

**Instructions to Bidders**  
**Strategic Planning Services**  
**Capital School District**  
**198 Commerce Way, Dover, DE 19904**  
**Bid # 1504**

- 1) Bids to furnish the products described in the specifications will be received by the Capital School District at 198 Commerce Way, Dover, DE 19904 at **3:00 p.m. Eastern time on Thursday, November 13, 2014.**
- 2) The District reserves the right to waive any informalities in or to reject any or all bids.
- 3) Bids will be clearly marked **Bid # 1504 Strategic Planning Services – Capital School District.”**
- 4) No bidder may withdraw his bid within sixty (60) days after the actual date of opening thereof.
- 5) Bidders requiring additional information may contact Mr. Sean Sokolowski, Business Manager, at (302) 857-4205.
- 6) In setting forth the enclosed specifications, it is the intention of the buyer to offer equal opportunity to all bidders.
- 7) The buyer reserves the right to accept or reject any or all bids in the best interest of the buyer. The buyer also reserves the right to award each item to different vendors.