

HUNTINGTON CONVENTION CENTER of CLEVELAND



REQUEST FOR PROPOSALS

For

Valet Services

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

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ADVERTISEMENT

Request for Proposals (RFP)

Notice is hereby given that Legends Global (the “Legends”), managing agent of the Cuyahoga County Convention Facilities Development Corporation for the Huntington Convention Center of Cleveland (the Facility), is seeking bids from qualified respondents (Providers) for the provision of Valet services within 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: Michelle Thomas
Email: mthomas@clevelandconventions.com

A virtual pre-bid conference will be held on 8/13/2025 at 11:00am. Interested parties to reach out to Michelle Thomas for invitation.

Responses must be received by 9/14/2026 by 1pm local time via email to Michelle Thomas. 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 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 Convention Center features 225,000 sq. ft. of contiguous exhibit space as well as 35 meeting rooms totaling over 90,000 sq. ft. of meeting space.

The Atrium, formerly known as the Global Center for Health Innovation has approx. 50,000 sq. ft of usable meeting space.

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	7/10/2026
Pre-Bid Conference	8/13/2026 @ 11:00am
Response Due Date	9/14/2026 @ 1pm
*Interviews	week of September 21st
*Selection	10/05/2026
*Projected Preferred Partnership	10/19/2026

*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.

ARTICLE 3
PROCEDURES/CONTENT

3.1 CONTENTS OF RESPONSES

1. Responses must include the following:

- a) **Company History/Qualification:** Provide a detailed history and a statement of qualifications including a description of comparable services provided for comparable Facility including dates, overall management and organizational approach. Identify the roles, qualifications, responsibilities and experience on similar contracts of the personnel to be assigned to this contract. Provider shall provide detailed submissions that describe their understanding of the Scope of Services as well as their strategies, methodologies, resources, approach to labor and action plan with timelines to accomplish the requirements defined with the Scope of Work within Attachment A. Provider shall detail its transition plan if awarded this opportunity.
- b) **Financial Qualifications:** Provide evidence that provider has the financial ability to fulfill its obligations as outlined herein. In the case of a subsidiary, statements must be on the operating entity. No statement of the parent or holding company is acceptable.
- c) **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. Furthermore, the 30% participation goal shall be broken down into the following sub-categories and minimum participation percentages:

Spending Category	MBE	WBE	SBE	Total
Expenditure Percentage Relative to Total Contract Fee	18%	7%	5%	30%

Each Provider must commit to utilize Cuyahoga County Certified Diversity Businesses as listed within the County's web site <https://opd.cuyahogacounty.us/en-US/listing.aspx> or the state of Ohio's web site <https://das.ohio.gov/Divisions/Equal-Opportunity/Business-Certification/Minority-Business-Enterprise-MBE-Program> to meet the goals stated above relative to the total contract price (inclusive of any change orders or amendments). Evidence of such commitment shall be the

responsibility of the Provider. SBE/WBE/MBE commitments may be met by one or a combination of the following:

- 1.) Provider status as a Certified Diversity Business.
- 2.) Subcontracting part of the work to one (1) or more Certified Diversity Businesses.
- 3.) Purchasing materials or supplies used in performing the Services from one (1) or more Certified Diversity Businesses.

Providers that are unable to meet the goals set forth above must request a waiver or reduction to be included within their Response which clearly demonstrate their good faith efforts to reach the established goals. Failure to submit a request for reduction or waiver will cause the Response to be found incomplete and Legends Global reserves the right to reject the Response altogether.

- d) **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.
- e) **Sub-Contractors:** Providers shall identify any and all sub-contractors which the provider anticipates having a significant role in the services.
- f) All Responses shall be typewritten without erasures or deletions.
- g) Each copy of the Response shall include the legal name of the provider and a statement identifying the provider as a sole proprietor, partnership, corporation or other legal entity as appropriate. Each copy shall be signed by the person or persons legally authorized to bind the Provider to a contract. A Response by a corporation shall further give the state or incorporation and whether the provider is qualified to do business in the State of Ohio.

