

FREQUENTLY ASKED QUESTIONS

How do I Promote my Business to the City of Bridgeport?

First, visit the web site <http://ci.bridgeport.ct.us> to register as a vendor.

How do I Register as a Potential Vendor with the City of Bridgeport Purchasing Division?

Fill out the Vendor Application Register on Vendor Self-Service (VSS) to register as a potential vendor. Registered vendors will be contacted for informal bidding opportunities.

Where Do I Find Bid & Contract Opportunities?

Go to website click on Purchasing Bids/RFP'S/RFQ'S icon to view a listing of bid opportunities and download bids you are interested in.

If I'm Not a Registered Vendor, Can I Still Submit Bids with the City?

Yes, however, in the event of an award, we cannot issue a purchase order unless you are a registered vendor and have supplied all supporting information.

What Should I Expect at the Pre-Bid/Pre-Proposal Meeting?

The pre-bid meeting is used to discuss specifications for a specific bid/proposal, and it allows for vendors to ask questions in order to seek clarification. Not all bids have a pre-bid meeting and attendance is not mandatory unless specified.

How Are Bids Awarded?

Purchase orders will be awarded to the lowest responsible and responsive bidder who meets all requirements and specifications of the bid, or has the best value to the city.

How Do I Get Paid?

Payments are made by the Comptrollers Office after material is received and found to be correct and in good condition. In the case of equipment, payment is made for complete units as received. Vendor invoices must reference the appropriate purchase order number and be submitted in duplicate to the "bill to" address indicated in the Invoice ship to section of the referenced purchase order. Do not send invoices to Purchasing. To prevent errors or delays in payment, vendors should carefully check the prices and Purchase Order Conditions when received. Please include the purchase order number on all correspondence.

What Is a Consultant?

A Consultant is defined as any professional or technical expert contracting with the City for the purpose of giving opinions, preparing reports, conducting studies, and making recommendations or providing special services.

How Do I Promote My Consultant Business to the City?

If you are interested in promoting your business to a specific City Department, refer to city department phone #'s on city website.

Where do I Find Contractor Opportunities?

For contractors interested in contracts register vendor self-service (VSS), you could be contacted for informal quotes or refer to Purchasing site Bids/RFP's/RFQ's for sealed bid opportunities.

COMMONLY ASKED VENDOR QUESTIONS

Can't there be some exception for a late bid/proposal?

No. Even if the reason for the lateness of the submitted bid or proposal is beyond the control of the vendor, the bid/proposal will be rejected. Bids/proposals must be received at the proper address, by the time and date specified in the bid document. We encourage vendors to have their bid/proposal documents scheduled to arrive at the designated location at least 24 hours in advance of the deadline to avoid problems such a flight or delivery delays.

Why didn't I receive a copy of your last bid/proposal?

In order to be aware of the bids and proposals currently being solicited by the State, vendors are encouraged to utilize our website at <http://ci.bridgeport.ct.us> for the latest posting of bids and proposals.

How can I see the results of a bid opening?

Award information is available at the following website address:???? Vendor are welcome to attend any bid opening and view the bids received.

Why can't I fax you a copy of my bid security?

Bid security and contract performance security instruments are only valid if a vendor submits an original document to us. A promise to submit the original document after the faxed copy is received by the deadline is not sufficient.

Is there an expiration date for my vendor registration?

No. Generally, once you register as a vendor, unless you are debarred from doing business with the State, or fail to keep your company information, such as address and phone numbers current, you remain registered as a vendor. Periodically, the State will undertake a general revision of the State Vendors List. If you do not respond when notified of this revision, you will be removed as a registered vendor at that time.

