



**REQUEST FOR PROPOSALS NO. 2025-002
GROUND TRANSPORTATION COORDINATOR SERVICES
BRADLEY INTERNATIONAL AIRPORT**

The Connecticut Airport Authority (CAA) is seeking bids for ground transportation coordinator services at Bradley International Airport for a five-year period.

Proposal documents will be available on **July 3, 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 **August 7, 2024, 1:00 p.m. (EDT)**. Proposals will not be publicly displayed.

MANDATORY PRE-PROPOSAL REQUIREMENTS

The CAA will conduct a mandatory pre-proposal meeting on **July 24, 2024, 11:00 a.m. (EDT) at the Administrative Offices Large Conference Room, Third Floor, Bradley International Airport**. Please park in the BDL Parking Garage and bring your ticket with you, as parking in the BDL Garage will be validated.

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.procurement.com>. The deadline to submit questions will be **July 31, 2024, 11:00 a.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.