3.2 PROPOSED TERMS OF THE BID

- 1.) Legends Global, ASM Global Convention Center Management, LLC. At the facility and the CCCFDC are not responsible for any applicable fees for their services within the enclosed Quotation Sheet within Attachment A. Legends Global reserves the right to reject any Response that is incomplete or is not submitted on the forms provided.
- 2.) In addition to responder detailing their proposal as per the items contained herein, Responders may put forth alternative proposals for Legends Global to consider. Legends Global recognizes responders inherent ability and knowledge to do so and Legends Global reserves the sole right to consider such approaches and further reserves the right if necessary to obtain additional details from said Provider regarding their proposal.

- 3.) 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 mthomas@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 CLARIFICATION

- 1.) Each Provider shall carefully examine the site, all RFP documents and related materials as well as any addendum and will thoroughly familiarize themselves with all requirements prior to submitting a bid. Should a Provider find discrepancies or ambiguities in, or omissions from the proposal documents, or should the Provider be in doubt as to their meaning, Responder shall at once, and in any event, not later than seven (7) days prior to proposal due date, submit to Legends Global a written request for interpretation or correction thereof. The person submitting the request for clarification will be responsible for its prompt delivery via email to the Assistant General Manager at mthomas@clevelandconventions.com. Each responder is responsible for confirming receipt of any facsimile or emailed materials to Legends Global.
- 2.) Any interpretation or correction of the RFP will be made only by written addenda to all Responders. No allowance will be made after bids are received for oversight, omission, error, or mistake by the Responder or Legends Global. Addenda so issued will become part of the bid documents and receipt thereof by the Provider shall be acknowledged in the bid.

3.5 MODIFICATION OR WITHDRAWAL OF RESPONSE

- 1.) A Response may not be modified, withdrawn or canceled by the responder during the time period following the date designated for the opening of the Responses unless requested and approved in advance by Legends Global, and responder so agrees in submitting a Response.

- 2.) Prior to the time and date designated for receipt of Responses, a Response submitted might be modified or withdrawn by notice to the party receiving Responses at the place designated for receipt of Responses. Such notice shall be in writing over the signature of the Responder. Change shall be so worded as not to reveal the amount of the original Response.
- 3.) Withdrawn Response may be resubmitted up to the date and time designated for the receipt of Responses provided that they are then fully in conformance with these Instructions to Responders.

3.6 DUE DILIGENCE

- 1.) Prior to submitting a bid, each responder shall make all investigations and examinations necessary to ascertain conditions and requirements affecting operation of the proposed services. Failure to make such investigation and examinations shall not relieve the successful Provider for the obligation to comply, in every detail, with all provisions and requirements, nor shall it be a basis for any claim whatsoever for alteration in any provision required by the Contract.

3.7 CONDITIONS AND LIMITATIONS

- 1.) The bids and any information made a part of the bids will become part of Legends Global official files without any obligation on Legends Global part to return them to the individual Provider(s).
- 2.) This RFP and the selected Provider(s) bid may, by reference, become part of any formal Contract between Legends Global and Provider resulting from this solicitation.
- 3.) Responder(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.

3.8 NO CONTACT POLICY

- 1.) Prior to the Response Due Date and after receipt of bids by Legends Global, and until the award of this Contract, no responder, subcontractor to responder shall contact or communicate, in any manner, with the following parties concerning matters directly related to this Contract:
 - a) any member of ASM Global Convention Center Management LLC., Legends Global, the Cuyahoga County Convention Facilities Development Corporation, any employee or agent thereof, except in the manner described herein; except as noted below in 3.8 - 2
 - b) any elected official or employee of the State of Ohio or the County of Cuyahoga, OH.

- 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: Michelle Thomas TITLE: Assistant General Manager
Email: mthomas@clevelandconventions.com

Legends Global will respond to all comments and questions to all responders 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 contract. Each responder 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 Responder 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.

