



DETROIT METRO • WILLOW RUN  
WAYNE COUNTY AIRPORT AUTHORITY

**REQUEST FOR PROPOSALS  
FOR  
GENERAL LIABILITY THIRD PARTY CLAIMS ADMINISTRATION  
SOLICITATION NO. 241135**

Action	Date	Time
Issue Date	10/31/24	
Pre-Proposal Question Deadline ( <a href="mailto:purchasing.questions@wcaa.us">purchasing.questions@wcaa.us</a> ) Reference RFP #241135 in all emails	11/11/24	2:00 PM
Proposal Deadline	11/27/24	2:00 PM
Board Date**	2/19/25	

\*\*Anticipated dates. Subject to change.

**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, Senior 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 General Liability Third-Party Claims Administration (TPA) including Law Enforcement and other related 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: [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.