

November 18, 2011

Burke Equipment Company
26831 Sussex Highway
Seaford, DE 19973

Dear Burke Equipment Company:

I am pleased to inform you that Burke Equipment Company has been awarded Contract Number NAT-11-101 for COMPACT TRACK LOADER.

Enclosed are two (2) copies of our contract form that must be completed and returned to my attention prior to November 23, 2011. 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, Department of Natural Resources and Environmental Control, Division of Watershed Stewardship. 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 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, agencies 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 302-734-6827 or fax your inquiry to 302-736-7909.

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

Sincerely,

Cynthia Cleaver
Office Manager