

ADVERTISEMENT – REQUEST FOR PROPOSAL



DETROIT REGIONAL CONVENTION
FACILITY AUTHORITY
One Washington Blvd
Detroit, MI 48226
(313) 877-7974

RFP Description: Public Relations & Brand Development Services	RFP Package No.: 14.2023
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Notice is hereby given that the Detroit Regional Convention Facility Authority (DRCFA) is soliciting competitive bids for **Public Relations & Brand Development Services** per the terms and conditions of the Request for Proposal (RFP).

Bid documents may be obtained on or after **August 29, 2023** at the following website: www.bidnetdirect.com/MITN. Prospective bidders must first log in to the site and search the "Open Solicitations" tab for this project. Bidnet Direct's customer service and support phone number is 800-835-4603 to help you navigate the site and register your entity (at no cost) if needed.

There is no pre-bid meeting scheduled for this RFP. Questions may be directed to Ms. Laura Harrington, Purchasing Director, via email at Lharrington@drcfa.org no later than **September 18, 2023**. Bidders may call (313) 877-7974 with general questions ONLY (such as where to park for the public bid opening).

Bids shall be prepared in accordance with specifications outlined in the RFP. Bid responses shall be on forms furnished by the DRCFA in this RFP. Bidders must provide Iran Linked Business disclosure in compliance with Public Act 517 of 2012 and attach this information to the bid proposal. The bid proposal must be accompanied by a sworn and notarized statement that their business is NOT an Iran Linked Business.

A bidder will be permitted to withdraw his bid, unopened, after it has been submitted if so requested prior to the time specified above for opening of bids.

Bid submittals must be received on or before **October 5, 2023 at 2:00 p.m. local time** via email to purchasing@drcfa.org or mailed to Detroit Regional Convention Facility Authority, One Washington Blvd, Administrative Offices, 3rd Floor, Detroit, MI 48226, Attention: Purchasing Department, Ms. Laura Harrington. No allowance will be made for late delivery for any reason. Late bids shall not be opened nor returned to bidder.

Bids will be publicly opened on **October 5, 2023 starting at 2:00 p.m.**, local time, by the DRCFA, at One Washington Blvd, Detroit, MI 48226. Interested parties may join in person upon arrival to the Administrative Offices on the 3rd Floor. RFP evaluation and award subsequently will be made by the Board of Directors at the DRCFA. The successful bidder shall be required to enter into a contract with the DRCFA.

DRCFA is exempt from sales or use tax for all direct purchases of tangible personal property, but bidders may be responsible for state sales or use taxes for purchased materials that are used and affixed by bidder to real property owned by DRCFA. The Authority will provide a sales tax exemption form upon request.

The right to reject any or all bids, either in whole or in part, split the award, to award to other than the low bid, or to waive any informalities or irregularities therein, is reserved by DRCFA. The Authority will not consider nor accept a bid received by the Board of Directors after the deadline date and time specified in RFP documents.

Date:

8/29/2023

Authorized Signature:

Laura M. Harrington

Laura Harrington CPPO, CPPB
Purchasing Director