

**NOTICE OF MANDATORY PRE-PROPOSAL CONFERENCE AND
REQUEST FOR PROPOSALS (RFP NO. 2024-05)**

LINE HANDLING SERVICES

The Port of Port Arthur Navigation District of Jefferson County, Texas (“Port of Port Arthur”) is requesting proposals for Line Handling Services (the “Line Handling Services Project”) at the Port of Port Arthur facilities.

Notice is hereby given that a pre-proposal conference will be held on January 6, 2025 at the offices of the Port of Port Arthur, 221 Houston Avenue, Port Arthur, Texas, 77640. Additional information concerning the pre-proposal conference may be obtained from the Port of Port Arthur website at <http://portpa.com>.

Sealed Proposals addressed to the Port of Port Arthur for the Line Handling Services Project will be received at the office of the Port Director, Larry Kelley, 221 Houston Avenue, Port Arthur, Texas, 77640 until 2:00 p.m. local time on January 13, 2025, and all proposals received will immediately thereafter be opened and publicly read. Proposals received after the date and time above cannot be accepted and will be returned unopened. Fax transmittals and electronic submittals are not acceptable. Submissions via U.S. Mail should be addressed to Post Office Box 1428, Port Arthur, Texas 77641. Submissions via courier should be addressed to 221 Houston Avenue, Port Arthur, Texas 77640.

A copy of the complete Request for Proposals may be obtained from the Port of Port Arthur website at <http://portpa.com>, or by emailing a letter of interest which includes reference to RFP No. 2024-05, Line Handling Services, being requested, the company name, mailing address, telephone number, and email address of the contact person, to:

Rebecca Underhill
Deputy Director- Administration
Port of Port Arthur
221 Houston Avenue
Post Office Box 1428
Port Arthur, Texas 77641
Telephone (409) 983-2011
Email: Rebecca@portpa.com

The Port of Port Arthur reserves the right to reject any and all proposals and waive any formalities.

For further information, contact Rebecca Underhill, Deputy Director- Administration, Port of Port Arthur, at (409) 983-2011.

Larry Kelley, Port Director
Port of Port Arthur