

## Invitation to Bid (ITB) Overview

Bids for Delaware State University **ITB - Air Charter Services 2020 Football Season - Contract No. 20-04-30-13** will be received electronically through email to [contracts@desu.edu](mailto:contracts@desu.edu) The email subject must have RFP name and contract number. If you need to abbreviate the RFP name, you can do so. Electronic response should have only one file in total. File name must start with vendors name. Aggregate size of your response without compressing the file must not be more than 5 megabytes. Do not send any unnecessary messages to this email address. Otherwise, your emails will be marked as spam thus you will fully assume the risk/ liability of no response from the University to your email messages.

Bidder bears the risk of incomplete response, late delivery or delivery at wrong email address of the University other than specified in this ITB. Bidder must make sure they receive confirmation stating their bid has been received. University is not responsible if bid goes into spam or is not delivered by the system whatsoever until University confirms its receipt.

**There will be NO mandatory pre-bid meeting.**

**Bid bond requirement for this ITB has been waived.**

The term of the contract between the successful bidder and the University shall be for **the flights/ game schedules that must be coordinated with the Athletic Department of the University.**

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

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

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|--|--|
| • <b>Deadline for Questions</b>            | <b>April 23, 2020 at 10:00 AM (Local Time)</b> |
| • <b>Response to Questions Posted by</b>   | <b>May 06 , 2020</b>                           |
| • <b>Deadline for Receipt of Proposals</b> | <b>May 19 at 3:00 PM (Local Time)</b>          |
| • <b>Contractor Selection Date</b>         | <b>TBD</b>                                     |
| • <b>Anticipated Contract Start</b>        | <b>July 01, 2020</b>                           |

**\* 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 [contracts@desu.edu](mailto:contracts@desu.edu) Questions should be submitted in accordance with the format listed in ITB. Deviations from that format will not be accepted and entertained.

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**