



## Instructions for Preparation of Construction Solicitations

### To Department Staff and Design Professionals,

Your Request for Response (RFR) will be scheduled on procurements calendar as soon as your Solicitation Request Form is received. At that time, you will receive the Bid# from Procurement Services. Please note that the average solicitation process takes approximately between 8-14 weeks from start to contract execution, so please plan accordingly.

Your contribution in preparing this solicitation will be to:

- Complete the attached "Solicitation Request Form", signed by the Department Head;
- Identify any items/quantities/units/alternates to be priced;
- Provide Project Site Map;
- Provide Table of Contents for Technical Specifications;
- Provide Section 2, - Specifications;
- Provide Drawings & any other Attachments;
- Provide Labor Rates (*order from the Department of Labor within 10-20 days prior to solicitation date*)

In order to expedite the procurement process, Procurement Services will need to receive your requirements in Microsoft Word electronically by email or on a CD.

Use our standard font - Calibri 11 pt.

All City Construction RFR's contain the following sections:

Project Cover Sheet  
Invitation to Respond  
Standard Instructions  
Project Site Map – **(provided by project manager / design professionals)**  
Section 1 – Response Forms  
Section 2 – Specifications – **(provided by project manager / design professionals)**  
Section 3 - General Information for Preparation and Delivery of a Response  
Section 4 – Labor Compliance **(provided by project manager / design professionals)**

For questions, please contact Susan Sheppard, Project Manager, at 860-757-9616.

Tara C. Washington  
Procurement Agent

# Solicitation Request Form

Requesting Department:

Bid #:

Contract #:

Budget \$:

Services required by / Substantial Completion date:

Site Location:

Provide a brief description of the services needed to be procured:

Provide a list of items you want priced and/or information needed. If appropriate, include unit of measures, quantities, etc. If more than 10 lines, please attach a separate excel worksheet.

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## DEPARTMENT HEAD / DESIGNEE AUTHORIZATION

THE \_\_\_\_\_ DEPARTMENT REQUESTS THE SOLICITATION OF SERVICES DESCRIBED ABOVE AND CERTIFIES THAT THE FUNDS ARE ENCUMBERED AND AVAILABLE FOR SAID PURPOSE.

COMMENTS:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_