STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

December 28, 2016

Mr. Gregory D. Thompson
Conventional Builders, Inc.
P.O. Box 47
Houston, DE 19954

RE: OMB/DFM CONTRACT NO. MJ7601000046
DELAWARE ARMY NATIONAL GUARD MCI
Georgetown Readiness Center – Exterior Envelope and Interior Upgrades

Dear Mr. Thompson:

The official start date of the above-captioned project has been established as December 21, 2016, with the completion date being July 19, 2017.

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 Larry Schrock, Construction Project Manager, at (302) 739-5644.

Sincerely,

OFFICE OF MANAGEMENT AND BUDGET
DIVISION OF FACILITIES MANAGEMENT

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Enclosures
cc: Larry Schrock, Construction Project Manager
Michael Bauman, Davis, Bowen & Friedel, Inc.

FACILITIES MANAGEMENT
540 S. DUPONT HIGHWAY, SUITE 1 · THIRD FLOOR · DOVER, DE 19901
PHONE: (302) 739-5644 · FAX: (302) 739-6148 · WWW.OMB.DELAWARE.GOV