



January 6, 2022

Jacobs Engineering Group, Inc.
Attn: R. Brady Fuller
1100 NE Circle Blvd., Suite 300
Corvallis, OR 97330

RE: Notice of Award – Consulting Services Contract
SCADA Architecture Master Planning, Design, & Implementation
Consulting Services

Mr. Fuller:

Medford Water Commission has awarded the above-mentioned project to your company based on your scope of work and schedules submitted December 22, 2021. The contract documents have been prepared and are enclosed with this letter. Before commencing work on the project, please accomplish the following:

1. Sign and submit the Contract;
2. Obtain Certificates of Insurance showing your coverage (including Workers Compensation, if applicable); ***please note the requirements of Article 22; Medford Water Commission must be named an additional insured, and the insurance certificate itself should reference the endorsement form which is attached to the insurance certificate;***
3. Fill out and submit Form W-9;
4. Return all of the above to Mark Depner, Purchasing Agent, at mark.depner@medfordwater.org within 7 days so we may have the contract documents executed by Water Commission officials.

After the contract documents are received for a final signature, a fully executed copy and Notice to Proceed will be sent to you. If you have any questions or concerns, please contact Andy Huffman at (541) 774-2455.

Sincerely,

Brad A. Taylor
General Manager

Enclosures

c: Andy Huffman, Capital & Special Projects Coordinator
Brian Runyen, Engineering Supervisor