



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

April 12, 2018

City of Rochester Hills
Paul Davis
1000 Rochester Hills Drive
Rochester Hills, MI 48309

Dear Mr. Davis:

MDOT CONTRACT 2018-0399

Enclosed is the original contract issued between your organization and the Michigan Department of Transportation. Please take the time to read and understand this contract. If this contract meets with your approval, please complete the following checklist, and **return** this checklist and the contract as soon as possible. **Only one copy of this contract is being sent to you for signature. Upon its award you will receive an electronic scan for your files. The original signed contract will be maintained in Contract Services Division's files.**

_____ **Please do not date the document.** MDOT will date the document when it is executed. This contract is **not** executed until it has been signed by all parties. Upon all final approvals the contract will be sent to the MDOT Director for execution.

_____ **Secure the necessary signatures on the contract.**

_____ **Include a certified resolution/authorization.** The resolution/authorization should specifically name the officials who are authorized to sign the contract. The resolution/authorization must be submitted, even though you may have submitted one in the past.

_____ **Return the contract and the certified resolution/authorization to my attention in the Bureau of Finance, Contract Services Division at the address below for MDOT execution.** A scanned electronic copy of the executed contract will be forwarded to your attention via e-mail. Our street address for the use of an overnight carrier, should you need it, is 425 W. Ottawa St., Lansing MI 48933.

_____ Public Act 533 of 2004 requires that payments under this Contract be processed by electronic funds transfer (EFT). **The CONSULTANT is required to register to receive payments of EFT at SIGMA Vendor Self Service (VSS) website (www.michigan.gov/SIGMAVSS).**

If you have any questions, please do not hesitate to contact me directly at (517) 373-2895 or email me at rottiersw@michigan.gov.

Sincerely,

Bill Rottiers
Contract Administrator
Contract Services Division

Enclosure