



**REQUEST FOR PROPOSALS NO. 2024-007
TERMINAL ADVERTISING PROGRAM
BRADLEY INTERNATIONAL AIRPORT**

The Connecticut Airport Authority (CAA) is seeking proposals from firms to manage, market, operate and maintain the terminal advertising program on a non-exclusive rights basis and with responsibility for the design, fabrication, installation, operation, maintenance, sale of advertising space throughout the airport, plus overall management of the program, at its own expense for Bradley International Airport (BDL). Contract award shall be for a five-year period. The CAA may make multiple awards and select multiple Contractors to provide the services desired.

Proposal documents will be available on **April 12, 2024** and may be downloaded at: <https://ctairports.procurement.com>. Proposers must be registered to access the proposal in its entirety and to submit a proposal.

Due date for proposals is no later than **May 22, 2024, 1:00 p.m. (EDT)**.

MANDATORY PRE-PROPOSAL MEETING/WEBINAR

The CAA will conduct a mandatory pre-proposal meeting both virtually and in person followed up by a non-mandatory site tour at **1:00 p.m. (EDT), on May 1, 2024, at the Administrative Offices Large Conference Room, Third Floor, Bradley International Airport. Please park in the BDL Parking Garage bring your ticket with you, as parking in the BDL Garage will be validated.**

Firms interested in participating must preregister no later than **1:00 p.m. (EDT), April 25, 2024, by emailing procurement@ctairports.org with the company name and email address of attendee(s). A link to the webinar will be sent to all attendees on the afternoon of April 30, 2024.**

The webinar link will be shut down ten (10) minutes after the start of the meeting. Firms that have pre-registered will not be able to gain access after that time and will not be eligible to submit a proposal. Attendees that arrive in person more than ten (10) minutes late will be considered absent from the meeting and will be disqualified from responding to this RFP.

The pre-proposal meeting will include a site tour of areas that are located on the secure side of BDL; therefore, individuals planning on attending the tour must email the Temporary Badge Application Form to procurement@ctairports.org no later than **1:00 p.m. (EDT), April 24, 2024**. Forms received after this date and time will not be accepted. Individuals will be subject to a security screening prior to admittance to the site. **The site tour will be limited to two (2) representatives from each firm.**

Please refer to the Request for Proposals document for more information regarding the mandatory pre-proposal meeting and how to be eligible to attend the site tour.

COMMUNICATIONS:

During the period from advertisement of this RFP and until a contract is awarded, proposers shall not contact any employee of the CAA concerning this procurement except in writing via the questions link found at <https://ctairports.procureware.com>. The deadline to submit questions will be **May 8, 2024, 1:00 p.m. (EDT)**. The CAA reserves the right to respond to only questions it deems part of the technical process. Responses to questions will be provided to all proposers in the form of an Addendum to the RFP, if the CAA determines it is in its best interest. Any questions received after this time will likely be unanswered. The CAA reserves the right, at its sole discretion, to respond to such questions. If a Proposer has a question related to the technical process after the question deadline noted above, they may reach out to the CAA's Purchasing Agent via e-mail at procurement@ctairports.org.