



December 19, 2017

Mr. Dan Heishman
Billows Electric Supply Co, Inc.
1813 Underwood Blvd
Delran, NJ 08075

RE: Howard High School Phase II
Bid Package 'J'

Dear Dan:

On behalf of New Castle County Vocational Technical School District, you are authorized to proceed with the work associated with Phase II Contract HHS-50 Interior Light Fixture Restoration. It is New Castle County Vocational Technical School District's intent to issue a contract in the amount of \$55,750 for this work itemized as follows:

Base Bid:	\$55,750 (Accepted)
Total Contract	\$55,750

Please submit the following start-up documents:

1. Certificate of Insurance (attached)
2. Emergency Information Form (attached)
3. Site Specific Safety Policy
4. MSDS Sheets - hard copy
5. New Castle County Business License
6. Delaware State 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.

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

Signature on File

Kevin J. Lucas
KJL/jmm
Attachments: Sample Certificate of Insurance
Emergency Information Memo

cc: Sean Sokolowski, Tim Kain, Chandra Nilekani, File

