



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

August 21, 2020

VIA E-MAIL

Todd Lawrence
Waldale Manufacturing Limited
17 Tantramar Crescent
Amherst, Nova Scotia
Canada, B4H 4J6

Dear Mr. Lawrence:

Your firm is awarded **Contract No. DOT2005-LICENSE_PLATES, Vehicle License Plates**, at the unit prices contained in your proposal of June 16, 2020, totaling \$1,275,246.25.

Please make two (2) copies of the attached Contract document, all must be returned with original signatures. An original sealed Power of Attorney for the Surety Agent must be attached to each copy of the bond. Use of the attached Contract Agreement and Bond form is mandatory. No substitutions are permitted.

The Department requests all documents, and a copy of your **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 and retaining the 10% Bid Bond as damages.

Fully executed copies of the Contract and a complete set of these documents will be sent to your firm and Surety. 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.

Sincerely,

~signature on file~

Connie Ivins
Contract Administration

JHH

Enclosures

cc: Ms. C. Thornton, Director, Finance
Ms. J. Simpler, Director DMV
Mr. S. Clapper, Project Manager