



DELAWARE STATE UNIVERSITY

OFFICE OF FACILITIES, PLANNING & CONSTRUCTION

1200 N. DuPont Highway
Dover, Delaware 19901-2277

August 8, 2020

Diamond Hill, Inc.
34 Industrial Boulevard Suite 104
New Castle, Delaware 19720

RE: Administration Building Sidewalk and Drainage Improvements
Contract: PC-19-008
Letter of Intent to Award

Dear Madame and/or Sir:

Please consider this letter a confirmation of Delaware State University's decision to award this project to Diamond Hill, Inc. Please accept this letter as a directive to proceed with the project described below. This letter also authorizes your firm to begin the project while waiting for the actual Purchase Order; and further authorizes you to begin creating a working schedule, compiling submittals, arranging subcontractors, and any phase that has minimal cost but requires a long lead time, or pre-arranged notification. This letter will **NOT** authorize processing of any payments prior to the Purchase Order being issued.

Project: **Administration Building Sidewalk and Drainage Improvements**

Contract: PC-19-008.
Base bid only

Amount of PO: **\$207,700.00**

Sincerely,

Herman Wood
AVP for Facilities, Planning & Construction
Facilities Management
(302) 857-7144
hwood@desu.edu

CC: Khalid Zerrad
Bernard Pratt