



Town of East Hartford

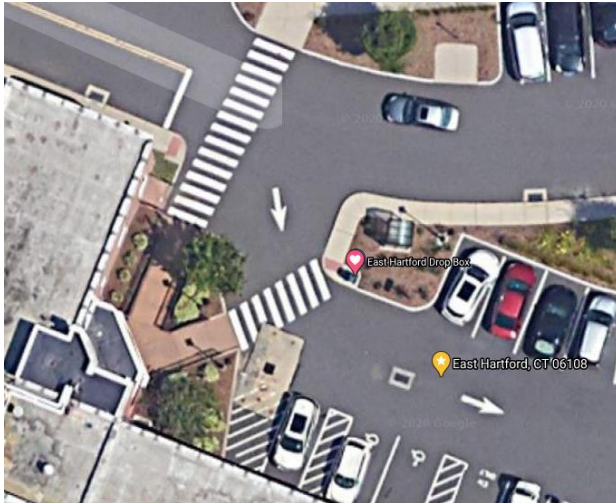
ADDENDUM N^o. 01

Main Street Pedestrian Improvements Bid No. 20-23

Issued June 5, 2020

The following summarizes revisions to the Bid Documents included in Addendum N^o. 01 for the Main Street Pedestrian Improvements (Bid No. 20-23).

- Replace the *Bid Process Changes Due to COVID-19* to allow bidders to deliver their bids in person using the Town's Drop Box at Town Hall (740 Main Street, East Hartford, CT 06108). The Drop Box is located near the main (north) entrance to Town Hall:



The following documents & drawings are attached and included in Addendum N^o. 01:

Revised Bid Documents

- Replace page 7 of the Bid Specification, *Bid Process Changes Due to COVID-19*, with the attached page.

Revised Drawings

- None

End of Addendum N^o. 01

EFFECTIVE IMMEDIATELY:
BID and R.F.P. PROCESS CHANGES DUE TO COVID-19

Due to the current health crisis, the Town of East Hartford Purchasing Department is implementing new procedures for bid openings.

1. Bid and R.F.P. responses will be received at the time indicated in bid documents. Due to the fact that Town Hall is closed to the public, vendors must utilize the United States Postal Service, UPS or Fed Ex to send in their Request for Proposal. For sealed contractor bids, the green drop off bin located in the Town Hall parking lot may be used. All bids must be received prior to the bid opening date and time stated in the bid.
2. Bid openings will be held virtually through Microsoft Teams. **Request for Proposals (R.F.P's.) and Request for Qualifications (R.F.Q.'s) submissions will not be opened via Microsoft Teams.** You may contact the Purchasing department via email to find out the names of the companies that have submitted proposals at a later time. (menman@easthartfordct.gov).
3. To view the bid opening live, you must email me the correct email that will be used to view the bid opening. Then, you will get an invite to participate. After you receive the invitation, then follow the instructions to log into the meeting.
4. The virtual bid opening will be held ****30 minutes**** after responses are due, in order to give vendors time to log-in.
5. The virtual bid opening will be exactly the same as a regular bid opening – the Purchasing Department staff will open the bid and read the results out loud. Results are not final until reviewed, and the requisitioning department will recommend award after a complete analysis of the submissions. Tabulations for bids will be compiled and posted to the Purchasing Department website.
6. Again, R.F.P's and R.F.Q's will not be opened via Teams.

We are learning more about COVID-19 every day, and our goal in East Hartford is to balance the health and well-being of our community with the need to keep Town business moving forward in a safe manner. We will be reassessing daily and any changes will be posted on the Purchasing Department's web page at www.easthartfordct.gov/purchasing.

Questions: Call the Purchasing Department at (860) 291-7271 or email at menman@easthartfordct.gov

Michelle Enman
Purchasing Agent
Town of East Hartford