

# **HUNTINGTON CONVENTION CENTER OF CLEVELAND**



## **REQUEST FOR PROPOSALS**

**For**

**Exterior Stairwell Glass Replacements**

**HUNTINGTON CONVENTION CENTER OF CLEVELAND  
REQUEST FOR PROPOSALS**

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**Request for Proposals (RFP)**

Notice is hereby given that Legends Global, managing agent of the Huntington Convention Center of Cleveland (the Facility), is seeking bids from qualified respondents (Providers) for the provision of replacement of (15) panes of glass located at the exterior of the Facility.

All comments and questions concerning the Request for Proposals and the corresponding procedures and requirements must be addressed in writing email to the following:

Huntington Convention Center of Cleveland  
1 St. Clair Avenue NE  
Cleveland, OH 44114  
Attn: Mike Campo  
Email: [mcampo@clevelandconventions.com](mailto:mcampo@clevelandconventions.com)

Responses must be received by May 8<sup>th</sup>, 2026 1pm local time via email to [mcampo@clevelandconventions.com](mailto:mcampo@clevelandconventions.com) Legends Global reserves the right to reject responses if not submitted by the time, date and at the place designated in the RFP. Any and all responses may be rejected if deemed in Legends Global's best interest.

**ARTICLE 1**  
**INTRODUCTION**

**1.1 PROJECT DESCRIPTION/LOCATION.**

Opened in 2013 the Huntington Convention Center of Cleveland is located at 1 St. Clair Avenue NE, Cleveland, OH 44114. The Facility is looking to purchase advanced weapons screening technology for future screening of users of the Facility.

The Facility is managed by Legends Global as agent for the Cuyahoga County Convention Facilities Development Corporation.

**ARTICLE 2**  
**CRITICAL DATES**

**2.1** The following are the critical dates and times:

Notification	4/24/26
**Pre-Bid Conference	By appointment Only(See Below)
Response Due Date	5/8/26
*Selection	6/1/26

\*This is a targeted date under optimal circumstances and is tentative based on actual selection factors. Legends Global reserves the right to either conduct or not to conduct interviews. Legends Global further reserves the right to hold them on site at the Facility or via other means.

\*\* Contact [mcampo@clevelandconventions.com](mailto:mcampo@clevelandconventions.com) to schedule. Bids may not be considered if Providers do not arrange for a site visit.

**ARTICLE 3**  
**PROCEDURES/CONTENT**

**3.1 CONTENTS OF RESPONSES**

1. Responses must include the following:

- a) Equipment specifications to include; throughout per lane, portability, key features, ADA compliance, detection capabilities, software support and integration, and warranty.
- b) **Certified Diversity Business:** Provider shall detail within its Response its commitment on a percentage basis of the total contract fee as well as provide its plan

for meeting or exceeding the established participation goals as detailed below, including the policies and procedures to be used.

Legends Global has established an overall project goal of 30% with respect to the use of Minority Business Enterprise (MBE), Woman Owned Business Enterprises (WBE) and Small Business Enterprises (SBE) certified by either Cuyahoga County and/or the State of Ohio.

- c) **References:** Provide a minimum of three (3) references stating name, title, company, address and telephone numbers for each individual within these companies who may be contacted.
- d) **Financial Package:** Provider must identify any applicable fees for their equipment/services within the enclosed Quotation Sheet within Attachment A.

### **3.2 PROPOSED TERMS OF THE BID**

- 1.) Provider must identify any applicable fees for their services within the enclosed Quotation Sheet within Attachment A and specifically Exhibits A and B.
- 2.) In the event Providers are not able to provide a certain portion of the services listed herein Legends Global reserves the right to award certain services to the Provider(s) that it feels is in the best interest of the Facility.

### **3.3 SUBMISSION OF RESPONSES**

- 1.) Submit executed Responses via email to [mcampo@clevelandconventions.com](mailto:mcampo@clevelandconventions.com) with any other documents required.
- 2.) **RESPONSES shall be submitted no later than 1:00 p.m., EST. on the noted date listed within Article 2 Critical Dates. Responses received after that time and date will be returned. The Provider shall assume full responsibility for timely delivery at the location designated for the receipt of Responses.**
- 3.) Submission of a Response signifies careful examination of the RFP and complete understanding of the nature, extent and location of the Work to be performed.
- 4.) Oral, telephonic or faxed Responses are invalid and will not receive consideration.

### **3.4 MODIFICATION OR WITHDRAWAL OF RESPONSE**

- 1.) A Response may not be modified, withdrawn or canceled by the Provider during the time period following the date designated for the opening of the Responses unless requested

and approved in advance by Legends Global, and Provider so agrees in submitting a Response.

