



JUDICIAL BRANCH
OFFICE OF THE CHIEF COURT ADMINISTRATOR
MATERIALS MANAGEMENT – PURCHASING SERVICES
90 WASHINGTON STREET, 4th FLOOR
HARTFORD, CT 06106
(860) 706-5200 FAX: (860) 706-5099

NOTICE REGARDING COVID-19

Due to the current issues related to COVID -19, the following procedural changes in Bidding Procedures are EFFECTIVE IMMEDIATELY and SHALL REMAIN IN EFFECT UNTIL FURTHER NOTICE:

- All bids and proposals will only be accepted in electronic format if received prior to the posted response deadline. An emailed, pdf or scanned version, of your complete bid can be submitted to:

MaterialsManagement@jud.ct.gov and will be accepted if signed by an authorized member of your organization. Additionally, complete and signed bids submitted via facsimile are also acceptable if received prior to the posted response deadline.

- In light of potential difficulties related to electronic submission of documents (i.e. documents in excess of 46MB), we recommend sending a separate email or calling to confirm receipt of the bid or proposal.
 - Email submissions must include a subject line that starts with the bid number (i.e. "01-1111 bid enclosed")
- The public will not be allowed access to the Purchasing Services office for delivery of bids and proposals. We urge interested parties to email or fax bids/proposals to us in lieu of hand delivery. Purchasing Services can email a dated receipt for your records. Only email receipts will be provided.
 - Public bid openings are being temporarily halted for the safety of all involved. If you submit a bid or proposal, the information typically read aloud at a public opening will be made available upon request.
 - We will accept signed exhibits in lieu of notarized exhibits. Bidders may be asked to provide notarized exhibits at a later date.
 - Site visits and pre-bid conferences will be limited or otherwise modified in order to limit contact. Also note that deadlines for questions may be extended and telephone conferences employed when necessary.

Your understanding during this challenging time is appreciated. You are urged to check our website frequently for procedural updates and notices regarding specific Bid Opportunities.