November 20, 2015

Mr. Edward P. Twitchell
First State Electric Co.
25 King Court
New Castle, DE 19720

RE: OMB/DFM CONTRACT NO. MC1002000291
OFFICE OF MANAGEMENT AND BUDGET MCI
Carvel State Office Building – Electrical Panel Replacement Design
Base Bid and Alternates No. 1, 2 & 3
Contract Award: Amount $76,260.00

Dear Mr. Twitchell:

On behalf of the Office of Management and Budget of the State of Delaware, we are pleased to inform you that First State Electric Co. has been awarded the Contract for the above-captioned project in the amount of seventy six thousand two hundred sixty dollars and no cents ($76,260.00).

By copy of this letter, we are requesting the Engineer prepare four (4) copies of the Standard Form of Agreement between Owner and Contractor, accordingly. Please sign and submit them along with a Performance Bond for the sum equal to 100% of the contract price. You are reminded that Delaware Code, Title 29, Chapter 6962(d)(8)c and (13)c, requires these items be sent within 20 days of notification of the contract award. 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, Division of Facilities Management.

The following are required to be submitted along with the executed contract forms:

- Performance Bond
- Payment Bond
- Certificate of Insurance
- Subcontractor(s) Delaware Business license

One copy of the fully executed contract will be returned for your records. Our office will execute the Agreement, issue the Contract Award Letter and initiate a State of Delaware Purchase Order upon receipt of the above documents. Should you have any questions or require additional information, please contact John Dunham, Construction Project Manager, at (302) 739-5644.

Sincerely,

Alisha M. McCullough
Construction Project Administrator

AMM/rmt \DFM\OMB\MCI\MC1002000291INT.DOC
cc: John Dunham, Construction Project Manager
Brian Zigmond, P.E., StudioJAED

December 29, 2015

Mr. Edward P. Twitchell
First State Electric Co.
25 King Court
New Castle, DE 19720

RE: OMB/DFM CONTRACT NO. MC1002000291
OFFICE OF MANAGEMENT AND BUDGET MCI
Carvel State Office Building – Electrical Panel Replacement

Dear Mr. Twitchell:

The Office of Management and Budget, Financial Operations Office, has established a State of Delaware Purchase Order in the amount of seventy six thousand two hundred sixty dollars and no cents ($76,260.00) for the above-captioned project.

The official start date of the project has been established as January 4, 2016, with the completion date being April 14, 2016.

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
Brian Zigmond, P.E., StudioJAED