

Department of Port Control

Ord. No.: 1182-18

Business Development & Management

EXECUTIVE SUMMARY

The Department of Port Control is requesting authority to enter into one or more leases by way of concession with one or more entities for the operation of a valet parking service at Cleveland Hopkins International Airport, for the Department of Port Control, for a period of two years, with three one-year options to renew, the first of which shall require additional legislative authority.

Background/Purpose:

On August 1, 2013 the Department of Port Control (“Department”) entered into a lease by way of concession with SP Plus, Inc. to provide valet parking and various ancillary services (i.e. car wash, detailing, automotive repairs) at Cleveland Hopkins International Airport (“CLE”).

SP Plus, Inc. has experienced substantial growth during the term of the concession agreement. The utilization of the program by customers using valet services increased 72.61 % from August 1, 2013 average of 30,232 cars parked annually to August 1, 2018 52,183 cars parked annually. The Department intends to maintain the valet service to continue to provide a high level of customer service and to increase non-airline related revenue.

Scope of Work/Commodities/Services:

On-airport parking is an important aspect of the ground transportation program. The valet service offers an upscale parking product at a reasonable cost to the air traveling public. In addition, valet related concierge type services are offered to enhance such a program. Related services are as follows:

- Car Wash
- Detailing
- Minor Automotive Repairs

The qualified firm will have responsibility for the day to day management of the operation, including all operating personnel, insurance, permits and licenses and all other labor and material necessary or required for the adequate and continued performance of the Service (s). The firms responsibility includes compliance with all local, state and federal rules and regulations along with the directives of the Department and other governmental agencies while conducting business at CLE.

Justification/Urgency:

The current agreement expired on August 2, 2018. The solicitation of prospective firms will be by way of Request for Proposal. This selection process will include a national and local search for a qualified valet service company. The selection of the company for such services shall be made by the Board of Control on the nomination of the Director of Port Control

Anticipated Cost and Funding Sources:

There is no anticipated cost for these services as it is a revenue generating service without management fee or reimbursement of expenses.

Schedule or Term of Contract:

Two (2) years with three (3) one-year options to renew, the first of which would require additional legislative authority.

Current Vendor/ Contract:

Vendor Name	Address	Contract Number
SP Plus Corporation Inc.	1301 E. 9 th . St. Cleveland, Ohio 44114	CT 3001 NF

ACDBE Participation:

All qualified firms will be expected to meet the established ACDBE participation goal.