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

September 15, 2017

FILE COPY

Annette Mestern, OT
306 Goldsmith Lane
Newark, DE 19702

Ladies and/or Gentlemen:

Re: RFP # **4-18-04**
School District **Colonial School District**
RFP Title **Occupational Therapy Services – Leach School**

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

Project / Items: **All items**

Amount of Award: **$65.00/hour**

As required in the specifications the following documents must be submitted or returned to the *Data Service Center* by: September 29, 2017

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,

Redacted - Original on File

Emily L. Ryan
Coordinator – Administrative Applications & Central Bidding
Data Service Center

CC: Emily Falcon, Director of Business