**NOTICE TO BIDDERS**

Sealed proposals will be received via email, in PDF Version ONLY to [RFPrespond@cuyahogabdd.org](mailto:RFPrespond@cuyahogabdd.org) NO LATER than **FRIDAY, JUNE 4, 2021 until 10:00 a.m. local time**. Due to COVID, bid opening will be held via Zoom Conference. A link will be sent to each plan holder of record. This is not a mandatory meeting.

**RFP: 2021-03 RESIDENTIAL RESPITE**

Bidding documents for the proposed project may be obtained by emailing Sharon Fallon, Cuyahoga County Board of Developmental Disabilities, [fallon.sharon@cuyahogabdd.org](mailto:fallon.sharon@cuyahogabdd.org), until the deadline for submitting proposals.

**Bidding documents must be obtained directly from Cuyahoga DD to be considered the plan holder of record**. Documents obtained by a vendor from any other source for this project does not make the bidder a plan holder of record and will make the bid from the vendor non-responsive. Documents obtained by a vendor from any other source for this project will make the bid from the vendor non-responsive.

A **Mandatory Pre-Bid Conference** will be held at **10:00 AM, Eastern Standard Time** on **Tuesday, May 25, 2021** at **Cuyahoga County Board of Developmental Disabilities, Big Creek Center, 6149 West 130th Street, Parma, OH 44130-1042** followed by a tour of two of the facilities. Proposals from Providers who have not attended the pre-bid conference will be considered non-responsive and shall be rejected and returned.

Each bid shall contain the full name of every person and company interested in the same and must be sealed in an envelope and endorsed with the identification of the appropriate contract.

The Cuyahoga County Board of Developmental Disabilities reserves the right to accept or reject any Bid or any part or all parts of any Bid submitted and waive all technicalities.

Sharon Fallon, Purchasing Administrator

Advertisement: May 6, 2021

May 20, 2021

Pre-Bid Conference: May 25, 2021

Bid Opening: June 4, 2021