### **3.5 CONDITIONS AND LIMITATIONS**

- 1.) Provider(s) shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Legends Global for purpose of influencing consideration of a bid.
- 2.) All comments and questions (requests for information) concerning this Request for bid and the corresponding procedures and requirements must be addressed in writing, via email to the following:

NAME Mike Campo TITLE (General Manager)  
Email: [mcampo@clevelandconventions.com](mailto:mcampo@clevelandconventions.com)

Legends Global will respond to all comments and questions to all Providers within three to five (3-5) days of the request being received. All requests for information must be received by Legends Global at least seven (7) days prior to the Response Due Date in order to receive consideration. Legends Global will not be responsible for comments and/or answers received in any manner other than as described above.

- 3.) Any contact violation of the above instructions shall be grounds for disqualification and/or rejection of a Response, and in the case of a subcontractor, the preclusion of that subcontractor providing services for the Project. Each Provider is responsible for notifying its prospective subcontractors of these instructions.

## **ARTICLE 4** **CONSIDERATION OF RESPONSES**

### **4.1 OPENING OF RESPONSES**

- 1.) The properly identified Responses received on time will be opened and acknowledged.
- 2.) To be considered for the award, a Provider must be experienced and regularly in the business of providing the Scope of Services required by this RFP, and must have a business phone and be available for consultation.

### **4.2 REJECTION OF RESPONSES.**

- 1.) Legends Global shall have the right to reject any or all Responses, reject a Response not accompanied by the data required by the RFP, or reject a Response, which is in any way incomplete or irregular.
- 2.) Providers bidding without scheduling of a site visit may be rejected.

#### **4.3 ACCEPTANCE OF A RESPONSE**

- 1.) It is the intent of Legends Global to award a contract to the qualified and responsive Provider submitting the response which is in the best interest of the Facility, provided the Response has been submitted in accordance with the requirements of the RFP. Legends Global shall have the right to accept the Response which in its judgment, is in the best interest of the Facility.
- 2.) Following the evaluation of written bids, Provider(s) may be requested to offer oral presentation to Legends Global or provide clarification regarding its response. Failure to comply with such a request will disqualify Provider from consideration. Legends Global further reserves the right to establish a “short list” of bidders upon its initial review of the bids and shall engage these bidders to further determine which bidder is in the best interest of the Facility in accordance with the requirements of the RFP.

#### **4.4 TIME OF AWARD**

- 1.) Responses will be irrevocable for 60 days from the date of opening. It is the intent of Legends Global to enter into contract negotiations with the Provider under consideration for the provision of Services herein described of the highest quality obtainable for the most reasonable price.
- 2.) This RFP does not commit Legends Global to the awarding of a Contract.
- 3.) Legends Global will not be liable for any costs incurred in the preparation and/or presentation of the Responses.

### **ARTICLE 5**

#### **FORM OF AGREEMENT BETWEEN LEGENDS GLOBAL AND PROVIDER**

##### **5.1 FORM OF AGREEMENT**

- 1.) The successful Provider may be required to enter into a written contract with Legends Global.
- 2.) Legends Global requires that Provider shall not discriminate against any person or group of persons based upon race, creed, sex, sexual orientation, religion, color, age, veteran status, national origin or ancestry.
- 3.) Worker’s compensation and General Liability insurance as approved by Legend’s Global.

##### **5.2 EVALUATION CRITERIA**

- 1.) The successful Provider shall be determined by the following criteria:
  - a) General Qualifications.
  - b) Financial Proposal.
  - c) References
  - d) Certified Diversity Business (SBE/WBE/MBE) participation.
  - e) Oral Presentation/Interviews (**Optional**)
- 2.) Legends Global reserves the right to award or not award the contract on the basis of the initial response and/or information provided during subsequent interviews and/or bid clarification discussions.
- 3.) (**Optional**) Oral Presentations/interviews will be held during the tentative dates shown within 2.1 Critical Dates. Provider will be given approximately 45 minutes to make a presentation and respond to questions. Providers will be limited to an attendance of five (5) individuals to participate in the process.

## **ARTICLE 6**

### **SCOPE OF WORK (the “Services”)**

#### **GENERAL**

- Provider shall provide a detailed quote to replace (15) areas of broken custom insulated glass located on the exterior of the Facility. Glass is custom Viracon glass.
- Replacement glazing shall match the originally installed, as-built glass in all specifications and performance characteristics. Contact Legends Global to arrange for site visit and/or complete details, including as-built information.
- Must includes demoing of any existing glass remnants as well as preparing framing to accept new glass panes.
- The project is subject to union labor requirements and/or prevailing wage laws, which must be fully observed

## **ATTACHMENT A**

### **Huntington Convention Center of Cleveland**

#### **FINANCIAL PACKAGE**

