INVITATION TO RESPOND

Dear Sir/Madam:
The City of Hartford (the City) invites responses for:

RFR # 5266	**SOLICITATION DATE: June 28, 2012**
SOLICITATION TITLE: Request for Bid For Green Clean Janitorial Products (Set-Aside Program).	
SOLICITATION DESCRIPTION: The Hartford Public Schools in compliance with the requirements of the State of Connecticut Public Act No. 09-81 regarding green cleaning products in schools hereby solicits responses from interested firms to provide the City of Hartford, with environmentally required janitorial cleaning products. This bid is set-aside for a City of Hartford Certified MWBE.	
SITE LOCATION: All City of Hartford Schools.	
RESPONSE DATE: July 10, 2012	**RESPONSE TIME: 2:00 p.m.**
DEPT. ASSIGNED CONTRACT #:5266	**EST. COST OF CONSTRUCTION: N/A**

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

This pre-bid conference is: x **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
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

☐ _____ ☐ Plans & Drawings included

Sincerely,
Carita Rozie
Principal Administrative Analyst
rozic001@hartford.gov
Companies interested in doing business with the City are able to register and maintain their registration via the Internet at:
http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp & www.BIDSYNC.com