



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

AILEEN P. BHATT  
SECRETARY

Telephone (302) 760-2031  
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**VIA OVERNIGHT DELIVERY**

March 10, 2014

Acacia Commercial Services  
901 East 8<sup>th</sup> Avenue  
Suite 103  
King of Prussia, Pennsylvania 19405

Ladies & Gentlemen:

Your firm is awarded Contract No. DOT1404-MOWING\_SAREA4 - Mowing, South, Area 4, Sussex County, at the unit prices contained in your proposal of February 25, 2014, totaling \$270,006.55.

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 March 31, 2014. Failure to return the documents by March 31, 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.

**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. Curran  
Mr. J. Reed  
Mr. J. Pappas III  
Mr. J. McCluskey