



**JUDICIAL BRANCH**  
OFFICE OF THE CHIEF COURT ADMINISTRATOR  
MATERIALS MANAGEMENT – PURCHASING SERVICES  
90 WASHINGTON STREET, 4th FLOOR  
HARTFORD, CT 06106  
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## **NOTICE REGARDING COVID-19**

Due to the current issues related to COVID-19, the following procedural changes are necessary as it relates to Bid Opportunities offered by the Judicial Branch. All changes are applicable through June 30, 2020 unless altered or modified in writing.

Effective immediately, 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](mailto: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”)
- Effective immediately, 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.
  - In lieu of face-to-face gatherings, site visits and pre-bid conferences may be postponed, or may have a format change, to limit contact. Extended deadlines for questions may be used, as well as phone conferences.

Your understanding during this challenging time is appreciated. You are urged to check our website frequently for other changes that may be communicated.