

**REQUEST FOR PROPOSALS  
DETROIT METROPOLITAN AIRPORT  
ADVERTISING SALES CONCESSION OPPORTUNITY  
SOLICITATION NO. 240482**

**Issue Date:** February 08, 2024

**Pre-Proposal Conference:** February 16, 2024 at 9:30 AM Eastern Time

Onsite Location:

Wayne County Airport Authority  
Kevin Clark Conference Room  
11050 Rogell Drive, Building #602  
Detroit, Michigan 48242

Virtual Zoom Meeting Information: See Section 2 for more information

**Site Tour:** February 16, 2024 – immediately following Pre-Proposal Conference

**RSVP REQUIRED TO:** [purchasing.questions@wcaa.us](mailto:purchasing.questions@wcaa.us) by 12:00 PM on 02/14/24

**Limit of 3 people per company**

**NOTES:** See next page for RSVP Instructions

**Completed Destination Pass Forms due no later than Wednesday, 02/14/24 at 12:00 PM Eastern Time**

**Pre-Response Question Deadline:** February 20, 2024 at 2:00 PM Eastern Time

Email: [purchasing.questions@wcaa.us](mailto:purchasing.questions@wcaa.us)  
(Reference RFP #240482 in all emails)

**Proposal Deadline:** March 07, 2024 at 2:00 PM Eastern Time

*The MITN system will cut you off at the exact deadline time*

**Electronic Proposal Submittal:** [www.bidnetdirect.com/mitn/wayne-county-airport-authority](http://www.bidnetdirect.com/mitn/wayne-county-airport-authority)

Registration and Submittal technical assistance: 1-800-835-4603

*Free and paid subscription registration options available*

Proposals MUST be submitted electronically no later than the deadline date & time listed

**Procurement Contact:** Darwin Hadley, Solicitation Manager

Phone: (734) 247-7900, Fax: (734) 955-5648

[purchasing.questions@wcaa.us](mailto:purchasing.questions@wcaa.us)

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

**DESCRIPTION:** Proposals are being solicited for the purpose of contracting for advertising sales concession opportunity at Detroit Metropolitan Airport. The contract will be for a term of 10 years with no renewals.

***It is the Proposer's responsibility 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](http://apps.metroairport.com/dtw_procurements_app/solicitations.aspx?mode=open), and then clicking on the desired solicitation name.

**REQUEST FOR PROPOSALS (continued)**  
**DETROIT METROPOLITAN AIRPORT**  
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**RSVP Instructions:**

- **DTW Badged Attendees:** RSVP to [purchasing.questions@wcaa.us](mailto:purchasing.questions@wcaa.us) required, Destination Pass NOT required.
- **Non-DTW Badged Attendees:** RSVP with **Destination Pass Form** attached to your email at [purchasing.questions@wcaa.us](mailto:purchasing.questions@wcaa.us). **See Attachment N for the Destination Pass Form.**
- RSVP by February 14, 2024 by 12:00 PM Eastern Time
- Must bring valid government ID & comfortable shoes are recommended. Site Tour attendees will be required to go through TSA screening.
- Attendees using the Destination Pass Form must be pre-approved by Airport Authority Security. **Non-Badged attendees without an approved Destination Pass will not be allowed.**