Data Service Center

168 S. Dupont Highway
New Castle, DE 19720
www.dataservice.org

Phone: (302) 504-7200
Fax: (302) 504-7201
Helpdesk: (302) 504-7222

January 16, 2014

FILE COPY

ACP, LLC
Tandra Layton
P.O. Box 944, 404 Norwick Circle
Alabaster, AL 35007

Ladies and/or Gentlemen:

Re: BID # **2-14-29**
School District **Red Clay Consolidated School District**
BID Title **Chair Glides**

This is to inform you that the School Board(s) for the above referenced bid has determined your bid to be the lowest qualified for the following:

Project / Items: **All items**

Amount of Award: **$27,000.00**

As required in the specifications the following documents must be submitted or returned to the *Data Service Center* by: January 31, 2014

Required — Two copies of each District's contract for your signature.

N/A — Three copies of the AIA contract, mailed to you by … for your signature.

N/A — Performance / Material Payment Bond in the amount of 100%

Required — Certificate of Insurance (Waived if delivery is made via common carrier)

Failure to supply the required documents in a timely manner shall be cause for forfeiture of your bid deposit, if applicable, and the bid to be awarded to the next lowest responsible bidder. The bid deposit, if required, will be returned upon the receipt of the above referenced documents. A fully executed copy of the contract document will be returned to you by the District(s).

Upon the submission of all required documents, the District(s) will issue a purchase order that will be processed through the State of Delaware Accounting Office. You should not proceed with any work until you have received the purchase order unless a mutual understanding has been expedited by the District(s).

Thank you for your participation in the bid process. Please call me should you have any questions.

Sincerely,

Original on File

Emily L. Ryan
User Support Analyst
Central Bidding Department

CC: Jill Floore, Chief Financial Officer