Data Service Center

168 S. Dupont Highway
New Castle, DE 19720
www.dataservice.org

Phone: (302) 504-7200
Fax: (302) 504-7201
Helpdesk: (302) 504-7222

FILE COPY

May 12, 2015

Penn Jersey Paper
Paul Harmon/Lori Zeaman
9355 Blue Grass Road
Philadelphia, PA 19114

Ladies and/or Gentlemen:

Re:	RFP #	**5-15-40**
	School District	**Cape Henlopen, Delmar, Lake Forest, Laurel, Seaford, Indian River, Smyrna, Woodbridge & Milford School Districts**
	RFP Title	**Nutrition Services - Paper Products**

This is to inform you that the Districts have determined your bid to be highest scoring for the following:

Project / Items: **All items**

Amount of Award: **Unit Costs**

As required in the specifications the following documents must be submitted or returned to the *Data Service Center* by: **May 26, 2015**

Required	Two copies of the District's contract for your signature.
N/A	Three copies of the AIA contract, mailed to you by ……for your signature.
N/A	Performance / Material Payment Bond in the amount of 100%
Required	Certificate of Insurance

Failure to supply the required documents in a timely manner shall be cause for forfeiture of your bid deposit, if applicable, and the bid to be awarded to the next lowest responsible bidder. The bid deposit, if required, will be returned upon the receipt of the above referenced documents. A fully executed copy of the contract document will be returned to you by the District(s).

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Upon the submission of all required documents, the District(s) will issue a purchase order that will be processed through the State of Delaware Accounting Office. You should not proceed with any work until you have received the purchase order unless a mutual understanding has been expedited by the District(s).

Please be aware that any subcontractors that have not been listed on the bid form must be approved in writing by the Colonial School District before any work can be performed. A failure to do so will not be in compliance with the bid specifications and may cause for the termination of your contract.

Thank you for your participation in the bid process. Please call me should you have any questions.

Sincerely,

Original on File

Emily L. Ryan
User Support Analyst
Central Bidding Department

Cc: Nutrition Supervisors