



Robert Sharkey
Facilities Manager
925 Bear Corbitt Rd
Bear, DE 19701

July 6, 2012

Robert Swanson Company
433 S Walnut Street
Kennett Square, PA 19348

RE: Parts/Consultation for Repairs to HVAC Equipment

Dear Sirs,

I am pleased to inform you that Robert Swanson Company has been awarded Contract CSD-2012-09 for Parts/Consultation for Repairs to HVAC Equipment.

Enclosed are two (2) copies of our contract form that must be completed and returned along with documents specified in contract to my attention. The contract form must have the signature of a representative who has the legal capacity to enter your organization into a formal contract with the Christina School District. One copy of the fully executed contract form will be returned for your records. You should not proceed with any work until you have received the purchase order, or a mutual agreement has been reached between Christina School District and Robert Swanson Company.

Please call me if you have questions or concerns related to this bid.

Sincerely,

Robert Sharkey
302-985-3224