



**REQUEST FOR PROPOSALS  
FOR  
HOLIDAY DECORATING SERVICES  
SOLICITATION NO. 230689**

<b>Action</b>	<b>Date</b>	<b>Time</b>
RFP issued	5/12/23	N/A
*Pre-Proposal (Virtual) Conference (Recommended/Not Mandatory)	5/23/23	3:00 PM
Site Tour	N/A	N/A
Pre-Response Question Deadline ( <a href="mailto:Purchasing.questions@wcaa.us">Purchasing.questions@wcaa.us</a> ) Reference RFP #230689 in all emails	5/26/23	2:00 PM
Proposal Deadline	6/9/23	2:00 PM

**\*Pre-Proposal Conference:** In lieu of an onsite meeting, a virtual Zoom Pre-Proposal Meeting concerning this RFP will be held. Contractors shall submit a list of potential virtual participants via email to [purchasing.questions@wcaa.us](mailto:purchasing.questions@wcaa.us) by **May 22, 2023, close of business**. The list should include the participant’s name, company name, and phone number.

**Join Zoom Meeting**

Join Zoom Meeting

<https://wcaa-us.zoom.us/j/86946018766?pwd=eGNKdDISNy91aHA3QkJVNStRSy9iUT09>

Meeting ID: 869 4601 8766

Passcode: 230689

One tap mobile

+13092053325,,86946018766#,,,,\*230689# US

+13126266799,,86946018766#,,,,\*230689# US (Chicago)

Dial by your location

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

Meeting ID: 869 4601 8766

Passcode: 230689

Find your local number: <https://wcaa-us.zoom.us/u/kURCET7EP>

**Proposal Submittal Location:** [www.bidnetdirect.com/mitn/wayne-county-airport-authority](https://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, Solicitation Manager  
Phone: (734) 247-7900, Fax: (734) 955-5648  
[purchasing.questions@wcaa.us](mailto:purchasing.questions@wcaa.us)

**DESCRIPTION:** Proposals are being solicited for the purpose of contracting for holiday decorating services for the Wayne County Airport Authority (Airport Authority). The contract will be for a term of up to five (5) years.

***It is the Proposer's responsibility obtain and view all solicitation documents and addenda issued by the Wayne County Airport Authority 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: <https://www.metroairport.com/business/doing-business-wcaa/business-opportunities/solicitations>, and then clicking on the desired solicitation name.

**No contact with other Airport Authority employees, officers or Board members regarding this document is permitted throughout the solicitation process.**