

August 28, 2009



City of Tigard

Parker Northwest Paving  
24370 S Highway 99E  
Canby, OR 97013

## NOTICE OF AWARD

The Local Contract Review Board of the City of Tigard, at their meeting of August 25, 2009, awarded your firm the contract for:

**OR141: Greensward Lane - Bonita Road  
Beaverton - Tualatin Hwy (Hall Blvd)  
Sidewalk Improvements  
from Bonita Road to 600 feet north  
CIP2009-00009**

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 Diane M. Jelderks, Administrative Specialist II.

Your insurance certificate must name the City and ODOT as additional insured and the project name and file number must appear on the certificate. Please fax the insurance certificate to 503-624-0752 and mail the original. Don't forget to include ODOT on your performance and payment bond as required by the ODOT permit.

No work shall start prior to receipt of the Notice to Proceed and conducting the preconstruction conference. **Please contact Al Dickman, Engineering Inspector 503-718-2463 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,

*Reem Khaki for*  
*[Signature]*

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

Enclosures: Bid & Contract Documents (2)  
W9 form

c: Al Dickman, Engineering Inspector