

DELAWARE  
TECHNICAL  COMMUNITY  
COLLEGE

November 9, 2016

Michael J. Donnelly  
President  
Indiana Printing and Publishing Company, Inc.  
899 Water Street  
Indiana, Pennsylvania 15701

Dear Michael:

I am pleased to inform you that Indiana Printing and Publishing Company, Inc. has been awarded Contract Number DTCC16006-STANPRT17.

Enclosed are two (2) copies of our contract form that must be completed and returned to my attention prior to November 16, 2016. The contract form **MUST** have the signature of a representative who has the legal capacity to enter your organization into a formal contract with Delaware Technical and Community College and you must provide therewith a copy of your Delaware Business License. One copy of the fully executed contract form will be returned for your records.

The awarded vendor(s) will be required to complete the new W-9 Form by visiting the State of Delaware, 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, the College will not be able to purchase if this is not completed and accepted by the State of Delaware, Division of Accounting. If you need assistance or have questions, please contact 302-734-6827 or fax your inquiry to 302-736-7909.

We appreciate your interest and look forward to working with you.

Sincerely,  
**Redacted - Original on File**

Gerard McNesby   
Vice President for Finance  
Delaware Technical and Community College

Enclosures