



INVITATION TO RESPOND

Dear Sir/Madam:

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

RFR #: 5903	SOLICITATION DATE: January 31, 2019
SOLICITATION TITLE: Hartford Parking Authority Audit Services	
SOLICITATION DESCRIPTION: The Hartford Parking Authority (HPA) invites all qualified Certified Public Accounting firms as described below to submit proposals to provide attestation auditing services to the HPA as specified in this Request for Proposals (the "RFP"). The purpose of this process is to obtain required independent annual auditing services to render an opinion on the financial statements of the HPA at a competitive price. Visit: http://www.hartford.gov/procurement/purchasing to view this and all other City of Hartford Solicitations	
SITE LOCATION (if applicable): Hartford Parking Authority Audit Services	
RESPONSE DATE: February 22, 2019	RESPONSE TIME: 2:00 p.m.

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

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

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

Insurance Requirements

Exhibits

Plans & Drawings included

Sincerely,

William Diaz

Procurement Specialist

(860) 757-9604

Diazw003@hartford.gov

For more information or to respond, please visit www.hartford.gov/procurement/purchasing
You must register with the site in order to view the full solicitation.