



November 6, 2018

**INVITATION FOR BID NO. 2019-003
PROMOTIONAL ITEMS FOR MARKETING AND SALES INITIATIVES**

INTRODUCTION

The Connecticut Airport Authority (CAA) is seeking bids for the purchase of promotional items for marketing and sales initiatives. Contract award shall be for a three-year period. CAA may make multiple awards and select multiple vendors to provide the products desired.

CAA reserves the right to waive any irregularities and to reject any and all bids on any basis without disclosing the reason. CAA will be the sole judge in determining as equivalent products.

Vendors may download a copy of the entire bid at: <https://ctairports.procureware.com>. Vendors must be registered to download the bid document.

Sealed bids will be received by submitting a bid electronically (only) through <https://ctairports.procureware.com>. The CAA will not accept bids in any other manner. Vendors must be registered to access the bid in its entirety and to submit a bid

Due date for bids and samples is no later than 1:00 p.m., November 27, 2018, at which time they will be publicly displayed. Bids must be uploaded to <https://ctairports.procureware.com> and samples delivered to:

Purchasing Agent
Connecticut Airport Authority
Bradley International Airport
Administration Office Terminal A, 3rd Floor
Windsor Locks, CT 06096

Attn: Promotional Items – IFB No. 2019-003

Vendors who wish to view the bid results may do so by logging into <https://ctairports.procureware.com>, or in attendance at Bradley International Airport, Terminal A, Third Floor, Windsor Locks, CT at the date and time noted above. The official time is the procureware time indicator. No bids will be able to be posted after the time noted above. All costs incurred in connection with responding to this Invitation for Bids (IFB) shall be borne by the bidder

During the period from advertisement of this IFB and until a contract is awarded, vendors shall not contact any employee of the CAA concerning this procurement except in writing via the questions link found at <https://ctairports.procureware.com>. The deadline to submit questions is **1:00 p.m., November 13, 2018**. Responses to questions will be provided to all bidders in the form of an Addendum to the IFB, if the CAA determines it is in its best interest. Any questions received after this time will likely be unanswered. The CAA reserves the right, at its sole discretion, to respond to such questions