



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE  
GOVERNOR

EUGENE A. CONTI, JR.  
SECRETARY

March 14, 2012

Ms. Ella Sellers  
78 Mountaineer Road  
Whittier, NC 28789

Re: **Award Letter**  
Contract ID: DN-11095259  
TIP: N/A  
Federal Aid: N/A  
WBS: N/A  
County: Jackson  
Location: Whittier District Office  
Description: Janitorial Services  
Bid Opening: March 13, 2012

Dear Ms. Sellers:

Ella Sellers is the lowest responsible bidder for the above reference contract. In accordance with the contract document, proof of liability insurance of five hundred thousand dollars (\$500,000.00) and workers compensation insurance must be submitted to this office by Wednesday, March 28, 2012.

The contract availability date for the contract is April 1, 2012. Failure to meet the above deadlines does not justify extension of the contract completion date. The contract will be administered from the District Engineer's Office in Whittier, North Carolina. After receipt of the certified copy of the executed purchase order contract, please contact Mr. Jonathan Woodard at (828) 497-7333 to inform him of when you intend to begin work and arrange for any pre construction conference. All pay requests and any other forms required by the contract will be submitted to his office at 178 Henry Bird Road, Whittier NC 28789.

Thank you for your desire to do business with North Carolina Department of Transportation. Should you have any questions about the above requirement, please contact me at (828) 586-2141.

Sincerely,

A handwritten signature in cursive script that reads "Wanda H. Austin".

Wanda H. Austin, PE  
Proposals Engineer

*Fourteenth Division Office*

Phone: (828)586-2141

253 Webster Road, Sylva, North Carolina 28779

Fax: (828)586-4043

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