



**CITY OF STAMFORD  
PURCHASING DEPARTMENT**

**TRANSMITTAL FORM – Rev. 2/24/2023  
COMPETITIVE BID OR REQUEST FOR PROPOSALS/QUALIFICATIONS**

Date: \_\_\_\_\_

Contact for this procurement:

Name	Title	Telephone
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Please indicate the agency/authority responsible for the cost of the legal notice:

- |   |  |
|---|--|
| <input type="checkbox"/> COS General Fund ( <i>Advocate</i> # 329816) | <input type="checkbox"/> Marina ( <i>Advocate</i> # 329823)        |
| <input type="checkbox"/> E. G. Brennan ( <i>Advocate</i> # 329817)    | <input type="checkbox"/> Parking ( <i>Advocate</i> # 329821)       |
| <input type="checkbox"/> Risk Management ( <i>Advocate</i> # 329824)  | <input type="checkbox"/> Stamford WPCA ( <i>Advocate</i> # 329819) |

In accordance with the City's Purchasing Ordinance, the \_\_\_\_\_  
Department requests the Purchasing Department to initiate the process for a competitive  
 bid,  request for qualifications or  request for proposals (please check one) in order to  
procure the following goods or services.

**COMPETITIVE BID OR PROPOSAL INFORMATION**

Name of competitive bid or proposal:

\_\_\_\_\_

Brief description of what is to be purchased:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total estimated cost \$ \_\_\_\_\_ Estimated cost per Fiscal Year \$ \_\_\_\_\_

If RFP, will resulting Construction Bid exceed \$1,000,000? Yes  No

If the estimated cost per FY does not exceed \$50,000, Purchasing will generate Purchase Orders in lieu of a formal written agreement.

Requested advertisement date. Legal notices are published in the Advocate on Thursdays. Purchasing will make an attempt to advertise on or as close to the requested date as possible.

\_\_\_\_\_

Requested response time for this Bid/RFP. The recommended time period from advertisement date to the Bid/RFP due date is a minimum of four (4) weeks.

\_\_\_\_\_

**Is a pre-bid meeting or walkthrough planned for this project?**

Yes  No  If yes, is it mandatory? Yes  No

If yes, specify the date, time and place of the pre-bid meeting or walkthrough:

\_\_\_\_\_

**Do you have a list of recommended vendors?** Yes  No  If yes, please attach.

**BONDING AND PREVAILING WAGE RATES**

The recommended bonding amounts for construction projects are a five percent (5%) bid bond and a one hundred percent (100%) performance and payment bond. Bonds are required by State law for projects greater than \$25,000.00. Requirement of a maintenance bond is determined by the department soliciting the bid/RFP. Value of maintenance bond: Please indicate "PGC" if the amount of bond is to be per Purchasing General Conditions (10% if necessary) or indicate other percentage or dollar value.

Requested bid bond value for this Bid/RFP: \_\_\_\_\_ %

Requested performance and payment bond value for this Bid/RFP: \_\_\_\_\_ %

Requested maintenance bond value for this Bid/RFP: \_\_\_\_\_ % / \$

Prevailing wage rates from the State Department of Labor are required for any renovation project greater than \$100,000 and for new construction greater than \$1,000,000. Departments should request these wages directly from the State Department of Labor. Requests for prevailing wage rates must be made at least ten (10) days but no more than twenty (20) days prior to the date of advertisement. If a bid package is received by the Purchasing Department without the required wage schedules, there will be a delay due to the time required to obtain the necessary wage schedules. Wage rates may not be issued via addendum.

**Does this bid require State prevailing wage rates?** Yes  No

**If yes, are the wage rates included in the specifications?** Yes  No

**Is this project Federally funded?** Yes  No

**If yes, do Federal wage rates apply?** Yes  No

**If this project is an RFP, will the resulting Bid receive State or Federal Funding?** Yes  No   
State  Federal

**Does the one percent (1%) art requirement apply to this project?** Yes  No

**CT HUMAN RIGHTS AND OPPORTUNITIES (CHRO) REQUIREMENTS**

**Is this Project being funded by any State Agency in an amount greater than \$50,000?**

Yes  No

**Is this Project being funded by any State Agency in an amount greater than \$500,000?**

Yes  No

**PURCHASING FOR FEDERAL AND STATE FUNDED PROJECTS**

For federal or state funded projects, please ensure compliance with Section 23-18.11 of the City's Purchasing Ordinance and with applicable federal or state procurement requirements. Please indicate the name of the grantor agency that is providing the funding for this procurement in the space below.

Federal Clauses Required: Yes  No

Initial Grantor Agency: \_\_\_\_\_

Resulting Bid Grantor Agency: \_\_\_\_\_

**GRANTS OFFICE REVIEW AND APPROVAL:**

If your project uses state or federal funds, please ensure that the City's Grants Office reviews and approves the Bid/RFP specifications that are attached to this transmittal form prior to the submission of the specifications to the Purchasing Department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Grants Officer

**ENGINEERING DEPARTMENT REVIEW AND APPROVAL:**

For all Engineering projects, review and approval of the Senior Construction Manager must be obtained prior to submission of this transmittal form to the Purchasing Department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR PURCHASING DEPARTMENT USE ONLY**

Plans and Specifications Due to Purchasing	
Notification sent to <i>The Advocate</i>	
Bid advertises/upload to ProcureWare & CT Source & Send to vendors identified by department	
Walk through	
Walk through	
Deadline for submission of inquires (10 working days before submission date)	
Target date to issue any necessary addendum	
Bid Due (Bids: Tues. – Thurs.; RFQ/RFP: Thurs.)	
To Risk for Insurance	Insurance Requirements Provided by Risk