



STATE OF DELAWARE  
DEPARTMENT OF TRANSPORTATION  
800 BAY ROAD  
P.O. BOX 778  
DOVER, DELAWARE 19903

SHAILEN P. BHATT  
SECRETARY

**VIA OVERNIGHT DELIVERY**

Telephone (302) 760-2031  
Facsimile (302) 739-2254

September 6, 2012

Osburn Associates, Inc.  
11931 State Route 93 North  
Logan, Ohio 43138

Ladies & Gentlemen:

Your firm is awarded Contract No. DOT1220-REFLECTIVE\_SHT – Supply of Reflective Sign Sheeting, at the unit prices contained in your proposal of August 7, 2012, totaling \$540,437.25.

Enclosed are four (4) copies of the documents which must be executed as indicated on the Contract Agreements. **Use of the enclosed Contract Agreements is mandatory. No substitutions are permitted.**

All enclosed documents must be returned to this office by September 25, 2012. Failure to return the documents by September 25, 2012 will result in the Department canceling this award.

Fully executed copies of the Contract and a complete set of these documents will be sent to your firm. Do not proceed with work covered by this contract until receipt of Notice to Proceed or Purchase Order.

**Your company is required to complete the on-line State Of Delaware Substitute Form W-9 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, we will not be able to process payments if this is not completed and accepted by the Division of Accounting. You only need to do this one time to be entered into the state system. If you need assistance or have questions, please contact 302-734-6827 or fax your inquiry to 302-736-7909.**

Very truly yours,

James H. Hoagland  
Contract Services Administrator

JHH:as  
Enclosure

cc: Ms. P. Lowe  
Mr. D. Weber  
Materials & Research  
Mr. N. Mogle

