



INVITATION TO RESPOND

Dear Sir/Madam:

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

RFP #: 5957	SOLICITATION DATE: January 24, 2020
SOLICITATION TITLE: Janitorial Services – Early Learning Centers (ELC)	
SOLICITATION DESCRIPTION: The City of Hartford solicits proposals from suppliers to provide janitorial services for various locations.	
SITE LOCATION (if applicable):	
RESPONSE DATE : Thursday, March 05, 2020	RESPONSE TIME: 2:00 p.m.

A PRE-BID / RESPONSE CONFERENCE HAS BEEN SCHEDULE/WALK THRU DAY: February 13, 2020 – 2 PM AT
 1. 1st - Hyland Center – 355 New Britain Avenue 2. 2nd - Meztner Center– 678-682 Franklin Avenue

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 DF

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 Cash 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 – Living Wage

1.2 Response Pricing – shall be submitted electronically at www.hartford.gov/procurement/purchasing (click on current solicitations and then bid opportunities)

1.3 Statement of Qualifications

1.4 Subcontractor Information

Section 2 – Specifications/Scope of Services & Exhibits

- Exhibit A – Employee Roster Exhibit B – Cleaning Check List Exhibit C – Living Wage Notice
- Exhibit D – Certificate of Liability Insurance Exhibit E – Bidders EEO Report

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

Section 4 – Terms and Conditions / Labor Compliance

Sincerely,

Nereida Perez-Calabrese

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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 then bid opportunities)