



**Data Service Center**

168 S. Dupont Highway Phone: (302) 504-7200  
New Castle, DE 19720 Fax: (302) 504-7201  
www.dataservice.org Helpdesk: (302) 504-7222

March 10, 2016

**FILE COPY**

School Datebooks  
Terry Black  
2880 U.S. Highway 231 South, Suite 200  
Lafayette, IN 47909-2874

Ladies and/or Gentlemen:

Re: BID # **4-16-21**  
School District **Colonial School District**  
BID Title **Agenda Books**

This is to inform you that the School Board(s) for the above referenced bid has determined your bid to be the lowest qualified for the following:

Project / Items: **All items**

Amount of Award: **Unit Costs with amount varying depending on school enrollment**

**As required in the specifications the following documents must be submitted or returned to the Data Service Center by: March 24, 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: Emily Falcon, Director of Business, Colonial School District