



January 25, 2017

Mr. Robert Mullin  
Robert Mullin HVAC Contractors  
208 N. Spring Valley Road  
Wilmington, DE 19807

RE: Howard High School  
Bid Package 'E'

Dear Robert:

On behalf of New Castle County Vocational Technical School District, you are authorized to proceed with the work associated with Contract HHS-01 Gym AC 1972 Building. It is New Castle County Vocational Technical School District's intent to issue a contract in the amount of \$362,037 for this work itemized as follows:

Base Bid:	\$357,000 (Accepted)
Alternate No. 1	<u>5,037</u> (Accepted)
Total Contract	\$362,037

Please submit the following start-up documents:

1. Certificate of Insurance (attached)
2. Emergency Information Form (attached)
3. Performance, Labor and Material Payment Bonds – Original hard copy
4. Site Specific Safety Policy
5. MSDS Sheets - hard copy
6. New Castle County Business License
7. Schedule of Values - BuildingBlok
8. Project Construction Schedule - BuildingBlok
9. Labor Rates - BuildingBlok

The above information needs to be received by our office as soon as possible. Please note that your contract will be the same date as this letter of intent.





EDiS COMPANY

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Congratulations and we look forward to working with you on this project. If you have any questions, please do not hesitate to contact us.

Sincerely,

EDiS COMPANY  
Redacted - Original on File

Kevin J. Lucas  
KJL/jmm

Attachments: Sample Certificate of Insurance  
Emergency Information Memo

cc: Jason Halie, Tim Kain, Chandra Nilekani, File

