

## Invitation to Bid (ITB) Overview

Sealed bids for Delaware State University **Building Supplies - Contract No. 19-09-19-15R** will be received addressed to Zafar Chaudhry, Associate Vice President, Delaware State University, Room No. 103, Facilities Management Building, Delaware State University, 1200 North DuPont Highway, Dover, DE. Bidder bears the risk of late delivery or delivery at any wrong or other location of the University other than specified in the ITB document. Any bid received after the stated time and place will not be entertained. The outer envelope should clearly indicate: "**Building Supplies - Contract No. 19-09-19-15R – Bid opening date and time.**"

### Summary of Events and Dates:

The proposed schedule of events subject to the ITB is outlined below:

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| • <b>Deadline for Questions</b>            | <b>October 17, 2019 at 10:00 AM (Local Time)</b> |
| • <b>Response to Questions Posted by</b>   | <b>October 24 , 2019</b>                         |
| • <b>Deadline for Receipt of Proposals</b> | <b>November 06, 2019 at 3:00 PM (Local Time)</b> |
| • <b>Contractor Selection Date</b>         | <b>TBD</b>                                       |
| • <b>Anticipated Contract Start</b>        | <b>December 01, 2019</b>                         |

\* **Each date subject to change. Times listed above are local time in the State of Delaware.**

**Note:** All questions shall be in writing and submitted via email to Zafar Chaudhry at [zchaudhry@desu.edu](mailto:zchaudhry@desu.edu) prior to the deadline including time and date listed above.

**In order for your proposal to be considered, the Proposal Reply Section shall be executed completely and correctly including but not limited to all attachments and bid submission form.**

Please review and follow completely the information and instructions contained in this Invitation to Bid (ITB) document.

**Bidder bears the risk of incomplete response, late delivery or delivery at wrong location of the University other than specified in this ITB.**

**Each proposal must be submitted with one original paper copy and one electronic copy on USB memory stick.**

**There will be NO mandatory pre-bid meeting.**

**Bid bond requirement for this ITB has been waived.**

**The University reserves the right to award this contract to one or more vendors. Vendors are not required to submit a price on all items in order to be considered for award.**

The term of the contract between the successful bidder and the University shall be for **three (3) years**. There is an **option** to renew the contract for **two (2) one year extensions by negotiations**. The University reserves the right to reject any or all bids in whole or in part, to make partial awards, to award to multiple vendors during the same period, to award by types, on a zone-by-zone basis or on an item-by-item or lump sum basis item by item, or lump sum total, whichever may be most advantageous to the University.

Bidders will not be subject to discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity or national origin in consideration of this award, and Minority Business Enterprises, Disadvantaged Business Enterprises, Women-Owned Business Enterprises and Veteran-Owned Business Enterprises will be afforded full opportunity to submit bids on this contract. Delaware State University reserves the right to reject any or all bids and to waive any informalities therein.

**END OF ADVERTISEMENT FOR BIDS**