



December 19, 2024

Rogue Valley Backflow Service
Attn: Erin Akers
10 Allen Lane
Talent, OR 97540

RE: Notice of Award – Maintenance Contract
Residential & Medford Water Owned Backflow Assembly Testing and
Maintenance Services

Ms. Akers:

Medford Water has awarded the above-mentioned project to your company based on your bid submitted November 26, 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 15; 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 7 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 Ken Johnson at (541) 774-2680.

Sincerely,

Brad A. Taylor
General Manager

Enclosures

c: Ken Johnson, Special Projects Manager
Scott Allis, Water Distribution Operations Supervisor
Dan Perkins, Water Operations Manager