The deadline has been extended to the following - proposal submissions must be submitted no later than 5:00 pm (EST) on Wednesday, September 30, 2015

Sealed proposal packages may be emailed, mailed or delivered to the address below and must be identified on the outside of the proposal package as:

Fred Szabo, Interim Director /Department of Port Control
ATTN: Danielle P. Graham
Cleveland City Hall
Department of Finance/Division of Assessments and Licenses
601 Lakeside Avenue, Room 122
Cleveland, Ohio 44114
(216) 664-2067/dgraham@city.cleveland.oh.us

If your firm is interested, you may submit via email, mail or delivery the following:

For mail and delivery, submit as one complete package – an original **and** five (5) copies of the technical proposal in a separate sealed envelope; your fee proposal in a separate sealed envelope. Also, submit an electronic copy of both the technical proposal and fee proposal on CD-ROM or Flash Drive. **Submit this complete package to Department of Finance, Division of Assessments and Licenses no later than 5:00 pm (EST) on Wednesday, September 30, 2015.**

For email, submit as one complete package the technical proposal and fee proposal in **portable document format (PDF)**. Other version types will not be accepted. **Submit this complete package to dgraham@city.cleveland.oh.us no later than 5:00 pm (EST) on Wednesday, September 30, 2015.**

No proposals will be accepted after that date and time unless the City extends the deadline by a written addendum.

The City reserves the right to accept a proposal in whole or in part, to reject any and all proposals, and to negotiate separately, as necessary, to serve the best interests of the City of Cleveland. Firms whose proposals are not accepted will be notified in writing. Notification of the award will be made by the Department of Finance.

Should you have any questions regarding this solicitation, please contact Danielle Graham at (216) 857-7426 or via email at dgraham@city.cleveland.oh.us.

Sincerely,

Danielle P Graham

Danielle Graham, Assistant Commissioner, Division of Assessments & Licenses

cc: Fred Szabo, Interim Director of Port Control
Sharon Dumas, Director of Finance
Michael Cox, Director of Public Works
Martin Flask, Executive Assistant to the Mayor for Special Projects
John Laird, Manager of Administration