

ADVERTISEMENT – REQUEST FOR PROPOSAL



DETROIT REGIONAL CONVENTION
FACILITY AUTHORITY
One Washington Blvd
Detroit, MI 48226

RFP Description: Audio-Visual Equipment and Services (Preferred Provider)	RFP Package No.: 3.2024
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Notice is hereby given that the Detroit Regional Convention Facility Authority (DRCFA) is soliciting proposals for **Audio-Visual Equipment and Services (Preferred Provider)** per the terms and conditions of the Request for Proposal (RFP).

Solicitation documents may be obtained on or after **January 5, 2024** at the following website: <https://www.bidnetdirect.com/mitn/detroit-regional-convention-facility-authority> 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.

Bidders are encouraged to attend the pre-bid meeting and site visit on **January 16, 2024, at 2:00 PM at Huntington Place – Detroit, One Washington Blvd, Detroit, MI 48226. Meet in Room 350.** Bidders are responsible for understanding the RFP requirements prior to the meeting. Questions may be directed to Ms. Laura Harrington, Purchasing Director, via email at LHARRINGTON@DRCFA.ORG or 586.634.1684 until **January 23, 2024.**

Proposals shall be prepared in accordance with specifications outlined in the RFP. Proposals 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 below for opening of bids.

Bid submittals must be received on or before **January 30, 2024 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: Ms. Laura Harrington, Purchasing Director.** No allowance will be made for late delivery for any reason. Late bids shall not be opened nor returned to the bidder.

DRCFA will publicly open proposals on **January 30, 2024, starting at 2:00 p.m., local time, at One Washington Blvd, Detroit, MI 48226. Interested parties may join in person in Room 350.** 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.

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

Date:

1/5/2024

Authorized Signature:

Laura M. Harrington

Laura Harrington CPPO, CPPB
Purchasing Director