



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

May 31, 2017

**VIA E-MAIL**

Matthew Leibel  
3M Company  
3M Center, Bldg 225-4N-14  
St. Paul, Minnesota 55144

Dear Mr. Leibel:

Your firm is awarded **Contract No. DOT1702-REFLECTIVE\_SHT – Reflective Sheeting, Statewide** at the unit prices contained in your proposal of May 2, 2017, totaling \$447,585.00.

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 requests all documents, 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.

In accordance with Section 106.01 of the Standard Specifications, please submit all materiel sources to the Chief, Materials and Research, as soon as possible so that work will not be delayed.

**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,

James H. Hoagland  
Contract Services Administrator

JHH

Enclosures

cc: Ms. C. Thornton, Director, Finance  
Mr. N. Mogle, Contract Manager – Sign Shop  
Ms. A. Davis, Manager – Finance for Traffic