

INVITATION TO BIDDERS

Sealed bids for school furniture and office furniture for the New Construction of Laurel Middle and High School will be received by the Laurel School District until 3:00 pm local time on Friday, February 7, 2014 in the Conference Room at the Laurel School District Office, 1160 South Central Avenue, Laurel, DE 19956 at which time they will be publicly opened and read aloud. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.

A Delaware Business License is required for both contractors and subcontractors at the time of bid as outlined in Chapter 25, Section 2502(a), Delaware Code. Minority business entrepreneurs are encouraged to respond to this Invitation to Bid.

Contract documents are on file and available for viewing with prior notice at the offices of Becker Morgan Group Inc., 309 South Governors Avenue, Dover, Delaware 19904; 312 West Main Street, Suite 300, Salisbury, Maryland 21801; and the Laurel School District Office, 1160 South Central Avenue, Laurel, DE 19956; and Delaware Contractors' Association, 527 Stanton Christiana Road Newark, Delaware 19713. Copies of documents will be available on or after January 13, 2014.

Contract documents are available through the Architect's printer at cost, non-refundable. Sets may be obtained through DiCarlo Precision Instruments, 2006 Northwood Drive, Salisbury, Maryland 21801, (410-749-0112 / fax 410-749-9323); or Reprographics Center, Inc. (RCI), Churchmans Road, New Castle, DE 19720, (302-328-5019 / fax 302-328-5067). **ALL BIDDERS MUST NOTIFY THE PRINTER OF THEIR INTEREST IN ORDER TO RECEIVE ANY ADDENDA.** It is recommended that all bidders and subcontractors purchase full sets. Owner and Architect are not responsible for bidders and/or subcontractors not obtaining the information provided through the full set of contract documents.

A mandatory pre-bid meeting for all furniture contractors will be held at 3:00 pm local time on **Wednesday, January 22, 2014** in the Conference Room at Laurel School District Office, 1160 South Central Avenue, Laurel, DE 19956. Any questions regarding the bid package may be discussed at the pre-bid meeting or must be submitted to the architect **in writing** on company letter head no later than 3:30 pm on Thursday, January 30, 2014. Inquiries delivered via email must be addressed to acamper@beckermorgan.com as a portable document format (PDF) attachment which includes company letterhead. Responses will be issued via addendum.

Each bidder shall deposit with his proposal a Bid Bond in the amount of Ten Percent (10%) of the Base Bid. The form of the Bid Bond shall be AIA Document A-310 Bid Bond – 2010 edition or equivalent. A Performance Bond and Labor and Material Payment Bond in the full amount of the contract award shall be provided by the successful bidder prior to the execution of the contract.

The bid and any other documents required to be submitted with the bid shall be enclosed in a sealed opaque envelope clearly identified with the project name and clearly marked "Official Bid Submission Enclosed".

No bidder may withdraw their bid within sixty (60) days after the date and time of bid opening. The Laurel School District may extend the time and place for the opening of bids by facsimile notification to those general contractor bidders who obtained copies of the plans and specifications.

The Laurel School District reserves the right to reject any and all bids and/or waive any informality or irregularities as it may deem best for its interest.

By order of Laurel School District, Mr. John D. Ewald, Superintendent of Schools.