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

SHAILEN P. BHATT
SECRETARY

Telephone (302) 760-2031
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VIA OVERNIGHT DELIVERY

January 17, 2014

Grassbusters Landscaping Company
935 Rahway Drive
Newark, Delaware 19711

Ladies & Gentlemen:

Your firm is awarded Contract No.DOT1310-MOWING_CENTRAL – Mowing Central FY 14-16, Kent County, at the unit prices contained in your proposal of January 7, 2014, totaling $435,464.20.

Enclosed are four (4) copies of the documents which must be executed as indicated on the Contract and Bond Agreements. An original sealed Power of Attorney for the Surety Agent must be attached to each copy of the bond. Use of the enclosed Contract Agreements and Bond forms is mandatory. **No substitutions are permitted.**

The Department requests that all enclosed documents be returned to us by February 4, 2014. Failure to return the documents by February 4, 2014 will result in the Department canceling this award and retaining the 10% Bid Bond as damages.

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

In accordance with Section 106.01 of the Standard Specifications, please submit all materiel sources to the Chief, Materials and Research, as soon as possible so that work will not be delayed.

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,

Original on File

James H. Hoagland
Contract Services Administrator

JHH:as
Enclosure
cc: Mr. H. Curran
Mr. T. Greve
Materials & Research
Mr. R. Grenon

DelDOT