



INVITATION TO RESPOND

Dear Sir/Madam:

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

RFR #: 5696	SOLICITATION DATE: 2/4/16
SOLICITATION TITLE: Banking Services	
SOLICITATION DESCRIPTION: The City of Hartford is soliciting Requests for Proposals (“RFP”) for Banking Services from a qualified public depository, as defined by Connecticut General Statutes (Revised), Sections 7-402 and 36a-330. The City will endeavor to use the service of the operating bank for all normal and traditional banking activity; however, the banking service contract will not be an exclusive contract nor will the contract preclude the City from obtaining service from any other bank. (Vendors interested in responding please visit Hartford.gov/procurement/purchasing to have access to all documents)	
SITE LOCATION (if applicable):	
RESPONSE DATE: February 18, 2016	RESPONSE TIME: 2:00 p.m.
DEPT. ASSIGNED CONTRACT #:	EST. COST OF CONSTRUCTION:

A PRE-BID / RESPONSE CONFERENCE HAS BEEN SCHEDULED FOR _____
(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

RFR Affidavit

AA-EEO Agreement & Affidavit

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

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

Section 4 – Terms and Conditions / Labor Compliance

Exhibits

- A Required Ratio Information
- B Section 1.2 Pricing Sheet
- C Tax Coupon
- D Insurance Requirements

Sincerely,

William Diaz

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Companies interested in doing business with the City are able to register and maintain their registration via the Internet at:

<http://www.hartford.gov/procurement/purchasing>