



Mark T. Brainard, President

July 16, 2018

John Dunbar
Joseph T. Richardson, Inc.
105 East Center Street
Harrington, Delaware 19952

Dear John:

I am pleased to inform you that Joseph T. Richardson, Inc. has been awarded Delaware contract# DTCC18004-OWENSFUMHD for work at Delaware Tech's Owens Campus.

Enclosed are two (2) copies of our contract that must be signed and returned to Jerry McNesby, Vice President for Finance within 20 days or the award will expire. The contract form MUST have the signature of a representative who has the legal capacity to enter your organization into a formal contract and with the signed contract you must provide a copy of your Delaware Business License. One copy of the fully executed contract form will be returned for your records.

You also will be required to complete the new State of Delaware W-9 Form by visiting the, Division of Accounting's website: https://accounting.delaware.gov/w9_notice.shtml. It is the vendor's responsibility to act upon this instruction for submitting a new W-9 form, Delaware Tech will not be able to purchase if this is not completed and accepted by the Division of Accounting. If you need assistance or have questions, please contact the Division 302-734-6827 or fax your inquiry to 302-736-7909.

We look forward to working with you.

Sincerely,

Redacted - Original on File

Dr. Mark T. Brainard
President

OFFICE OF THE PRESIDENT

P.O. Box 897, Dover, DE 19903 | 302.857.1667 (t) 302.857.1647 (f) | www.dtcc.edu | brainard@dtcc.edu

An Equal Opportunity/Affirmative Action Institution