



DETROIT METRO • WILLOW RUN
WAYNE COUNTY AIRPORT AUTHORITY

**REQUEST FOR PROPOSALS
FOR
ON-CALL PHOTOGRAPHY AND VIDEOGRAPHY SERVICES
SOLICITATION NO. 240933
WCAA SMALL BUSINESS ENTERPRISE (SBE) DEVELOPMENT CONTRACT**

Action	Date	Time
Issue Date	7/23/24	
Pre-Proposal (Virtual) Conference (Recommended/Not Mandatory)	7/30/24	1:00 PM
Pre-Proposal Question Deadline (purchasing.questions@wcaa.us) Reference RFP #240933 in all emails	8/2/24	2:00 PM
Proposal Deadline	8/16/24	2:00 PM
Board Date**	10/30/24	

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

**Anticipated dates. Subject to change.

Pre-Proposal 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 by 7/29/24 close of business. The list should include the participant's name, company name and phone number.

Join Zoom Meeting

<https://wcaa-us.zoom.us/j/84910072657?pwd=ibgHfszkgqgJaFmigAlwbQz4TbfcBL.1>

Meeting ID: 849 1007 2657

Passcode: 240933

One tap mobile

+16469313860,,84910072657#,,,,*240933# US

+13017158592,,84910072657#,,,,*240933# US (Washington DC)

Dial by your location

• +1 646 931 3860 US

• +1 301 715 8592 US (Washington DC)

• +1 305 224 1968 US

• +1 309 205 3325 US

• +1 312 626 6799 US (Chicago)

Find your local number: <https://wcaa-us.zoom.us/j/84910072657?pwd=ibgHfszkgqgJaFmigAlwbQz4TbfcBL.1>

Proposal 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 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 general photography, videography, and other related services on an “as needed” basis for the Wayne County Airport Authority (Airport Authority). 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.

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: http://apps.metroairport.com/dtw_procurements_app/solicitations.aspx?mode=open, and then clicking on the desired solicitation name.