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 preferred vendor agreement 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. For informational purposes, several of the pertinent matters of the Agreement have been included below:
- 2.) The Response of the awarded Provider, along with any addendum or amendments thereof, shall be incorporated into the Agreement.
- 3.) The successful Provider will be required to obtain and maintain in force at all times during the term of the agreement insurance coverage as directed by Legends Global. Such coverage will be obtained from an insurance company authorized and licensed to do business in the State of Ohio and rated not less than A-VIII by the most current Best’s Manual. Furthermore, said insurance company or companies must be approved by Legends Global. It is anticipated that such coverage shall include the following:
- 4.) Comprehensive General Liability Coverage in the amount of \$2,000,000.00 per occurrence and \$3,000,000 annual policy aggregate. This coverage must be written on an occurrence form, claims made policies will be unacceptable to Legends Global. This Comprehensive General Liability insurance shall cover the Contractor, Legends Global, ASM Global Convention Center Management, LLC., the County of Cuyahoga, OH, the Cuyahoga County Convention Facilities Development Corporation (CCCFDC), and their employees, agents and officers from and against any claim arising out of personal injury of Provider or the Provider’s failure to comply with the terms of this Contract. Such policy or policies of insurance shall include coverage for claims of any persons as a result

of an incident directly or indirectly related to the employment of such persons by a Provider or by any other persons. This coverage shall include blanket contractual insurance and such coverage shall make express reference to the indemnification provisions set forth in this agreement. The policy shall also be endorsed to include coverage for products, completed operations, and independent contractors.

- 5.) Workers' Compensation Coverage shall comply with all State and Federal requirements for all employees of Provider and will be in statutory required limits.
- 6.) Excess Liability Coverage, in the amount of \$1,000,000.00 shall be in the form of an Umbrella policy rather than a following form excess policy. This policy or policies shall be specifically endorsed to be excess of the required Comprehensive General Liability Coverage, the Employers' Liability Coverage on the Workers' Compensation policy, and the Comprehensive Automobile Liability policy.
- 7.) Comprehensive Automobile Liability Coverage, in an amount not less than \$1,000,000.00, shall be maintained. Such coverage will include all owned, non-owned, leased and/or hired motor vehicles, which may be used by Provider in connection with the services, required under the Contract.
- 8.) All such insurance coverage, with the exception of Workers' Compensation, shall name Legends Global, ASM Global Convention Center Management, LLC, the County of Cuyahoga, OH, the Cuyahoga County Convention Facilities Development Corporation (CCCFDC) and their employees, agents, officers and directors as additional insured thereunder.
- 9.) Provider shall waive any and every claim against Legends Global, ASM Global Convention Center Management, LLC., County of Cuyahoga, OH, the Cuyahoga County Convention Facilities Development Corporation (CCCFDC) and their respective agents and employees which arises or may arise in their favor for any and all loss or damage to any of its property. If any policy does not presently contain provisions which permit such a waiver, contractor agrees to obtain an endorsement to its insurance policies permitting such waiver of subrogation.
- 10.) Indemnification: Provider shall indemnify defend and hold harmless Legends Global, ASM Global Convention Center Management, LLC., the County of Cuyahoga, OH, the Cuyahoga County Convention Facilities Development Corporation (CCCFDC) and their respective employees, agents, officers directors, and members of, from and against all claims, suits, judgments, expenses, damages, liabilities and costs of any kind whatsoever, including attorney's fees, arising out of or in any way related to or incidental to the providing of the Equipment, vehicles, and/or the performance of the Services by Provider under or in connection with this Agreement. Provider's indemnification obligations hereunder shall include, without limitation, indemnification for injury or death to persons and damage to property. Provider specifically assumes all risk of loss, damage and destruction of any or all items of Equipment, vehicles, and any related supplies or property, unless caused by the gross negligence or willful misconduct of Legends Global

or its employees, agents and contractors. The provisions contained in this Section 10 shall survive termination of this Agreement, as provided herein.

