



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

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

SHAILEN P. BHATT  
 SECRETARY

**VIA OVERNIGHT DELIVERY**

January 21, 2014

Signarama  
 995A South Chapel Street  
 Newark, Delaware 19713

Ladies & Gentlemen:

Your firm is awarded Contract No. T201309505.01V01 – Community Transportation Funds, Entrance Signs, Statewide, at the unit prices contained in your proposal of December 10, 2013.

Your firm, being one of the successful bidders, is therefore awarded the above referenced contract at the unit prices contained in your proposal of December 10, 2013. The other successful bidder is WCE Enterprises, Inc., DBA Signarama.

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 February 10, 2014. Failure to return the documents by February 10, 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.

*Very truly yours,*  
**Original on File**  
 James N. Hoagland  
 Contract Services Administrator

JHH:as  
 Enclosure  
 cc: Mr. H. Curran  
 Mr. E. Tennefoss  
 Materials & Research

