



INVITATION TO RESPOND

Dear Sir/Madam:

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

RFP #:5926	SOLICITATION DATE: June 28, 2019
SOLICITATION TITLE: Certified Athletic Trainer Services for Student of the Hartford Public Schools Athletics	
SOLICITATION DESCRIPTION: Hartford Public Schools (HPS) seeks to provide certified athletic training services; contractor(s) for HPS athletic programs. Hartford Public Schools has approximately 2,300 athletics that participate in various interscholastic athletic programs across 8 high schools and 7 middle schools programs and 130 teams district wide.	
SITE LOCATION (if applicable):	
RESPONSE DATE : July 15, 2019	RESPONSE TIME: 2:00 p.m.
DEPT. ASSIGNED CONTRACT #:	EST. COST OF CONSTRUCTION:

A PRE-BID / RESPONSE CONFERENCE HAS BEEN SCHEDULED FOR		
This pre-bid conference is:	(Date / Time)	(Location)
<input checked="" type="checkbox"/> Not Applicable		
<input type="checkbox"/> Mandatory (All prospective bidders are REQUIRED to attend to discuss specifications)		
<input type="checkbox"/> 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

1.4 Subcontractor Information

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

Exhibits

- Plans & Drawings included

Sincerely,

Susan Sheppard
Procurement Specialist

Companies interested in doing business with the City are able to register and maintain their registration via the Internet at: www.Hartford.gov/procurement/purchasing (click on current solicitations and bid opportunities)