



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

SHAILEN P. BHATT  
SECRETARY

Telephone (302) 760-2031  
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January 9, 2014

**VIA OVERNIGHT DELIVERY**

Castle Construction of Delaware, Inc.  
185A Old Churchman's Road  
New Castle, Delaware 19720

Ladies & Gentlemen:

Your firm is awarded Contract No. T201303104.01 – Community Transportation Fund, North IV, 2013, New Castle County, at the unit prices contained in your proposal of December 10, totaling \$1,690,758.00.

Enclosed are four (4) copies of the documents which must be executed as indicated on the Contract and Bond Agreements. An original sealed Power of Attorney for the Surety Agent must be attached to each copy of the bond. Use of the enclosed Contract Agreements and Bond forms is mandatory. **No substitutions are permitted.**

The Department requests that all enclosed documents be returned to us by January 29, 2014. Failure to return the documents by January 9, 2014 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 or Purchase Order.

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.

*MM*  
Very truly yours,

**Original on File**

James H. Höagland  
Contract Services Administrator

JHH:as

Enclosure

cc: M

Mr. D. Weber (N620)  
Materials & Research  
Mr. A. Wade

