

May 15, 2016

Coleen Marine
1111 Claudia Dr. Virginia Beach, VA 23455

Dear Coleen O'Malley:

I am pleased to inform you that Insert Company Name has been awarded Contract Number Insert Contract Number and Name.

Enclosed are two (2) copies of our contract form that must be completed and returned to my attention as soon as practicable. 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, Insert Department and Division Name. 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,

Jeff Tinsman
Reef Program Coordinator