



City of Tigard

March 24, 2009

D & D Concrete & Utilities, Inc.  
21765 SW 78<sup>th</sup> Ave  
Tualatin, OR 97062

**NOTICE OF AWARD**

In accordance with the contract documents the City of Tigard has awarded your firm the contract for:

**Durham Road at 88<sup>th</sup> Ave  
Crosswalk Lights**

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,

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

Enclosures: Bid & Contract Documents (2)  
W9 form