

## **Request for Proposals Overview**

Sealed responses for Delaware State University's **RFP for University Village and Courtyard Summer Cleaning - Contract No. FM-19-001** will be received by the Delaware State University by the deadline listed below. Bidder bears the risk of late delivery or delivery at wrong location of the University than specified herein. Any response received after the stated time and place will not be entertained. Sealed responses shall be addressed to the Delaware State University Attention: Zafar Chaudhry, Associate Vice President of Contracts and Data Administration, Facilities Management Building, Room 103, Dover, DE 19901-2277. The outer envelope should clearly indicate: "**DSU RFP for University Village and Courtyard Summer Cleaning - Contract No. FM-19-001-SEALED BID - DO NOT OPEN.**"

### **Summary of Events and Dates:**

The proposed schedule of events subject to the RFP is outlined below. **Time mentioned below is the State of Delaware local time.**

- **Mandatory Pre-bid Meeting** **April 09, 2019 at 10:00 AM**  
**Pre-bid meeting will be held at facilities management building, conference room, 1200 North DuPont Highway, Dover, DE 19901. In this meeting, site visit will also be arranged.**
  
- **Deadline to Receive Questions** **April 11, 2019 at 10:00 AM**
- **Responses to Questions Posted by** **April 17, 2019**
- **Bid Opening** **April 24, 2019 at 3:00 PM**
- **Contractor Selection Date** **April 30, 2019 (subject to change)**
- **Projected Contract Start Date** **May 20, 2019**

\* Each date subject to change. Times listed above are local time in the State of Delaware.

**Note:** All questions shall be in writing and submitted via email to Zafar Chaudhry at [zchaudhry@desu.edu](mailto:zchaudhry@desu.edu) prior to the deadline including time and date listed above. Drawings, Floor Plan, etc. are posted separately.

**In order for your proposal to be considered, the Proposal Reply Section shall be executed completely and correctly including but not limited to all attachments, bid submission form, bid bond, etc.**

Please review and follow the information and instructions contained in the General Provisions and this Request for Proposal (RFP).

**In order for your proposal to be considered, the Proposal Reply Section shall be executed completely and correctly including but not limited to all attachments and bid submission form.**

Please review and follow the information and instructions contained in the General Provisions and this Request for Proposal (RFP).

**Bidder bears the risk of incomplete response, late delivery or delivery at wrong location of the University other than specified in this RFP.**

The term of the contract between the successful bidder and the University shall be for **one (1) year**. There is an **option** to renew the contract for **four (4) one year extension by negotiation**. University reserves the right to reject any or all bids in whole or in part, to make partial awards, to award to multiple vendors during the same period, to award by types, on a zone-by-zone basis or on an item-by-item or lump sum basis item by item, or lump sum total, whichever may be most advantageous to the University.

**Each proposal must be submitted with one original paper copy and one electronic copy on USB memory stick.**

**There will be a mandatory pre-bid meeting.**

**Summer cleaning work must be completed by September 6, 2019.**

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**