

### Request for Proposals (RFP) Overview

Sealed responses for **RFP for Dining and Catering Services - Contract No. 21-03-03-05** 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 vendor's name. Aggregate size of your response without compressing the file must not be more than 5 megabytes. Response must be in pdf format, should not be protected with any password and should be **only one file** instead of multiple files. Deviation from this limit will be an automatic cause for rejection of your response. 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 RFP. 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.

#### **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.**

- **Site Visit (Non-mandatory attendance) February 18, 2021 at 10:00am**  
Mr. Khalid Zerrad or his designee will facilitate this site visit. The site visit will start from Facilities Management Building's conference room, Delaware State University, 1200 North DuPont Highway, Dover, Delaware 19901. Please note that this contact information is to facilitate site visit only.
  
- **Deadline to Receive Questions February 22, 2021 at 10:00 AM**
- **Responses to Questions Posted by March 04, 2021**
- **Bid Opening March 16, 2021 at 3:00 PM**
- **Contractor Selection Date TBD**
- **Projected Contract Start Date July 05, 2021**

**\* Each of the above date is subject to change. Local time means the State of Delaware local time.**

**Note:** All questions shall be in writing (in MS Word format, written in a paragraph form and numbered.) No table or Ms. Excel spreadsheet, etc. should be inserted. These questions should be submitted via email to [contracts@desu.edu](mailto:contracts@desu.edu). Questions must be submitted in the following format. Deviations from this format will not be accepted and entertained.

Section number\_\_\_\_, Paragraph number\_\_\_\_, Page number\_\_\_\_, Text of passage being questioned\_\_\_\_, Question: \_\_\_\_\_.

We encourage all prospective bidders to please take a moment to register your organization (provided you

have not already done so) by clicking at <https://denotificationservices.bbcportal.com/> In this way, you can get notifications of RFPs/ ITBs of your interest once those get published. We will publish all public related information, including but not limited to answers to RFP questions, amendments or changes to the RFP, changes to the RFP's scheduled events/ dates, contract award/ no award, and other relevant information at [www.bids.delaware.gov](http://www.bids.delaware.gov) next to the RFP under RFP's specific link. Most of this information will be published in the form of addendums. Kindly make sure you continue to check RFP's assigned web link where RFP and related material is published. So that you do not miss any updates as those are not notified to your account automatically. Please do not expect to receive any personalized or individual responses from the University.

**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 **Five (5) years**. There is an **option** to renew the contract for **two (2) one to three-year extensions by negotiation**. In aggregate, the contract extensions cannot be more than six years.

**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**