

## INVITATION TO BID

Sealed bids for Delaware State University Contract No. **FD-15-046 – University Courtyard Site Improvements** 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 EST** local time on **August 24, 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

A **MANDATORY** Pre-Bid Meeting will be held on **July 29, 2015**, at **1:30PM EST** at the **University Courtyard Main Office** 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-15-046 – University Courtyard Site Improvements- SEALED BID - DO NOT OPEN.**"

Contract documents may be obtained or reviewed at the office of [Plan Sale Location] upon receipt of [\$Document Purchase Price] per set/non-refundable, starting on the day of the mandatory pre-bid. Checks are to be made payable to "[Plan Sale Payee]". 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). [Bid Tracker] will track all bidders and ensure plan holder receive all addenda.

### Summary of Events and Dates:

<b>July 29, 2015</b>	<b>Mandatory Site Visit at University Courtyard Main Office (1:30PM EST)</b>
<b>August 20, 2015</b>	<b>Deadline for Questions (4:00PM EST)</b>
<b>August 21, 2015</b>	<b>Posting of Answers to Contractor Questions (4:00PM EST)</b>
<b>August 21, 2015</b>	<b>Final Date for Addendums</b>
<b>August 24, 2015</b>	<b>Proposals Due (3:00 PM EST)</b>
<b>August 31, 2015</b>	<b>Contractor Selection Date</b>
<b>Sept. 14, 2015</b>	<b>Anticipated Start of Construction Date (subject to change)</b>
<b>Sept. 28, 2015</b>	<b>Latest Date for Contract Award</b>
<b>Dec. 01, 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**