



STATE OF DELAWARE
DIVISION OF ENERGY & CLIMATE
1203 COLLEGE PARK DRIVE, SUITE 101
DOVER, DELAWARE 19904

Office of Environmental Protection

Phone: (302) 735-3480
Fax: (302) 739-1840

December 15, 2014

Eric Belliveau
Optimal Energy, Inc.
14 School Street
Bristol VT 05443

Dear Eric Belliveau:

I am pleased to inform you that Optimal Energy, Inc. has been awarded Contract Number NAT-14-100-EEAC - Professional Services for Energy Efficiency Advisory Council Consultant.

Enclosed are two (2) copies of our contract form that must be completed and returned to my attention prior to December 30, 2014. 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. 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,

Original on File

✓
Jessica C. Quinn
Planner III

Delaware's Good Nature depends on you!