



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

JENNIFER COHAN  
SECRETARY

September 28, 2015

Mr. Mark Schneider  
Tri-State Grouting  
567 Walther Road  
Newark, DE 19702

Dear Mr. Schneider:

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. 1745-1748 – Storm Drain Video Inspection & Inventory 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:

- Worker's Compensation and Employer's Liability Insurance in accordance with applicable law, and
- Comprehensive General Liability - \$1,000,000.00 per occurrence/\$3,000,000 general aggregate, and
- Miscellaneous Errors and Omissions - \$1,000,000.00 per occurrence/\$3,000,000 general aggregate, and
- If required to transport state employees, Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to others.

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.



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Copy of your firm's Delaware Business License.

Confirmation of the attached cost limitations document.

Submit Subconsultant Agreements - Please forward original, signed agreements you have with subconsultants listed as participants on this agreement in your submitted Expression of Interest. We suggest structuring the agreements to allow for multiple tasks.

Please send all requested items (with the exception of subconsultant agreements, as subconsultants may be added following execution of the agreement) no later than **Monday, October 7, 2015** to the attention of Susan Robinson, at [susanh.robinson@state.de.us](mailto: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~

Shelly K. Alia  
Consultant Control Coordinator  
DeIDOT Contract Administration  
(302) 760-2033