



**REQUEST FOR PROPOSALS
FOR
ON-CALL GRAPHIC DESIGN SERVICES
SOLICITATION NO. 200195**

WCAA SMALL BUSINESS ENTERPRISE (SBE) DEVELOPMENT CONTRACT

Issue Date: October 15, 2019

Pre-Proposal Conference: **October 22, 2019 at 9:00 AM EST.**
Wayne County Airport Authority
Michael Berry Headquarters Building #602
(attached to the North Terminal)
11050 Rogell Drive
Detroit, MI 48242

Pre-Response Question Deadline: **October 23, 2019 at 2:00 PM Eastern Time**
Email: purchasing.questions@wcaa.us
(Reference RFP #190444 in all emails)

Proposal Deadline: **November 6, 2019 at 2:00 PM Eastern Time**
The MITN system will cut you off at the exact deadline time

Response Submittal Location: www.bidnetdirect.com/mitn/wayne-county-airport-authority
Registration and Submittal technical assistance: 1-800-835-4603
Monday – Friday, 8:00 am – 7:30 pm (Eastern Time)
Free and paid subscription registration options available

Procurement Contact: Darwin Hadley, Purchasing Agent
Phone: (734) 247-7900, Fax: (734) 955-5648
purchasing.questions@wcaa.us

DESCRIPTION: Proposals are being solicited for graphic design services on an “as needed” basis for the Wayne County Airport Authority (Airport Authority). The contract(s) resulting from this RFP will be for a term of up to five (5) years.

In an effort to grow WCAA SBE opportunities in airport contracting, the Procurement Administrator has designated this project as an SBE Development Contract. Responses to SBE Development Contracts may only be submitted by WCAA SBE Certified firms.

NOTE: SBE Certification status must be active as of the bid deadline.

It is the Proposer’s responsibility to obtain and view all solicitation documents and addenda issued by the Wayne County Airport Authority for this RFP.

This RFP, all attachments and addenda are available via the Michigan Intergovernmental Trade Network (MITN) website at <https://www.bidnetdirect.com/mitn/wayne-county-airport-authority>, which is also where all Proposals must be uploaded and submitted through. Free and paid subscription registration options available. The documents may also be accessed via the Wayne County Airport Authority website at: http://apps.metroairport.com/dtw_procurements_app/solicitations.aspx?mode=open, and then clicking on the desired solicitation name.