



How to do Business with the City of Bridgeport

A guide to the process of registering as a vendor

Purchasing Department
45 Lyon Terrace, Room 324 - Bridgeport, CT 06604
(203) 576 - 7291

STEP 1

Register your Company at

www.Bidsync.com

- **Free Bid Notification**
- **Submit Bids On-Line**
- **Bid Tabulation**
- **Bid Opportunities with other Jurisdictions**

STEP 2

Submitting Your Bid

The Bid Document

ITB: Invitation to Bid

RFP: Request for Proposal

RFQ: Request for Qualifications

You must become thoroughly familiar with the bidding documents.

The bidding document is your “instruction manual” for “assembling” your bid.

The Bid Documents

(continued)

The Bid Document contains critical information pertaining to Bid Requirements such as:

- **Payment & Performance Bonds**
- **Bid Bond Prevailing Wages**
- **DAS Pre-Qualification**
- **W/MBE Requirements**
- **Special Licensing or Certifications**
- **Insurance and Worker's Compensation Requirements**
- **General Terms and Conditions**
- **Bid Submission Form**
- **Instruction to Bidders**

The Bid Documents

(continued)

For your Bid to be considered it must:

- **Be received on time**
- **Be received at the specified location**
- **Must include ALL required documentation**
- **Must include a Bid Bond or Cashier's check (if required)**

STEP 3

The Bid Award Process

If Awarded a Bid you will receive a “Letter of Intent” from the Purchasing Department

The “Letter of Intent” will direct you to provide additional documentation applicable, such as:

- Insurance and Worker’s Compensation Documents**
- Payment and Performance Bonds**
- Meeting Contract Compliance W/MBE Requirements**
- Signed Contracts**

The Bid Award Process **(continued)**

**After “ALL” requirements have been met the
Purchasing Department will issue you:**

A Notice to Proceed

and/or

A Purchase Order

FINAL NOTES

No action should be taken until you are in receipt of a Purchase Order

Once the Purchase Order is issued it is the responsibility of the Contracting Officer to Manage the Contract

In many cases there will not be a separate Contract. In those cases the Purchase Order will be the “Contract”

TYPES OF BIDS

Informal Bid (Quick Quote)

***Between \$1,000 and \$ 7,499**

***Posted on BidSync**

Formal Bid (Competitive Sealed Bid)

***\$ 7,500 or Greater**

***Posted on BidSync**

QBS: Quality Based Selection

RFQ: Request for Qualifications

RFP: Request for Proposal

BVC: Best Value Competitive Bid

CONTACT INFORMATION

BidSync

800-990-9339

Buyer Support: agency support@bidsync.com

Vendor Support: support@bidsync.com

City of Bridgeport

Purchasing Department **203-576-7991**

Contract Compliance **203-576-8227**

MBE Resource Office **203-576-8473**

Accounts Payable **203-576-7261**