



April 15, 2025

**INVITATION FOR BID NO. 2025-015
ELEVATOR/ESCALATOR MAINTENANCE
BRADLEY INTERNATIONAL AIRPORT**

The Connecticut Airport Authority (CAA) is seeking bids for elevator and escalator maintenance services for Bradley International Airport. Contract award shall be for a five-year period.

The CAA reserves the right to waive any irregularities and to reject any and all bids on any basis without disclosing the reason.

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. **Due date for bids is no later than 1:00 p.m. (ET), May 6, 2025**, at which time they will be publicly displayed. Bids must be uploaded to <https://ctairports.procureware.com>. The CAA will not accept bids in any other manner. Firms must be registered to access this Invitation for Bids (IFB) document in its entirety and to submit a bid.

PRE-BID MEETING REQUIREMENTS

The CAA will conduct a pre-bid meeting/site tour at **10:00 a.m. (ET), April 24, 2025**, in the Maintenance Conference Room located at 85-168 Light Lane, Windsor Locks, CT 06096. Refer to Exhibit 'A' in the IFB document for directions to the facility.

The CAA will also offer a walk-thru for Bidders to tour the relevant areas. **This tour will be limited to no more than two (2) individuals per Bidder.** Bidders must RSVP to procurement@ctairports.org in order to participate in the mandatory site tour.

The site tour will include areas that are located on the secured side of the Airport; therefore, individuals planning on attending the tour must submit a Temporary Badge Application Form to procurement@ctairports.org no later than **3:00 p.m. (ET), April 23, 2025**. The Form is available on ProcureWare under the Documents tab for the procurement. Individuals will be subject to a security screening.

Attendees that arrive more than ten (10) minutes late may be considered as having not attended the conference.

COMMUNICATIONS

During the period from advertisement of this IFB and until a contract is awarded, bidders 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 will be **April 29, 2025, 11:00 a.m. (ET)**. The CAA reserves the right to respond to only questions it deems part of the technical process. 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. If a Bidder has a question related to the technical process after the question deadline noted above, they may reach out to the CAA's Purchasing Agent via e-mail at procurement@ctairports.org.