STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

October 23, 2012

Mr. Mark Cribb
C.T.A. Roofing & Waterproofing
91 Blue Hen Drive
Newark, DE 19713

RE: OMB/DFM CONTRACT NO. MC1002000155
OFFICE OF MANAGEMENT AND BUDGET MCI
Credit Union Building – Main Roof Replacement

Dear Mr. Cribb:

The Office of Management and Budget, Financial Operations Office, has established a State of Delaware Purchase Order in the amount of seventy thousand dollars and no cents ($70,000.00) for the above-captioned project.

The official start date of the project has been established as October 29, 2012, with the completion date being December 29, 2012.

Every effort is to be expended to meet these dates and we will only grant an extension to the completion date with complete and accurate documentation that justifies the extension and is agreed upon by all parties. Any request for an extension shall come in writing from the contractor and will include all necessary documentation. Requests for weather-related delays must be beyond that anticipated, for the period in question, as based upon the National Weather Service average for Delaware. Any extension agreed to will be documented via a Change Order or a separate letter. Please note, it is the contractor's responsibility to notify us immediately of any project delays which may impact the completion date. We will not grant an extension to a project completion date for events that may have happened months before. Failure to meet the agreed upon completion date may put the contractor in default of their contract.

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

Sincerely,

OFFICE OF MANAGEMENT AND BUDGET
DIVISION OF FACILITIES MANAGEMENT

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Enclosures
cc: John Dunham, Construction Project Manager
Richard A. Wilson, Cooperson Associates Engineers

FACILITIES MANAGEMENT
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