



INVITATION TO RESPOND

Dear Sir/Madam:

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

RFR #: 5724	SOLICITATION DATE: June 13, 2016
SOLICITATION TITLE: Homelessness Prevention and Rapid ReHousing	
SOLICITATION DESCRIPTION: The City of Hartford is seeking proposals from eligible 501(c)(3) nonprofit organizations to act as case manager and fiduciary administrator for the Hartford Emergency Solutions Grant – Homelessness Prevention and Rapid ReHousing (Hartford ESG – HPRR) program fund for homeless households and those at significant risk of homelessness that are receiving housing relocation and stabilization services through the program.	
Please visit: Hartford.gov/procurement/purchasing to view all City of Hartford opportunities	
SITE LOCATION (if applicable):	
RESPONSE DATE: July 1, 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

Sincerely,

William Diaz
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860-757-9604

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>