

Delaware Veterans Home  
100 Delaware Veterans Boulevard  
Milford, DE 19963

October 21, 2010

Colonial Equipment Company  
Louis A. Ricci  
5171 Intercoastal Court  
Monrovia, MD 21770

Dear Mr. Ricci:

I am pleased to inform you that Colonial Equipment Company has been awarded Contract Number 11-DVH-18, Para-transit Bus.

Enclosed are two (2) copies of our contract form that must be completed and returned to my attention prior to November 1, 2010. 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, Department of State, Delaware Veterans Home. One copy of the fully executed contract form will be returned for your records.

The awarded vendor(s) will be required to complete the new W-9 Form by visiting the Division of Accounting's website: <http://accounting.delaware.gov/>. It is the vendor's responsibility to act upon this instruction for submitting a new W-9 form, agencies will not be able to purchase if this is not completed and accepted by the Division of Accounting. If you need assistance or have questions, please contact 302-734-6827 or fax your inquiry to 302-736-7909.

We appreciate your interest and look forward to working with you.

Sincerely,

Sandra M. Groff  
Sr. Fiscal Administrative Officer