



September 4, 2024

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

RE: Notice of Intent to Award – Water Bill Design, Printing, & Mailing Services

Ms. Law:

Notice is hereby given that staff intends to recommend award of the above referenced project to InfoSend, Inc. based on the scope of services and fees established August 28, 2024, which offered the best combination of qualifications to successfully complete the project and is in the best interests of Medford Water.

The Board of Water Commissioners will consider the award at their regular meeting on September 18, 2024. Once the project has been awarded, a Notice of Award letter and contract documents will be sent to you for execution.

***The deadline for written protest of award is Wednesday, September 11, 2024 at 5:00 p.m. Local Time.***

If you have any questions or would like more information, please contact Julie Smitherman at (541) 774-2435 or [julie.smitherman@medfordwater.org](mailto:julie.smitherman@medfordwater.org).

Sincerely,

Brad A. Taylor  
General Manager

c: Julie Smitherman, Water Resources & Customer Service Manager  
Jim Cote, The Master's Touch, LLC  
Justin Paredez, Doxim, Inc.