



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

SHAILEN P. BHATT
SECRETARY

June 27, 2014

Mr. Raymond F. Book, III
Raymond F. Book & Associates, P.A.
220 Beiser Boulevard
Dover, DE 19904

Dear Mr. Book:

Congratulations! On behalf of the Delaware Department of Transportation, I would like to thank you for your firm's participation as a candidate in the competition for providing consulting services for **Agreement No. 1698 – Auditing Services**.

Your firm will be given the opportunity to negotiate a contract with us for the above referenced Agreement. To begin the process, the following items are needed:

Certificate of General Liability Insurance evidencing regular Liability, Property Damage, Worker's Compensation, and Automobile insurance coverage from an insurance company authorized to do business in the State of Delaware. The minimum amounts of coverage for property damage and personal injury shall be \$1,000,000 combined single limit. The Department is to be named as a certificate holder (not an additional insured).

Certificate of Errors and Omissions Insurance from an insurance company authorized to do business in the State of Delaware in the amount of \$1,000,000. The Department is to be named as a certificate holder.

A current certified payroll for the individuals that may be assigned to work on this Agreement. This must be certified by an officer of your company, and returned both electronically and by hard copy. The hard copy must contain an original signature; the electronic copy should show the signature as well.

Copy of your firm's Delaware Business License.

Submit a list of any potential Direct Costs - Please forward a list of any non-payroll direct expenses you anticipate may be invoiced during this Agreement.

Confirmation of the attached cost limitations document.

Copy of your firm's Professional Certification.

Please send all requested items no later than **July 19, 2014** to the attention of Susan Robinson, at susanh.robinson@state.de.us, or via US mail at the address listed above.

The staff at Delaware DOT is looking forward to working with your firm on this contract.

Sincerely,
~Signature on File~
Wendy B. Henry
Consultant Control Coordinator
DelDOT Contract Administration
(302) 760-2531