

**NOTICE OF COMPETITIVE OPPORTUNITY
REQUEST FOR PROPOSAL (RFP) 24-02MSC
FOR
AIRPORT WEBSITE DESIGN**

Lee County Port Authority (Authority) invites the submission of electronic proposals from all interested and qualified individuals, corporations, partnerships and other legal entities authorized to do business in the state of Florida to compete for the opportunity to provide the goods or perform the services specified in this Request for Proposal (RFP). Solicitation documents may be accessed at <https://flylcpa.ionwave.net/Login.aspx> or by contacting the Purchasing Office.

The following key dates have been established for the non-mandatory presubmittal meeting, sealed public opening and the deadline for submitting any questions and requests for clarification of any information contained within the solicitation documents.

PRESUBMITTAL MEETING

A non-mandatory presubmittal meeting has been scheduled and will be conducted remotely through Google Meets on **Thursday, July 27, 2023, at 10:00 a.m., local time**. Interested parties are encouraged to attend this virtual meeting. The purpose of this meeting is to discuss the requirements and objectives of this Request for Proposals. Attendees must have the ability to communicate with the Authority at this meeting in order to provide a company and representative name for the attendance register and to also be able to ask questions or request clarifications. This meeting can only be attended remotely through Google Meets. To access the meeting, use this link:

<https://meet.google.com/fcp-ivxz-zey?hs=122&authuser=0>

Phone: (US) 585-491-8284 - PIN: 928 534 394#

The Authority will attempt to answer all questions received at this meeting; however, no additions, deletions, or modifications to the solicitation documents will be made unless and until a written addendum is issued by the Purchasing Office.

DEADLINE FOR QUESTIONS AND CLARIFICATION REQUESTS

Inquiries or requests for clarifications of any information contained in this RFP must be received no later than Friday, August 4, 2023, by 5:00 p.m. local time. All inquiries, suggestions or requests pertaining to this RFP must be made in writing and submitted in IonWave under the “Questions” tab or to the procurement agent listed on the page of the solicitation documents. This deadline has been established to maintain fair treatment for all potential Bidders, while ensuring an expeditious selection process.

PUBLIC OPENING

The Authority is accepting electronic submissions in IonWave until Thursday, August 17, 2023, by 2:00 p.m., local time. Proposals sent in any manner other than electronically to IonWave will not be accepted. **Hard copies, faxed bids and electronically submitted bids sent directly to the Authority will not be accepted.**

Everyone is welcome to view the opening remotely through Google Meets by using the following link:

<https://meet.google.com/mbk-dhj-qwu> or by phone: (US) 984-664-3376 - PIN: 938 362 014#.

Proposals must be submitted in IonWave prior to the deadline for electronic submission. Proposers are responsible for taking all necessary steps to ensure their proposal is received by the due date and time. The Authority is not responsible for technology problems or any other issues that cause the deadline for receipt of electronic bids or proposals to be missed.

Disadvantaged Business Enterprise (DBE) and Woman and Minority-Owned Business Enterprises (W/MBE) companies are encouraged to respond to this notification.