



December 5, 2024

Pacific Electrical Contractors, Inc.
Attn: Chris Cox
920 S. Grape St.
Medford, OR 97501

RE: Notice of Award – Construction Contract
Distribution System SCADA & Communication System Replacement CM/GC Services

Mr. Cox:

Notice is hereby given that, at the regular meeting on Wednesday, December 4, 2024, the Board of Water Commissioners awarded the above-referenced project based on your proposal received October 24, 2024 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. Obtain Certificates of Insurance showing your coverage (including Workers Compensation); ***please note the requirements of Article 13; 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. Provide a copy of your company's Drug and Alcohol Policy;
5. 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.

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 Andy Huffman at (541) 774-2455.

Sincerely,

Brad A. Taylor
General Manager

Enclosures

c: Andy Huffman, Senior Capital & Special Projects Manager
Brian Runyen, Engineering Manager