- 11.)** All licenses and/or permits will be provided by the Provider at its sole cost. Provider shall at all times observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations and shall indemnify, save and hold harmless, Legends Global, ASM Global Convention Center Management, LLC., and the Cuyahoga County Convention Facilities Development Corporation (CCCFDC) and all of their officers, agents and employees against any and all claims or liability arising from or in connection with the violation of any such law, ordinance, rule or regulation, whether such violation is caused by Provider, or its agents, employees, suppliers, or subcontractors.
- 12.)** 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.
- 13.)** Conflicts of Interest: The Provider must state in its proposal, as of the date of the Response that it knows of no conflicts of interest which would be created by its contract for the project. It will be the continuing duty of the selected Provider to report all potential conflicts of interest to Legends Global.
- 14.)** Prevailing Law: The Provider and subcontractors must comply with all local, state, and federal laws, rules, and regulations applicable to this Agreement and to the services performed hereunder.
- 15.)** Either party may terminate this Agreement if the other commits a material breach of the Agreement; provided, however, that the terminating party has given the other party written notice of the breach and the other party has failed to remedy or cure the breach within thirty (30) days of such notice.
- 16.)** The initial term of the agreement shall be for (3) three years, commencing October 19th, 2026 and continuing on through October 19th, 2029, unless sooner terminated as per detailed herein. Thereafter, Legends shall have the opportunity to renew this agreement for (2) two successive (1) one-year periods (each a Renewal Term”) provided Legends delivers written notice to PROVIDER to renew the agreement at least (60) sixty days prior to the expiration of the then current term.
- 17.)** Legends may give Provider written notice to terminate the agreement only if each of the following conditions is satisfied:

 - (i)** Legends is dissatisfied, based on reasonable cause, with the quality of service provided by Provider which results in a breach or default of a material provision contained in this Agreement;

- (ii) At any time and for any reason with the exception that any revenues due under the agreement would continue to shall survive the termination date. For example, if Provider cancelled a few months before a group is booked as result of this partnership, the percent of commission outlined in Attachment A referral fee would still be due to ASM Global Convention Center Management, LLC. event if the event occurs after the agreement has been terminated.
- (iii) Legends gives Provider written notice specifying with particularity the nature of its dissatisfaction or the material provision that has been breached by Provider; and
- (iii) Provider fails to cure the deficiencies giving rise to the dissatisfaction or material breach within sixty (60) days after Provider receives Legend's written notice.

5.2 EVALUATION CRITERIA

- 1.) The successful Provider shall be determined by the following criteria:
 - a) General Qualifications: Includes but not limited to Providers overall experience, resources, financial capabilities, qualifications and levels of service and responsiveness to be provided. Also, includes Providers detailed work and technical plans, approach to the services, conformity of Response to terms of RFP, as well as their commitment to sustainability.
 - b) Financial Proposal.
 - c) References
 - d) Certified Diversity Business (SBE/WBE/MBE) participation.
- 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.

5.3 OBJECTIVES

- 1.) The following objectives summarize Legends Global intent in the provision of Valet Services.
- 2.) OPERATING PHILOSOPHY: It is Legends Global intention that the Provider will provide First Class Valet services according to the highest industry standards and in the best interest of Legends and the Facility.

3.) FINANCIAL RESPONSIBILITY: Provider must operate in a manner consistent with public interest, while providing Legends Global with full accountability for, and accurate records of, all business transactions associated with events and activities at the Facility. Such accountability and records of all business transactions associated with the provision of Valet services must not only be sufficient and customary by industry standards, but must be of the highest level available at facilities and operations of this type.

4.) CLIENT RELATIONS: All clients and users of the providers services shall be provided First Class level of services and cooperation reasonably expected in order to promote the business goals of such clients and thus encourages the continued use and occupancy of the Facility.

