

Request for Proposals

Sealed bids for Delaware State University Contract No. **FM-16-002R – Landscaping Services** 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 EDST** local time on **June 20, 2016**. Any bids received after the stated time will be returned unopened. Sealed bids shall be addressed to the Delaware State University Attn: Zafar Chaudhry, Associate Vice President of Contract Administration, Administration Building, Room 321 (Third Floor), Dover, DE 19901-2277. The outer envelope should clearly indicate: **“DSU CONTRACT NO. FM-16-002R – LANDSCAPING SERVICES - SEALED BID - DO NOT OPEN.”**

This RFP involves **Landscaping Services**.

A **MANDATORY** Pre-Bid Meeting will be held on **Tuesday, May 31, 2016**, at **10:00AM EDST** at the office of facilities management, **Facilities Management Conference Room** that is located on main campus, **1200 N. DuPont Highway, Dover, DE 19901** 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.**

Summary of Events and Dates:

- **Mandatory Pre-bid Tuesday, May 31, 2016 at 10:00 AM**
- **Questions due to University Friday, June 3, 2016 at 10:00 AM**
- **Answers due to Contractor Friday, June 10, 2016 at 5:00 PM**
- **Deadline for Final Addendum Thursday, June 16, 2016 at 5:00 PM**
- **RFP responses due to University Monday, June 20, 2016 at 3:00 PM**
- **Contractor Selection Date - TBD**
- **Anticipated Contract Start - TBD (Summer 2016 – possibly July 1st)**

* Each of the above date is subject to change

Note: All questions and answers shall be in writing. Questions must be sent to zchaudhry@desu.edu

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.

DRUG TESTING REQUIREMENTS FOR LARGE PUBLIC WORKS

Pursuant to 29 Del.C. §6908(a)(6), effective as of January 1, 2016, OMB has established regulations that require Contractors and Subcontractors to implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds. The regulations establish the mechanism, standards and requirements of a Mandatory Drug Testing Program that will be incorporated by reference into all Large Public Works Contracts awarded pursuant to 29 Del.C. §6962. Final publication of the identified regulations can be found at the following: [4104](#)

[Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects](#)

END OF ADVERTISEMENT FOR BIDS