



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

JENNIFER COHAN  
SECRETARY

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

November 5, 2015

**VIA E-MAIL**

Shawn Dooley  
Instrumart  
35 Green Mountain Drive  
South Burlington, Vermont 05403

Dear Mr. Dooley:

Your firm is awarded **Contract No. DOT1509-INFRARED\_CAMERA**, at the unit prices contained in your proposal of October 6, 2015, totaling \$38,795.00.

Please make three (3) copies of the attached Contract documents, all must be returned with original signatures. Use of the attached Contract Agreement form is mandatory. No substitutions are permitted.

The Department requests all documents are **returned to us within 20 days from the date of this letter**. Failure to return the documents by said date 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 from the Department.

**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 302-672-5000 or email your inquiry to [FSF\\_Vendor\\_Maintenance@state.de.us](mailto:FSF_Vendor_Maintenance@state.de.us).

Sincerely,  
Original on File

James H. Hoagland  
Contract Services Administrator

JHH

Enclosures

cc: Mr. H. Curran  
Mr. B. Benton  
Mr. J. Arndt