ARTICLE 6

SCOPE OF WORK

6.1 SCOPE OF WORK

- 1.) Provide valet services herein referred to as “special event valet services” for Huntington Convention Center of Cleveland during specified times and dates based on the referred client’s needs. The number of cars may be extended as mutually agreed to between the referred third-party valet service provider and the client. The location of the “valet service” shall be at the corner of St. Clair and Franz Pastorius Blvd (West Mall Drive) unless an alternate location has been designated and approved in advance in writing by Legends Global. All posted rates shall be inclusive of tax.
- 2.) Provide all labor, management, supervision, equipment, materials, technology and all other items necessary to operate a first class customer service driven valet operation at the Facility.
- 3.) Provider is to contract directly with the clients of the ASM Global Convention Center Management LLC at the Facility. The provider further agrees that ASM Global Convention Center, Legends Global, the Cuyahoga County Convention Facilities Development Corporation, are not responsible for any claim arising out of the contract between the Provider and the client of ASM Global Convention Center Management, LLC.
- 4.) Provider shall coordinate and own all expenses for valet parking spaces Legends Global shall not be responsible for all undisputed fees associated with offsite parking spaces.
- 5.) The preferred provider shall agree to pay Legends Global a “Referral Fee” as outlined in Attachment A when clients of the Facility choose to use provider for valet services. For events taking place at the facility.

- 6.) Notwithstanding the above, Legends Global does designate the preferred third party valet partner as the “event valet services” located at the corner of St. Clair Ave. and Franz Pastorius Blvd. (Preferred provider acknowledges that Franz Pastorius Blvd. (West Mall Drive) as well as St. Clair Ave. are City streets and their use is subject to their availability and may not be available for use by selected preferred partner at any given time for any reason. The preferred partner further agrees that Legends Global shall not be held responsible in any way shall the availability or condition of these streets or any other City streets either impact or prevent our preferred vendor from performing their Services.
- 7.) The provider is required to obtain and maintain at its own expense all necessary permits, licenses, taxes or other applicable fees that may be levied by the City, County, State, Federal or other agencies to conduct these services at, on or near the Facility.
- 8.) Unless changed in advance and approved in writing by Legends Global the Provider shall collect the percentage of the referral fee into a Provider-owned bank account using merchant ID. As such, provider shall be responsible for ensuring (i) that the POS is and remains compliant with applicable Payment Application-Data Security Standards (“PA-DSS”) throughout the Term of this Agreement, including any costs associated therewith, and (ii) that it is compliant with all other applicable Payment Card Industry Data Security Standards (“PCI DSS”) throughout the Term of this Agreement, including any costs associated therewith. Legends Global shall cooperate with Provider as necessary for Provider to ensure PCI DSS and PA-DSS compliance.

All of Provider’s PA-DSS and/or PCI DSS compliance obligations shall immediately terminate upon expiration or termination of the Agreement.

Provider shall use standard accounting procedures to reconcile books on a monthly basis and submit to Legends Global.

- 9.) Provider agrees to provide an Account Manager that will work closely with Legends Global to ensure the services provided are both efficient and customer service oriented. Other responsibilities of the Account Manager shall include scheduling, forecasting, training, validations, events, traffic pattern management, revenue control, daily oversight of valet attendants and overall valet operations and attending any onsite meetings upon request of Legends Global.
- 10.) Provider agrees to ensure proper staffing levels to ensure first class execution. The Provider is responsible for parking and retrieving guest vehicles in a prompt yet safe manner to and from the parking areas and always securing vehicle keys. In addition, the provider shall pleasantly greet all arriving and departing guests, assist guests in and out of their vehicles and assist Guests with luggage, packages, and provide directions for travel as needed.

