



October 29, 2019

**REQUEST FOR PROPOSALS NO. 2020-003
FULL SERVICE GROUNDS MAINTENANCE
WINDHAM AND DANIELSON AIRPORTS**

INTRODUCTION

The CAA is seeking proposals from firms to provide full service ground maintenance to include, but not be limited to: trash removal, snow removal, as well as lawn and miscellaneous general maintenance for both the Windham and Danielson Airports for a five-year period.

Sealed proposals will be received by submitting them electronically (**only**) through <https://ctairports.procureware.com>. The CAA will not accept proposal in any other manner. Firms must be registered to access this Request for Proposal (RFP) document in its entirety and to submit a proposal.

The CAA will conduct a **mandatory** pre-proposal meeting/site tour on Friday, November 8, 2019 at 10:00 a.m., at Windham Airport and 12:00 p.m. at Danielson Airport.

The proposal must be submitted **no later than 1:00 p.m., November 20, 2019**, Eastern Time. Proposals must be uploaded to <https://ctairports.procureware.com>. The official time is the procureware time indicator. No proposals will be able to be posted after the time noted above. **Proposals will not be publicly displayed.** Questions concerning this RFP are due no later than **11:00 a.m., November 13, 2019**.

Except for clarifying written questions sent to the CAA, all proposers, including any and all persons acting on their behalf, are strictly prohibited from contacting any employee of the CAA or Board official, on or regarding any matter relating to this RFP from the time the RFP is issued until contract award.

The CAA reserves the right to disqualify any Proposer who contacts any employee of the CAA or Board official, other than the Purchasing Agent, concerning this RFP.