



**STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET**

July 30, 2013

Mr. Beau Vinton  
Commonwealth Construction Co., Inc.  
P.O. Box 918  
Wilmington, DE 19899

RE: DEPARTMENT OF ELECTIONS  
Department of Elections – Interior Office Renovations  
Base Bid & Alt. Nos. 1 & 2  
Contract Award: Amount \$235,800.00

Dear Mr. Vinton:

On behalf of the Office of Management and Budget of the State of Delaware, we are pleased to inform you that Commonwealth Construction Co., Inc. has been awarded the Contract for the above-captioned project in the amount of two hundred thirty five thousand eight hundred dollars and no cents (\$235,800.00).

By copy of this letter, we are requesting the Engineer prepare four (4) copies of the Standard Form of Agreement between Owner and Contractor, accordingly. Please sign and submit them along with a Performance Bond for the sum equal to 100% of the contract price. You are reminded that Delaware Code, Title 29, Chapter 6962(d)(8)c and (13)c, requires these items be sent within 20 days of notification of the contract award. The contract form **MUST** have the signature of a representative who has the legal capacity to enter your organization into a formal contract with the State of Delaware, Division of Facilities Management.

The following are required to be submitted along with the executed contract forms:

- Performance Bond
- Payment Bond
- State of Delaware Business License
- Certificate of Insurance
- Subcontractors tax payer ID number or Delaware Business license (if not submitted with bid)

One copy of the fully executed contract will be returned for your records. Should you have any questions or require additional information, please contact Daniel Episcopo, Construction Project Manager, at (302) 739-5644.

Sincerely,

***Original on File***

Alisha M. McCullough  
Construction Project Administrator

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cc: Daniel Episcopo, Construction Project Manager  
Daniel S. Ridgely, Davis Bowen & Friedel, Inc.