



September 5, 2024

Knife River Materials
Attn: Tyler Douglas
PO Box 1145
Medford, OR 97501

RE: Notice of Award – Big Butte Springs Facility Road & Lot Paving (CIP-24-00472)

Mr. Douglas:

Notice is hereby given that at the regular meeting on Wednesday, September 4, 2024, the Board of Water Commissioners awarded the above-referenced project to your company based on the lowest responsible bid received, \$294,990.00, which is in the best interests of Medford Water. The contract documents have been prepared and are enclosed. Before commencing work on the project, please accomplish the following:

1. Sign and submit the Contract;
2. Provide Certificates of Insurance showing your coverage (including Workers Compensation); ***please note the Medford Water Commission must be named as additional insured on the insurance certificate(s);***
3. Fill out and submit Form W-9;
4. Obtain and submit the performance and payment bonds;
5. Provide a copy of your company's Drug and Alcohol Policy;
6. Fill out and submit the enclosed Retainage Election Form;
7. Return all of the above to Tyler Fulcher, Intermediate Accountant, at tyler.fulcher@medfordwater.org within 5 days so we may have the contract documents executed by Medford Water officials.

Once all of the above has been completed, a fully executed contract copy and Notice to Proceed will be sent to you. If you have any questions or concerns, please contact Matthew Scott at (541) 774-2469.

Sincerely,

Brad A. Taylor
General Manager

Enclosures

c: Matthew Scott, Staff Engineer
Brian Runyen, Engineering Manager
Tyler Fulcher, Intermediate Accountant