



**STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET**

September 3, 2019

Mr. Jay N. Cooperson, AIA  
Cooperson Associates  
1504 N. French Street  
Wilmington, DE 19801

RE: DEPARTMENT OF HEALTH & SOCIAL SERVICES  
Holloway Campus – Main Administration and Annex Building – Roof Replacement  
Architectural/Engineering Services

Dear Mr. Cooperson:

Enclosed is the fully executed agreement between the Office of Management and Budget and Cooperson Associates pertaining to the above-captioned project. This agreement will form the basis for all services you perform relative to this project.

We look forward to working with you on this project. Meanwhile, should you have any questions or require additional information, please contact our office at (302) 739-5644.

Sincerely,

Signature on File

Gerald D. Platt, P.E.  
Chief of Engineering and Operations

GDP/nac  
Enclosure

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