- 11.) Provider agrees to add additional attendants based upon Legends Global client/business needs. The cost of the additional staff is not the responsibility of Legends Global.
- 12.) Provider agrees to maintain per event the following:
- License plate #'s, make and models of all vehicles utilizing valet services.
 - Total # of vehicles parked as well as available parking inventory.
 - Transaction reconciliation including but not limited to validation logs.
 - Wait times.
 - Incident reports.
 - Training Report provided (Monthly).
 - Customer complaints.
- 13.) Provider agrees to make reasonable efforts to maintain an average vehicle retrieval time of ten (10) minutes for pick up and five (5) minutes during vehicle drop off.
- 14.) Provider agrees to supply its employees with professional uniforms that are neat and clean and visibly communicate the service they are providing. All provider employees shall track time worked via Provider time keeping systems.
- 15.) Provider agrees that it will supply and is responsible for all costs associated with maintaining appropriate signage and other equipment and materials necessary for operating the professional valet services described herein. Legends Global, ASM Global Convention Center Management LLC., CCCFDC, will not be invoiced for any costs associated with the provider in accordance to Exhibit A of this Agreement. All other costs not detailed in Exhibit A shall be the sole responsibility of the Provider, except as detailed otherwise in this Agreement.
- 16.) Provider agrees to account for all keys and keep vehicles locked. In accordance with Section 14 of this Agreement, Provider shall have no other security obligations in connection with the Services or Facility. In the event vehicles have not been claimed by the end of the scheduled event valet operating hours, Provider agrees to notify their client and owner of the vehicle. Additionally, they must notify Legends Global security and inform location where client can pick up keys, vehicle location along with a point of contact of the provider.
- 17.) Provider agrees to abide by and conform to all safety rules and regulations set forth by Legends Global as well as those set forth by any of the garages and/or lots utilized in connection with the Services.
- 18.) Provider shall process, resolve and settle all vehicle-related claims in a fair and expeditious manner. Legends Global, the CCCFDC or the County of Cuyahoga shall not be liable in any way for such claims.

- 19.) Condition of Service Area: Provider's employees shall keep the service area free of visible debris, empty ash urns and trash receptacles, and keep the valet stand and cashier areas broom- clean. Provider shall have no other cleaning and maintenance obligations other than those detailed herein.
- 20.) Security or Shuttle Driver Services: Provider's scope of service does not include security or shuttle driver services. At no time or under any circumstances shall Provider provide security services or operate shuttle or commercial vehicles on behalf of Legends Global or the facility.
- 21.) Despite anything contained herein to the contrary Provider shall be responsible for collecting and remitting all applicable taxes due as a result of their Services.
- 22.) Valet Provider shall maintain a space inventory to accommodate the core needs as described above. These vehicles must be able to be parked off site in the event of a west mall drive closure. Provider must demonstrate its ability to obtain inventory and provide detail including the total number of spaces it has access to.
- 23.) Provider's must detail their plan and demonstrate their ability to obtain a valet permit or any other permits/licenses required to secure and utilize the area located at the south end of West Mall drive and St. Clair avenue to conduct its operation as described herein.
- 24.) Provider must provide claim tickets for use in the valet services. At a minimum these tickets must include the full name of the customer, vehicle make, pre-existing damage, model and color and date and time of arrival and departure. Include with the response a sample claim ticket, including any terms and conditions customers would be required to agree to in order to use the valet services. If pre-existing damage to vehicle cannot be marked on the ticket it must be identified in provider software to track.
- 25.) All vehicles must be accounted for and all keys must be kept in a secured and locked area.
- 26.) In addition to Providers detailing their plan as per the items contained herein, Legends Global encourages Providers to put forth alternative solutions and approaches as Legends Global recognizes Providers inherent ability and knowledge to do so. Legends Global reserves the right to consider such approaches and reserves the right if necessary to obtain additional details from said Provider.

6.2 EQUIPMENT OFF SITE

- 1.) Provider shall obtain all necessary equipment to be stored at an accessible, proximate off-site location to maintain sufficient inventory to handle the needs of all users of the Facility. Said equipment shall be of high quality and like-new condition.

6.3 MANAGEMENT

- 1.) Provider shall maintain at the Facility event staffing, at levels acceptable to Legends Global, sufficient to facilitate the planning, sales and execution of Valet services based on events.
 - (1) designate a point of contact manager/coordinator to handle sales/client event inquiries
 - (2) one dedicated operations manager/coordinator to handle operations related responsibilities when valet services are provided by provider.
 - (3) account/coordinator point of contact for commission % and monthly tracking and payment.
- 2.) Provider must detail in its proposed senior manager who will serve as the main contact.

6.4 LABOR

- 1.) Provider shall ensure that its employees and any subcontracted employees are uniformly dressed and have a neat and clean appearance. All employees must display proper identification prominently while working at the Facility.
- 2.) Provider shall ensure that its employees are qualified, licensed, insured, and properly trained in the handling of all vehicles within valet event services.
- 3.) Provider shall furnish labor that can work in harmony with all other elements of labor employed or to be employed at the Facility.
- 4.) Provider shall comply with all applicable labor laws.

