



**Delaware Health
& Social Services**
Division of Management Services

Tri-State Surgical Supply & Equipment Ltd.
Att: Mr. Abe Amsel
Government Contracts Manager
409 Hoyt Street
Brooklyn, NY 11231

DATE: February 27, 2012

INVITATION NO: HSS-12-025

**COMMODITY: Bed & Wheelchair
Pads & Body Positioners**

ITEMS AWARDED: (4) (31A)

Gentlemen:

Your bid has been accepted for items as indicated above, subject to execution of the enclosed contract. Please execute this document and return it to this office within twenty- (20) calendar days to prevent default penalties.

HOW TO EXECUTE

1. Read the Instructions on the front of the Contract Agreement Form CPS-1617 and then refer to the signature portion of the form.
2. Your company name and the name and title of the person signing for the company should be inserted in the space provided for the Principal and Contractor, and the document then signed by the owner or a partner, or in case of a corporation, by the President or Vice President. If any other person signs, written authorization to bind the company must accompany the contract.
3. After you have completed all the above, please return the document set **INTACT** to the Administrator, Procurement Branch, Delaware Health & Social Services, New Castle, Delaware 19720.

After processing by the Department, the fully executed yellow copy will be returned to you. Do not incur any expense of obligation in connection with fulfillment of the contract agreement, until you receive an official State of Delaware purchase order.

Very truly yours,

Annette Opalczynski
Purchasing Coordinator