



May 20, 2026

**REQUEST FOR PROPOSALS NO. 2026-010
SEASONAL, HOLIDAY & EVENT DECOR SERVICES**

The CAA is soliciting proposals from qualified professional companies to provide commercial seasonal, holiday, and event decorations, installation, removal, maintenance, and storage services at various locations owned and operated by the Connecticut Airport Authority (CAA) on an as needed basis. The CAA reserves the right to select multiple companies.

Firms must be registered with the CAA's procurement portal (<https://ctairports.procureware.com>) to access the Request for Proposals (RFP) document 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 RFP from the time the RFP 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.

PRE-PROPOSAL MEETING REQUIREMENTS

The CAA will conduct a pre-proposal meeting/site tour at **11:00 a.m. (EST), June 3, 2026 in the Airport Administration Large Conference Room located on the 3rd floor of Terminal A at Bradley International Airport.**

The pre-proposal meeting will include a site tour of areas that are located on the secure side of the Airport; therefore, individuals planning on attending the tour must download the Temporary Badge Application Form. This form may be found under the Documents tab for this procurement located at <https://ctairports.procureware.com>, and must be submitted by email to procurement@ctairports.org no later than **3:00 p.m., (EST), June 1, 2026**. Individuals will be subject to a security screening prior to admittance to the site.

The pre-proposal meeting and site tour will be limited to two (2) representatives from each firm.

The proposal must be submitted **no later than 1:00 p.m. (EST), June 17, 2026**. Proposals must be uploaded to <https://ctairports.procureware.com>. The official time is the procureware time indicator. No proposals will be able to be posted after the time noted above. **Proposals will not be publicly displayed.** Questions concerning this RFP are due **no later than 11:00 a.m. (EST), June 10, 2026**.

By submitting a proposal, the firm certifies that it has fully read and understands the RFP, 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.