

### **Request for Proposals Overview**

Sealed responses for Delaware State University Contract No. **FM-FY16-006 – Uniforms Rental, Purchase, Laundry Services & Floor Matting** will be received by the Delaware State University, in the reception area of the Contract Administration Office in the Administration Building, 1200 N. DuPont Highway, Dover, DE 19901-2277 (Third Floor), until **3:00PM** local time on **January 11, 2017**. Bidder bears the risk of late delivery. Any response received after the stated time will not be entertained. Sealed responses 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-FY16-006 – Uniforms Rental, Purchase, Laundry Services & Floor Matting - SEALED BID - DO NOT OPEN.”**

This Request for Proposals involves **Uniforms Rental, Purchase, Laundry Services & Floor Matting**.

**A mandatory Pre-Bid Meeting will be held on Friday, December 9, 2016 at 10:00 AM 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 contractors. 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:**

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

- |                                      |                                                 |
|--------------------------------------|-------------------------------------------------|
| • <b>Mandatory Pre-bid</b>           | <b>Friday, December 9, 2016 at 10:00 AM</b>     |
| • <b>Questions due to University</b> | <b>Wednesday, December 14, 2016 at 10:00 AM</b> |
| • <b>Answers due to Contractor</b>   | <b>Wednesday, December 21, 2016</b>             |
| • <b>Deadline for Final Addendum</b> | <b>Friday, January 6, 2017</b>                  |
| • <b>Bid Opening</b>                 | <b>Wednesday, January 11, 2017 at 3:00 PM</b>   |
| • <b>Contractor Selection Date</b>   | <b>TBD</b>                                      |
| • <b>Anticipated Contract Start</b>  | <b>TBD</b>                                      |

**\* Each of the above date is subject to change**

**Note:** All questions shall be in writing.

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**