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Daniel C. Shelton, Ed. D.
Voice: (302) 857-4200
Fax: (302) 672-1715
Email: dan.shelton@capital.k12.de.us



198 Commerce Way
Dover, DE 19904

Chief Financial Officer/**Business Manager**

Adewunmi Kuforiji
Voice: (302) 857-4205
Fax: (302) 672-1714
Email:
adewunmi.kuforiji@capital.k12.de.us

October 2, 2019

Mr. Dean Johnson

CEO

Richard Y Johnson & Son, Inc. (RYJ)

18404 Johnson Rd.

PO Box 105

Lincoln, DE 19960

Dear Mr. Johnson;

I am pleased to inform you that Richard Y Johnson & Son, Inc. has been awarded RFP #CSD 20-002 – Construction Management Services Contract.

Enclosed are two (2) copies of our contract form that must be completed and returned to my attention prior to October 4th. 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 Capital School District. One copy of the fully executed contract form will be returned for your records.

The awarded vendor(s) will be required to complete the new W-9 Form by visiting the Division of Accounting's website: <http://accounting.delaware.gov/>. It is the vendor's responsibility to act upon this instruction for submitting a new W-9 form, agencies will not be able to purchase if this is not completed and accepted by the Division of Accounting. If you need assistance or have questions, please contact 302-734-6827 or fax your inquiry to 302-736-7909.

We appreciate your interest and look forward to working with you.

Sincerely,

Original on File

Ade Kuforiji

Chief Financial Officer/Business Manager