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

JENNIFER COHAN
SECRETARY

December 20, 2016

VIA E-MAIL

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

Dear Mr. Crouse:

Your firm is awarded **Contract No. T201701201.01, F.A.P. No. ETEA-2016(48), Voshell Mill Road Sidewalk Improvements, Kent County**, at the unit prices contained in your proposal of November 15, 2016, totaling $403,294.00.

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.

NEW ➔ In order to comply with the state's *Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects*, **you are required to submit your Employee Drug Testing Program at least two business days prior to returning the signed contracts** referenced in the following paragraph. See the attached notification, optional checklist, and forms.

The Department requires all documents, along with a copy of your **Delaware Business License** and a **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.

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.

Any staging and stockpile area(s) outside the project's LOC that individually or cumulatively are larger than 10,000 square feet must be approved by DelDOT's Archaeologist. Notify the Department as early as possible.

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 once 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 -

James H. Hoagland
Contract Services Administrator
(302) 760-2036

JHH
Enclosures
cc: Ms. S. Hastings, Acting Director, Finance
Mr. B. Saborio
Materials & Research
Mr. J. Niezgoda