Request for Proposals (RFP) Overview

Responses to **RFP - Equestrian Training and Competition Facility - DSU261019 - EQUESTRIAN** must be submitted electronically via email to contracts@desu.edu . The email subject line must include the RFP title and contract number. The RFP title may be abbreviated if necessary.

Each electronic submission must consist of one single file only. The file name must begin with the vendor's legal name. The uncompressed file size must not exceed 5 megabytes. The submission must be in PDF format, must not be password-protected, and must be provided as one consolidated file, not multiple attachments. Any deviation from these requirements will result in automatic rejection of the submission.

Vendors shall not send any messages to this email address other than the required submission. Any unnecessary or unrelated emails may be automatically filtered as spam, and the vendor assumes full responsibility and liability for any resulting failure of the University to receive or respond to such communications.

The bidder bears all risks associated with incomplete submissions, late submissions, or submissions sent to any email address other than the one specified in this RFP. It is the bidder's responsibility to ensure that a confirmation of receipt is obtained from the University. The University is not responsible for submissions that are filtered to spam, blocked, corrupted, or otherwise not delivered by the bidder's or the University's email systems unless and until the University issues an explicit confirmation of receipt.

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.**

- **Deadline to Receive Questions** **November 30, 2026, at 10:00 AM**
- **Responses to Questions Posted by** **January 12, 2027**
- **Bid Opening** **January 20, 2027, at 3:00 PM**
- **Contractor Selection Date** **TBD**
- **Projected Contract Start Date** **July 1, 2027**

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

Note: All questions must be submitted in writing and provided in Microsoft Word format. Each question shall be written in paragraph form, numbered sequentially, and shall not include tables, Microsoft Excel spreadsheets, or any other embedded objects or attachments. All questions must be submitted via email to contracts@desu.edu. Questions shall conform exactly to the required format described below. Any submission that deviates from these requirements will not be reviewed, accepted, or considered by the University.

Section number___, Paragraph number___, Page number___, Text of passage being questioned____, Question: _____.

Answers will be published at https://mmp.delaware.gov/Bids/ in the form of an addendum next to the 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).

There will be NO mandatory pre-bid meeting.

Bid bond requirement for this RFP has been waived.

The term of the contract between the successful bidder and the University shall be for three (3) years.

There is an option to renew the contract for two (2) One year each extension by negotiation.

This RFP will use Institutional Funds.

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