



INVITATION TO RESPOND

Dear Sir/Madam:

The City of Hartford (the City) invites responses for:

RFR #: 5887	SOLICITATION DATE: January 25, 2019
SOLICITATION TITLE: Special Education Transportation Services	
SOLICITATION DESCRIPTION: The Hartford Public Schools System requires a contractor to transport students to and from designated points in Hartford and outside the City limits to various schools and facilities in Hartford and outside the City limits. This shall be a door-to-door service. The Contractor shall also be required to provide field trip services for those students that require special education/special needs transportation. The Services will be broken down into three (3) parts Group I, Group II and Monitors. Contractors can choose to submit proposals on any of the services or any combination thereof.	
Please visit: Hartford.gov/procurement/purchasing to view bid documents	
SITE LOCATION (if applicable):	
RESPONSE DATE : February 15, 2019	RESPONSE TIME: 2:00 p.m.
DEPT. ASSIGNED CONTRACT #: N/A	EST. COST OF CONSTRUCTION: N/A

A PRE-BID / RESPONSE CONFERENCE HAS BEEN SCHEDULED FOR _____
 _____ (Date / Time) _____ (Location)

This pre-bid conference is: **Not Applicable**
 Mandatory (All prospective bidders are REQUIRED to attend to discuss specifications)
 Non-mandatory (All prospective bidders are encouraged to attend to discuss specifications)

This solicitation contains the following sections:

Invitation to Respond

Standard Instructions

Project Site Location – (for construction projects only)

Table of Contents – (for construction projects only)

Section 1 – Response Forms

1.1 Response Information & Signature Form

Contract Compliance

- Affirmative Action / Equal Employment Opportunity Requirements – See Section 3.6
- Surety Bond Requirements Bid Bond Performance & Payment Bonds
- Insurance Requirements – see exhibits below
- Set Aside – Ord. Section 2-660 MWBE Small Contractor
- City-Based Small Business Bid Preference – Ord. Section 2-661
- 15% Minority Utilization (City of Hartford Certified MWBE) – Ord. Section 2-682
- State of Connecticut DAS Prequalification (Public Construction Project > \$500,000)
- OSHA Compliance (Public Works Project > \$100,000)
- Wage Requirements – Complete & attach Wage Certification Form

1.2 Response Pricing

1.3 Statement of Qualifications

Section 2 – Specifications/Scope of Services

- Special Instructions / Conditions included

Section 3 – General Information for Preparation and Delivery of a Response

Section 4 – Terms and Conditions / Labor Compliance

Insurance Requirements

Exhibits

- _____
- Plans & Drawings included

Sincerely,

William Diaz

Procurement Specialist

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