

August 26, 2009



City of Tigard

North Star Associates LLC
4872 SE Casa Del Rey
Milwaukie, OR 97222

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:

Steve Street Water Quality Facility Enhancement CIP 2009-00016

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.

Your insurance certificate must name the City as additional insured. The project name and file number must appear on the certificate. Please fax the certificate to 503-624-0752 and mail the original.

No work shall start prior to receipt of the Notice to Proceed and conducting the preconstruction conference. **Please contact Al Dickman, Engineering Inspector, at 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 at 503-718-2465 or dianej@tigard-or.gov.

Sincerely,

Reem Ashaki for

Vannie T. Nguyen, P.E.
Engineering Manager

c: Al Dickman, Construction Inspector

Enclosures: Bid & Contract Documents (2)
W9 form