STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

April 12, 2018

Mr. Jeffrey Newman
Jottan, Inc.
P.O. Box 166
Florence, NJ 08518

RE: OMB/DFM CONTRACT NO. MJ3804000092
DEPARTMENT OF CORRECTION
Sussex Correctional Institution – Minimum Security Building – Roof Replacement
Contract Award: Amount $385,289.00

Dear Mr. Newman:

On behalf of the Office of Management and Budget of the State of Delaware, we are pleased to inform you that Jottan, Inc. has been awarded the Contract for the above-captioned project in the amount of three hundred eighty five thousand two hundred eighty nine dollars and no cents ($385,289.00).

By copy of this letter, we are requesting the Architect 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.

Please note that at least two business days prior to receipt of the executed contract, the awarded contractor shall provide to our office copies of the Employee Drug Testing Program for the Contractor and for all listed Subcontractors.

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

Sincerely,
Signature on File

Alisha M. McCullough
Construction Project Administrator

AMM/rnb \DFM\DOC\ROOFS\MJ3804000092INT.DOC
cc: Dean Seely, Construction Project Manager
James Selinka, Tetra Tech, Inc.

FACILITIES MANAGEMENT
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