

October 30, 2008



John Smith, Project Manager
Cedar Mill Construction Company
19465 SW 89th Ave
Tualatin, OR 97062

NOTICE OF AWARD

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

Senior Center Remodel Phase 2 Garden Room

Enclosed are two (2) copies of the contract documents which are to be executed by you. Please return the executed contracts within ten (10) days, together with the required performance bond, payment bond and insurance certificates. No work shall start prior to receipt of the Notice to Proceed and the preconstruction conference.

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

If you have any questions regarding the above information, please call 503-718-2594.

Sincerely,

A handwritten signature in blue ink that reads "Kathy Mollusky". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kathy Mollusky
Acting Management Analyst

Enclosures