

EFFECTIVE IMMEDIATELY:
BID 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 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 bid. All bids must be received prior to the bid opening date and time stated in the bid. *No Bids will be accepted by any other method including being dropped off by a staff member.*
2. Bid openings will be held virtually through Microsoft Teams. 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.
3. The virtual bid opening will be held ****30 minutes**** after responses are due, to give vendors time to log-in.
4. 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. As normally done, Request for Proposals & Request (R.F.P.) and Request for Qualifications (R.F.Q.) submissions will only be opened and the name of the company will be recorded. Hourly rates and qualifications on the R.F.P.'s & R.F.Q.'s will not be read out loud.

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

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