

August 5, 2009

Henderson Land Services  
200 N State St  
Lake Oswego, OR 97034



City of Tigard

## NOTICE OF AWARD

This is to award Henderson Land Services, Inc., 200 N State St, Lake Oswego, OR 97034 the contract for the following project:

### **Bonita Rd Pipe Removal CIP2009-00017**

Enclosed are two copies of the contract documents for the above-named project. Please sign both contracts and return both signed contracts within ten days along with the required Performance and Payment Bonds and the appropriate insurance certificates to the attention of Linda Fenstermaker, Administrative Assistant II.

Your insurance certificate must name the City as additional insured and the project name and file number must appear on the certificate. Your insurance certificate can be faxed to 503-624-0752, the original must be mailed.

No work shall start prior to receipt of the Notice to Proceed and conducting the preconstruction conference. **Please contact Zen Dutson at 503-718-2472 to schedule your preconstruction meeting.**

In order to insure prompt payment our accounting department needs a current W-9 filed with the City. A copy of the form is enclosed for your convenience. Also, you must have a City of Tigard Business Tax or an active Metro License.

If you have any questions regarding the above information, agreement or bonding please contact Diane M. Jelderks, Administrative Assistant at 503-718-2465 or [dianej@tigard-or.gov](mailto:dianej@tigard-or.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Vannie T. Nguyen".

**Vannie T. Nguyen, P.E.**  
Engineering Manager

Enclosures: Bid & Contract Documents (2)  
W9 form