STATE OF DELAWARE SOLICITATION REQUEST
FOR BIDS.DELAWARE.GOV

All department or agency solicitations must be listed on the Delaware.gov web portal in accordance with the provisions of 29 Del. C., §6902. The following form must be completed and sent electronically to the Director of Government Support Services for review and approval to post the solicitation.

Request for approval to post the solicitation must include a 15 work day period to review existing state contracts for aggregation opportunities. Failure to submit a request for publication inclusive of this timeline should not be considered grounds for an emergency purchase or critical need as defined in 29 Del. C. §6907.

Please complete this form electronically and save it to your computer. After saving the form, please send it as an e-mail attachment to contracting@state.de.us along with the RFP/ITB and any necessary approvals (see item #7 e.g. DTI for IT requests, Facilities Management for vertical construction, AG's office for legal services, Auditors Office for auditing/accounting services).

1. Name of Agency/Department/School District: **Red Clay Consolidated School District**

2. Division: **Facilities and Maintenance**

3. Point of Contact: **Marcin Michalski**

4. Telephone: **302-892-3284**

5. Email: **marcin.michalski@redclay.k12.de.us**

6. What is the title of this solicitation?
   William F. Cooke Elementary School

7. Certain solicitations require specific approvals. If you are soliciting for any of the below identified areas, please complete the remainder of this form as well as the associated documents for the nature of your solicitation. If your solicitation does not fall into one of the below six categories, please complete only this document.
   a. Technology related (Click Here)
   b. Public Works (Click Here)
   c. Legal Services (Click Here)
   d. Audit Services (Click Here)
   e. Asbestos (Click Here)
   f. Architecture & Engineering Services (Click Here)

8. What is the opening date of the solicitation? **July 1, 2013**

9. Is there a mandatory pre-bid meeting? ☒ Yes ☐ No

10. What is the closing date **August 1, 2013** and time **2:00pm** of the solicitation?

11. What is the anticipated date of award? **August 22, 2013**

12. What is the anticipated date of expiration? **February 1, 2015**

13. Contract ID: Codes -
    Agency Yr Nbr Description

Contract ID =

- Organization contract id must consist of no more than 6 digit alpha agency code {click on the **Codes** link to be directed to a listing of the applicable codes}
- last two digits of the contract award year {calendar year}
- 3 digit contract #
- a dash before the short description
- short description (10 digits - Alpha)
- The last 3 characters are reserved for vendor sequence *upon award*. Contract ID can NOT exceed 25 characters, including the vendor sequence.

Example: GSS09129-PlumbsupplV01

14. What is the UNSPSC description and code for the commodities or services intended to be solicited? Contracts may be solicited at the 4 digit level consistent with the overall purpose of the intended solicitation (example: Item Office Supplies Code 4412)
    (www.unspsc.org) (http://www.unspsc.org/Search.asp)

    Description Code (at least 4 digits, maximum of 8)

15. Is this commodity or service available on a central contract?
    (http://gss.omb.delaware.gov/contracting/index.shtml) (29, Del. C. §6911(a)) Yes ☐ No ☒

    If yes, please provide justification why a separate solicitation is needed

16. Are there any central contracts or agency contracts that could be expanded to include this need?
    Yes ☐ No ☒

    If yes, please provide the following information:
    Name:
    Expiration Date:
    Responsible Agency for Contract Administration:

This solicitation, once final approval has been obtained, will be posted on http://www.bids.delaware.gov . Agency should forward any addendums/modification/attachments associated with this bid to contracting@state.de.us prior to bid award. If your agency will also be announcing this bid on your respective website, please direct interested parties to the bids.delaware.gov site as the governing centralized location for all statewide solicitations.