

May 17, 2018

Mr. Brian Smith  
BSS Contractors, LLC  
281 East Evergreen Street, Suite 3  
West Grove, PA 19390

RE: OMB/DFM CONTRACT NO. MC4501000001  
DEPARTMENT OF SAFETY AND HOMELAND SECURITY MCI  
Division of Forensic Science – Autopsy Suite HVAC Replacement  
Project Start and Completion

Dear Mr. Smith:

The official start date of the above-captioned project has been established as July 9, 2018, with the completion date being November 6, 2018.

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 Dean Seely, Construction Project Manager, at (302) 739-5644.

Sincerely,

OFFICE OF MANAGEMENT AND BUDGET  
DIVISION OF FACILITIES MANAGEMENT

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Enclosures

cc: Dean Seely, Construction Project Manager  
Daniel Shurina, StudioJAED