



DETROIT METRO • WILLOW RUN
WAYNE COUNTY AIRPORT AUTHORITY

**REQUEST FOR BIDS
FOR
PASSENGER TRANSPORTATION SERVICES
SOLICITATION NO. 231394
WCAA Small Business Enterprise (SBE) Development Contract**

Action	Date	Time
RFB issued	1/4/24	N/A
Pre-Bid (Virtual) Conference (Recommended/Not Mandatory)	1/11/24	10:00 AM
Pre-Bid Question Deadline (Purchasing.questions@wcaa.us) Reference RFB #231394 in all emails	11/17/24	2:00 PM
Bid Deadline	1/26/24	2:00 PM
Public Bid Opening*	1/26/24	2:15 PM

*As Read Bid Totals will be posted to MITN the next the Business Day.

**Anticipated dates. Subject to change.

Pre-Bid Meeting: **ZOOM meeting:** To expedite preparing the virtual sign-in list of attendees, for the record and distribution, submit a list of potential virtual participants via email to purchasing.questions@wcaa.us. The list should include the participant's name, company name and phone number. See Section 2 for more information.

Public Bid Opening: **In lieu of an onsite meeting,** a virtual (audio-only) Bid Opening will be held, at the date, and time indicated on the cover of this RFB. The telephone access information is as follows:

Phone number: 888.278.0296 Access Code: 2554780#

To expedite preparing the virtual sign-in list of attendees, for the record and distribution, submit a list of potential virtual participants via email to purchasing.questions@wcaa.us. The list should include the participant's name, company name and phone number.

Bid Submittal Location: <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

All questions regarding this RFB must be submitted to the Procurement Contact at the above number and email address. Contact concerning this RFB with any other employee, officer or Board Member of the Airport Authority is not permitted during the solicitation process.

DESCRIPTION: Bids are being solicited for the purchase of Passenger Transportation Services for the Wayne County Airport Authority (Airport Authority) and Willow Run. The contract 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: WCAA SBE Certification status must be active as of the bid/quote deadline

It is the Bidder's responsibility obtain and view all solicitation documents and addenda issued by the Wayne County Airport Authority Airport Authority for this RFB.

This RFB, 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 bids 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.