



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

SHAILEN P. BHATT
SECRETARY

July 19, 2011

Ms. Joelyn Geesey
G & H Service Company
449 E. Lafayette Street
Norristown, PA 19401

Dear Ms. Geesey:

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 equipment for **CSP # 1588 – Wide Format Plotters and Scanner.**

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.
- Copy of your firm's Delaware Business License.

Please send these items to the attention of Susan Robinson, Contract Administration, as directed; via email at susanh.robinson@state.de.us, or mail to the address listed above. We look forward to successfully completing the negotiations phase in the very near future.

The decision regarding the possible equipment for trade-in and lease of a color plotter and scanner by the Department is still pending. As soon as a decision is reached regarding the direction we will take, you will be notified.

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

Effective July 2010, your company is required to complete the new 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

Sincerely,

~Signature on File~

Wendy B. Henry
Consultant Control Coordinator
DelDOT Contract Administration
(302) 760-2531