



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

SHAILEN P. BHATT  
SECRETARY

Telephone (302) 760-2031  
Facsimile (302) 739-2254

January 7, 2015

**VIA E-MAIL**

Richard Crouse  
Grassbusters Landscaping Company, Inc.  
935 Rahway Drive  
Newark, Delaware 19711

Dear Mr. Crouse:

Your firm is awarded **Contract No. T201120004.01, F.A.P. No. ETEA-N510(01), Delaware Avenue Streetscape Improvements, New Castle County**, at the unit prices contained in your proposal of December 2, 2014, totaling \$583,294.00.

Please make four (4) copies of the attached Contract and Bond documents, 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 **certificate of insurance** be 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.

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 302-734-6827 or fax your inquiry to 302-736-7909.

Sincerely,

*Original on File*

James H. Hoagland  
Contract Services Administrator

JHH

Enclosures

cc: Mr. H. Curran  
Mr. J. Ledger  
Materials & Research  
Mr. J. Niezgoda