



INVITATION TO RESPOND

Dear Sir/Madam:

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

RFP #: 01172020	SOLICITATION DATE: January 17, 2020
SOLICITATION TITLE: HPS Grocery and Entrée RFP 01172020	
SOLICITATION DESCRIPTION: HPS is seeking RFP's for grocery, entrée and USDA food items for the 2020-2021 school year.	
SITE LOCATION (if applicable):	
RESPONSE DATE: February 14, 2020	RESPONSE TIME: 11:00 a.m.
DEPT. ASSIGNED CONTRACT #: 01172020	

A PRE-BID / RESPONSE CONFERENCE HAS BEEN SCHEDULED FOR _____ AT _____
(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
- 2.5 HPS Pricing Sheet

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

Section 4 – Terms and Conditions / Labor Compliance

Exhibits

- _____
- Plans & Drawings included

Sincerely,

Lonnie M. Burt, Senior Director
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Hartford Public Schools
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