



**Data Service Center**

168 S. Dupont Highway  
New Castle, DE 19720  
www.dataservice.org

Phone: (302) 504-7200  
Fax: (302) 504-7201  
Helpdesk: (302) 504-7222

December 22, 2015

Stewart Business Systems  
Mike Bortnowski  
105 Connecticut Drive  
Burlington, NJ 08016

Ladies and/or Gentlemen:

Re: RFP # **1-16-19**  
School District **Brandywine School District**  
RFP Title **Print Management Services**

This is to inform you that the Brandywine School District has determined your bid to be the highest scoring response for the following:

Project / Items: **All items**

Amount of Award: **Amount varying depending on needs**

**As required in the specifications the following documents must be submitted or returned to the *Data Service Center* by: January 5, 2016**

Required Two copies of each District's contract for your signature.

N/A Three copies of the AIA contract, mailed to you by ... for your signature.

N/A Performance / Material Payment Bond in the amount of 100%

Required Certificate of Insurance (Waived if delivery is made via common carrier)

Failure to supply the required documents in a timely manner shall be cause for forfeiture of your bid deposit, if applicable, and the bid to be awarded to the next lowest responsible bidder. The bid deposit, if required, will be returned upon the receipt of the above referenced documents. A fully executed copy of the contract document will be returned to you by the District(s).

Upon the submission of all required documents, the District(s) will issue a purchase order that will be processed through the State of Delaware Accounting Office. You should not proceed with any work until you have received the purchase order unless a mutual understanding has been expedited by the District(s).

Thank you for your participation in the bid process. Please call me should you have any questions.

Sincerely,

Original On File

  
Emily L. Ryan  
User Support Analyst  
Central Bidding Department

CC: Scott Kessel, Chief Financial Officer, BSD