



## INVITATION TO RESPOND

Dear Sir/Madam:

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

<b>RFR #: 5319</b>	<b>SOLICITATION DATE: 12/07/2012</b>
<b>SOLICITATION TITLE: Bookmobile for the Hartford Public Library</b>	
<b>SOLICITATION DESCRIPTION: The Hartford Public Library is looking to purchase one Bookmobile in order to provide services to various members of the community.</b>	
<b>RESPONSE DATE: December 27, 2012</b>	<b>RESPONSE TIME: 2:00 p.m.</b>
<b>DEPT. ASSIGNED CONTRACT #: 5319</b>	<b>EST. COST OF CONSTRUCTION:</b>

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

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,

Carita Rozie  
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Companies interested in doing business with the City are able to register and maintain their registration via the Internet at:  
<https://www.bidsync.com/SupplierRegister?ac=register&posting=true&plan=0&regtype=default&cmd=next&>