6.5 EXCLUSIVITY/PREFERRED STATUS

- 1.) Provider shall be the preferred provider of Valet services within the Facility and understands this right is not exclusive and further understands that while Legends Global shall endeavor to encourage the use of Provider's services, Legends Global shall not be responsible for ensuring such use.
- 2.) Provider shall be listed as the preferred Valet Services provider of the Facility in all appropriate marketing correspondence, publications and listings produced by Legends Global for the Facility. In addition,
Provider will be given the following to enhance the marketability of its services:
 - a) Introduction to ASM Global Convention Center Management, LLC.
events teams to have dialogue on how to best market services

- b) Listed as preferred valet provider on the Huntington Convention Center of Cleveland website
- c) Sharing of Future Event Calendar
- d) Invitation to appropriate site visits and pre-planning meetings to market offerings to current and prospective clients.
- e) Inclusion in Event Planning guide and listed as “Preferred Valet Provider” of the ASM Global Convention Center Management, LLC.
- f) As a preferred partner, provider would receive 50% discount on all ASM Global Convention Center Management LLC., digital advertising rates throughout the facility.

6.6 RATES

1.) Provider shall present to Legends Global/ASM Global Convention Center Management LLC., on an annual basis or as otherwise requested a competitive analysis detailing how their pricing compares to competitors within the Facility market. Legends Global maintains the right to review rates and to require changes to them as necessary to remain competitive in its market. Provider will have the right to request changes to the rates, subject to Legends Global approval, and adjustments will be made based on the proper level of competitive pricing for the market.

6.7 USE OF FACILITY

1.) The Provider shall take all precautions necessary and shall bear the sole responsibility for the safety of the Work, and the safety and adequacy of the methods and means it employs in performing Work. Provider, while at the Facility must also observe any safety requirements imposed by Legends Global.
- 6.) Provider shall be afforded access to the Facility at all reasonable times for the administration of the terms of the contract. Parking will not be provided to the vendor and its personnel.

ATTACHMENT A

Huntington Convention Center of Cleveland

**FINANCIAL PACKAGE
QUOTATION SHEET**

MUST INCLUDE ALL CHARGES TO BE ASSESSED

PROJECT:

LOCATION: **Huntington Convention Center of Cleveland**

PROVIDER:

DATE DUE: **Response due Monday, September 14, 2026 by 1:00 P.M.**

INSTRUCTIONS AND CONDITIONS: Provider's must detail the financial package they are proposing within Exhibits A Provider's may put forth alternative solutions and approaches to the services and compensation they are offering for Legends Global to consider.

EXHIBIT A

Referral Fee: .

The Referral Fee applies to Legends Global clients choosing to use Provider for valet parking services at client-hosted events held at the Facility. Provider agrees to pay Legends Global a % commission on the gross value of such services provided less any parking/garage fees. Gross receipts are defined as the aggregate amount of gross billings for the provision of Valet services by Provider (or any agent, employee or sub-contractor less applicable sales taxes.

Year	Proposed commission % on (Gross Receipts)
One	
Two	
Three	

EXHIBIT B

SAMPLE PREFERRED REFERREL FEE

Provider also proposes to utilize the following Referral fee sample template for all contracted related event valet services to the services provided.

Referral Date	Event Name	Contact Name	Status	Number Vehicles Parked	Gross Revenue	Referral %	Total

THE PRICES/FEES/COMMISSIONS INDICATED ABOVE SHALL BE THE ACTUAL PRICE TO THE HCCC AND SHALL REMAIN CONSTANT AND SHALL NOT BE AFFECTED BY OUTSIDE INFLUENCES. BY SUBMITTING A RESPONSE VENDOR AGREES TO THIS.

READ ALL INSTRUCTIONS AND CONDITIONS BEFORE BIDDING.

COMPANY_____

COMPANY REP_____

PHONE_____

EMAIL_____