

## INVITATION TO BID

Sealed bids for Delaware State University Contract No. **FD-15-012 – Price Building 2<sup>nd</sup> Floor South Window Replacement** will be received by the Delaware State University, in the reception area of the Purchasing Office in the Administration Building, 1200 N. DuPont Highway, Dover, DE 19901-2277 (Third Floor), until **3:00pm** local time on **April 29, 2015**, at which time they will be publicly opened and read aloud in the Conference Room. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.

Project involves: The Project consists of the replacement of existing windows in the second floor south end and installation of new window treatment on first and second floor south end of the building and as per bid documents.

A **MANDATORY** Pre-Bid Meeting will be held on **April 22, 2015, at 1:00pm at Price Building Lobby** for the purpose of establishing the listing of subcontractors and to answer questions. Representatives of each party to any Joint Venture must attend this meeting. **ATTENDANCE OF THIS MEETING IS A PREREQUISITE FOR BIDDING ON THIS CONTRACT.**

Sealed bids shall be addressed to the Delaware State University c/o the Purchasing Department, Administration Building, Room 321 (Third Floor), Dover, DE 19901-2277, Attn: Jessica Wilson, Director of Purchasing. The outer envelope should clearly indicate: **"DSU CONTRACT NO. FD-15-012 – Price Building 2<sup>nd</sup> Floor South Window Replacement - SEALED BID - DO NOT OPEN."**

Contract documents may be obtained or reviewed at the office of StudioJaed, 2500 Wrangler Hill Road, Fox Run Office Plaza, Suite 110, Bear, DE 19701 upon receipt of \$150.00 per set/non-refundable, starting on the day of the mandatory pre-bid. Checks are to be made payable to "StudioJaed". Alternatively, in consideration of our environment, and in alignment with the University's sustainability initiatives, bidders may request an electronic copy of the bidding documents by submitting a written request to [constructionbid@desu.edu](mailto:constructionbid@desu.edu). Delaware State University will track all bidders and ensure plan holder receive all addenda.

### Summary of Events and Dates:

<b>April 22, 2015</b>	<b>Mandatory Site Visit at Price Building Lobby (1:00PM EST)</b>
<b>April 24, 2015</b>	<b>Deadline for Questions (4:00PM EST)</b>
<b>April 27, 2015</b>	<b>Posting of Answers to Contractor Questions (4:00PM EST)</b>
<b>April 27, 2015</b>	<b>Final Date for Addendums</b>
<b>April 29, 2015</b>	<b>Proposals Due (3:00 PM EST)</b>
<b>May 06, 2015</b>	<b>Contractor Selection Date</b>
<b>May 18, 2015</b>	<b>Anticipated Start of Construction Date (subject to change)</b>
<b>May 18, 2015</b>	<b>Latest Date for Contract Award</b>
<b>July 31, 2015</b>	<b>Substantial Completion</b>

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. Each bid must be accompanied by a bid security equivalent to ten percent of the bid amount and all additive alternates.

The successful bidder must post a performance bond and payment bond in a sum equal to 100 percent of the contract price upon execution of the contract. Delaware State University reserves the right to reject any or all bids and to waive any informalities therein. Delaware State University may extend the time and place for the opening of the bids from that described in the advertisement, with not less than two calendar days' notice by certified delivery, facsimile machine or other electronic means to those bidders receiving plans.

**END OF ADVERTISEMENT FOR BIDS**