



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

JENNIFER COHAN  
SECRETARY

January 5, 2017

**VIA E-MAIL**

Sean Fallon  
Mandel Metals, Inc. dba US Standard Sign  
11400 W. Addison Avenue  
Franklin Park, Illinois 60131

Dear Mr. Fallon:

Your firm is awarded **Contract No. DOT1610-SIGN\_BLANKS, Aluminum Sign Blanks, Statewide, New Castle, Kent and Sussex Counties**, at the unit prices contained in your proposal of December 6, 2016, totaling \$488,411.50.

Please make four (4) 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 requires all documents, along with a copy of your **Delaware Business License** and a **certificate of insurance** 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 once 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,

- signature on file -

James H. Hoagland  
Contract Services Administrator  
(302) 760-2036

JHH

Enclosures

cc: Ms. S. Hastings, Acting Director, Finance  
Mr. B. Hutson  
Mr. N. Mogle  
Ms. A. Davis