



**REQUEST FOR PROPOSALS
FOR
ON-CALL GRAPHIC DESIGN, PHOTOGRAPHY
& VIDEOGRAPHY SERVICES
SOLICITATION NO. 190444**

(WCAA SMALL BUSINESS ENTERPRISE (SBE) DEVELOPMENT CONTRACT FOR: GRAPHIC DESIGN SERVICES; GENERAL PHOTOGRAPHY; AND VIDEOGRAPHY SERVICES ONLY)

Issue Date: May 15, 2019

Pre-Proposal Conference: None

Pre-Response Question Deadline: **May 28, 2019 at 2:00 PM Eastern Time**
Email: purchasing.questions@wcaa.us
(Reference RFP #190444 in all emails)

Proposal Deadline: **June 12, 2019 at 2:00 PM Eastern Time**
The MITN system will cut you off at the exact deadline time

Response Submittal Location: 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, Purchasing Agent
Phone: (734) 247-7900, Fax: (734) 955-5648
purchasing.questions@wcaa.us

DESCRIPTION: Proposals are being solicited for graphic design, general photography, aerial photography, and videography services on an “as needed” basis for the Wayne County Airport Authority (Airport Authority). The contract(s) resulting from this RFP will be for a term of up to five (5) years.

Proposers for Group A (Graphic Design Services), Group B (General Photography), and Group D (Videography Services) must be a certified Wayne County Airport Authority Small Business Enterprise (SBE) under a NAICS code associated with the scope of work, and self-performing at least 50% of the work. Note: Group C (Aerial Photography) will not require the Proposer to be a certified Airport Authority SBE.

NOTE: SBE Certification status for the three (3) Groups listed above must be active as of the bid deadline.

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.