



January 31, 2024

**REQUEST FOR INTEREST NO. 2024-001
PASSENGER MAIL BACK SERVICES
BRADLEY INTERNATIONAL AIRPORT**

The CAA is soliciting submittals from companies interested in providing mail back services for passengers at Bradley International Airport (BDL).

Firms must be registered with the CAA's procurement portal, (<https://ctairports.procureware.com>) in order to download the Request for Interest (RFI) in its entirety and to submit a proposal.

All respondents, including any and all persons acting on their behalf, are strictly prohibited from contacting any employee of the CAA, Board official or Consultant, on or regarding any matter relating to this RFI from the time the RFI is issued until award, other than the CAA's Purchasing Agent via e-mail only at procurement@ctairports.org.

The CAA reserves the right to disqualify any Proposer who contacts any employee of the CAA or Board official, other than the Purchasing Agent, concerning this RFP.

The proposal must be submitted no later than **1:00 p.m. (EST), February 28, 2024**. Proposals must be uploaded to <https://ctairports.procureware.com>. **Proposals will not be publicly displayed.** Questions concerning this RFI are due no later than **11:00 a.m. (EST), February 14, 2024**.

By submitting a proposal, the firm certifies that it has fully read and understands the RFI, has full knowledge of the scope of work to be provided, and accepts the terms and conditions under which the services are to be performed.