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**CAPITAL**  
**SCHOOL DISTRICT**

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November 22, 2013

Benjamin C. Phillips  
Phillips Signs  
20874 Sussex Highway  
Seaford, DE 19973

RE: Bid # 1402 – School Signs

Dear Mr. Phillips:

This is to inform you that the Capital School District Board of Education has approved Phillips Signs as the vendor to Install Alternate #1 at the cost of \$71,710 for the above referenced Bid.

A Performance bond is not required for this project. **Attached are two contract forms for the successful bidder. Please Sign both copies, retain a copy for your records, and return an original copy to the Capital School District by Monday December 2, 2013.** The Capital School District will issue a purchase order when the contract has been returned. You should not proceed with any work until you have received the purchase order unless; the Capital School District has expedited a mutual understanding. Please contact Elliot Hardin, Buildings & Grounds Supervisor, at 302-857-4210 at your earliest convenience to coordinate a work schedule. Thank you very much for your participation in the bid process. Please call me should you have any questions.

Sincerely,  
*Original on File*

Sean Sokolowski  
Business Manager

Cc: Elliot Hardin, Buildings & Grounds Supervisor