



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

AILEEN P. BHATT
SECRETARY

VIA OVERNIGHT DELIVERY

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

September 17, 2014

Information Station Specialists, Inc.
3368 88th Avenue
Zeeland, MI 49464-0051

Ladies & Gentlemen:

Your firm is awarded Contract No. DOT1413-TRNSMTTR-WTMC – Transmitter-Traveler's Information Station, WTMC, Statewide, at the unit prices contained in your proposal of August 12, 2014, totaling \$66,750.00.

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

All enclosed documents must be returned to this office by October 6, 2014. Failure to return the documents by October 6, 2014 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,

Original on File

James H. Hoagland
Contract Services Administrator

JHH:as

Enclosure

cc: Mr. H Curran
Mr. G. Donaldson
Ms. S. Croope