

INVITATION TO BID

Sealed bids for Delaware State University Contract No. **FM-16-002 – 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 **May 09, 2016**, 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.

This invitation to bid involves Landscaping Services.

A **MANDATORY** Pre-Bid Meeting will be held on **Tuesday, April 26, 2016, at 10:00AM EDST at the office of facilities management, Facilities Management Conference Room that is located on main campus in 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.**

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: Zafar Chaudhry, Associate Vice President of Contract & Procurement Administration. The outer envelope should clearly indicate: **DSU CONTRACT NO. FM-16-002 – LANDSCAPING SERVICES - SEALED BID - DO NOT OPEN."**

Summary of Events and Dates:

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| • Mandatory Pre-bid | Tuesday, April 26, 2016 at 10:00 AM |
| • Questions due to University | Monday, May 2, 2016 at 10:00 AM |
| • Answers due to Contractor | Wednesday, May 4, 2016 at 5:00 PM |
| • Deadline for Final Addendum | Friday, May 6, 2016 at 5:00 PM |
| • Bid Opening | Monday, May 9, 2016 at 3:00 PM |
| • Contractor Selection Date | Friday, May 13, 2016 |
| • Anticipated Contract Start | TBD (Summer 2016 – July 1st) |
| • Last Day for Contract Award | Monday, June 6, 2016 |

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