



September 19, 2024

InfoSend, Inc.
Attn: Kelly Law
4240 E. La Palma Ave.
Anaheim, CA 92807

RE: Notice of Award – Consulting/Personal Services Contract
Water Bill Design, Printing, & Mailing Services

Ms. Law:

Medford Water Commission has awarded the above-mentioned project to your company based on the scope of services and fees established September 10, 2024. 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 & Contract Administrator, at mark.depner@medfordwater.org within 5 days so we may have the contract documents executed by Medford Water 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 Julie Smitherman at (541) 774-2435 or julie.smitherman@medfordwater.org.

Sincerely,

Brad A. Taylor
General Manager

Enclosures

c: Julie Smitherman, Water Resources & Customer Service Manager