

**REQUEST FOR BIDS (RFB) 24-0062LEB
FOR
TEMPORARY EMPLOYEE PAYROLLING SERVICES FOR
CUSTOMER SERVICE AMBASSADORS FOR LCPA**

NOTICE OF COMPETITIVE OPPORTUNITY

Lee County Port Authority (Authority) invites the submission of bids from interested and qualified individuals, corporations, partnerships and other legal entities authorized to do business in the state of Florida to compete to provide the items and/or perform the services specified in this Request for Bids (RFB). Solicitation documents are available at flylcpa.ionwave.net, powered by EUNA Solutions.

NO LOBBYING

No prospective proposer or representative of a proposer will contact any Authority board member, Airports Special Management Committee (ASMC) member, or any Authority employee, either individually or collectively (other than the designated procurement office contact) using any form of communication (i.e: text, call, email, zoom meeting, face to face meeting, etc. regarding this solicitation. This prohibition applies to any individual listed in the Bidder's bid and any individual or agent representing the Bidder including, any third party acting on Bidder's behalf.

PRE-BID MEETING

- There is no pre-submittal meeting planned for this procurement.

DEADLINE FOR QUESTIONS AND CLARIFICATION REQUESTS

Inquiries or requests for clarifications of any information contained in the RFB must be received no later than Thursday, May 16, 2024, by 5:00 p.m. local time. All inquiries, suggestions or requests pertaining to this RFB must be submitted to the designated procurement contact on the cover page. This deadline was established to maintain fair treatment for all potential Bidders, ensuring expeditious selection process.

PUBLIC OPENING OF BIDS

The Authority is accepting electronic bids in IonWave, powered by EUNA Solutions, until Thursday, May 30, 2024 before 2:00 p.m. Bids 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.**

Bids must be in IonWave prior to the deadline for submission. Bidders are responsible for taking all necessary steps to ensure that their bid is uploaded before the due date and time. The Authority is not responsible for technology and/or any other issues that cause the bid deadline to be missed. Bids will be opened publicly. The bid opening may be viewed remotely through Google Meets by accessing the following link:

meet.google.com/qcu-psdw-wgh
or dial: (US) 513-788-2779, PIN: 385 724 016#

The Authority does not discriminate against individuals with disabilities. Any person needing special accommodations to attend a public meeting related to the RFB should contact the designated Procurement Agent for this solicitation at least five (5) days before the meeting.

DBE/WMBE

Disadvantaged Business Enterprise (DBE) and Woman/Minority-Owned Business Enterprises (W/MBE) companies are encouraged to submit a bid.

The Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§2000d to 2000d-4) and the Regulations, hereby notifies all Bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, businesses, disadvantaged business enterprises and/or airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this solicitation and no businesses will be discriminated against on the grounds of race, color, national origin, (including limited English proficiency), creed, sex, (including sexual orientation and gender identity), age, or disability in consideration for an award.

End of Notice of Competitive Opportunity