



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

July 21, 2014

Mr. Paul Farrell  
Farrell Roofing, Inc.  
201 West Lake Street  
Middletown, DE 19709

RE: DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
OMB/DFM CONTRACT NO. MJ3501000002 – Debnam Building: Amount \$44,400.00  
OMB/DFM CONTRACT NO. MJ3501000003 – Lewis Building: Amount \$70,200.00  
Roof Restoration & Repair

Dear Mr. Farrell:

The Office of Management and Budget, Financial Operations Office, has established a State of Delaware Purchase Order in the amount of one hundred fourteen thousand six hundred dollars and no cents (\$114,600.00) for the above-captioned project.

The official start date for the Debnam Building project has been established as July 14, 2014, with the completion date being July 30, 2014

The official start date for the Lewis Building project has been established as July 18, 2014, with the completion date being August 15, 2014.

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 Beverly Bartlett, Construction Project Manager, at (302) 739-5644.

Sincerely,

OFFICE OF MANAGEMENT AND BUDGET  
DIVISION OF FACILITIES MANAGEMENT

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Enclosures

cc: Beverly Bartlett, Construction Project Manager  
Blaine J. Chipola, Professional Roof Services