



DETROIT METRO • WILLOW RUN
WAYNE COUNTY AIRPORT AUTHORITY

**REQUEST FOR PROPOSALS
FOR
Marketing and Graphic Design Management Services
SOLICITATION NO. 241036**

Action	Date	Time
Issue Date	9/9/24	
Pre-Proposal (Virtual) Conference (Recommended/Not Mandatory)	9/17/24	1:00 PM
Pre-Proposal Question Deadline (purchasing.questions@wcaa.us) Reference RFP #241036 in all emails	9/20/24	2:00 PM
Proposal Deadline	10/4/24	2:00 PM
Board Date**	12/4/24	

**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. The list should include the participant's name, company name and phone number. Proposers should RSVP to the Pre-Bid Meeting by 9/16/24 close of business.

Join Zoom Meeting

<https://wcaa-us.zoom.us/j/87896081621?pwd=qN59ENXmrjBnqrqJ1WZFRb2KfRbyVk.1>

Meeting ID: 878 9608 1621
Passcode: 241036

Dial by your location

- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US

Meeting ID: 878 9608 1621
Passcode: 241036

Find your local number: <https://wcaa-us.zoom.us/u/kbCXpsLs0>

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)

Procurement Contact: Darwin Hadley, Senior 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 Marketing and Graphic Design Management Services on an "as needed" basis for the Wayne County Airport Authority (Airport Authority). The contract resulting from this RFP will be for a term of up to five (5) years.

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.