



EDIS COMPANY

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14 March 2018

Mr. Ben Rease
Delaware Elevator, Inc.
2210 Allen Drive
Salisbury, MD 21801

Re: Appoquinimink School District
Whitehall Elementary School – Bid Package B

Dear Ben:

Congratulations. The Appoquinimink School District has authorized us to issue a letter of intent to you for Contract No. B-16 Elevator. The project is fully funded, however the district may issue a partial purchase order for your contract based on the estimated work to be completed this fiscal year. Be assured that the remainder of your purchase order will be funded in the next fiscal year.

Your total contract amount, based on your bid form dated 22 February 2018, will be as follows:

Contract – B-16 Elevator

Redacted - Original on File

Please submit the following start-up documents:

1. Certificate of Insurance (see attached sample)
2. Performance and Payment Bonds
3. Emergency Information Form (attached)
4. Site specific Safety Policy, Silica Exposure Control Plan, and SDS sheets
5. List of Subcontractors
6. Schedule of Values
7. Drug Testing Program for your company and all subcontractors
8. Labor Detail Form (form attached)
9. New Castle County Business License

The above information should be directed to my attention and needs to be received by our office as soon as possible. Please advise your bonding company that the date of your contract will be the same date as this letter of intent and, upon receipt, should be executed and returned. Your contract cannot be processed until we have approved bonds and insurance. A fully executed contract will be returned upon approval and execution by the School District.





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Congratulations and we look forward to working with you on this project. If you have any questions, please do not hesitate to contact me.

Sincerely,

EDiS Company

Redacted - Original on File

Mark A. Grunza

Sr. Project Manager

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Attachments: Sample Certificate of Insurance

Emergency Information Memo

Labor Detail Form

cc: B. Hershey, J. Doherty, C. McCone

