



January 16, 2025

S+B James Construction Management
Attn: Terry Mackey
2055 Cardinal Ave.
Medford, OR 97504

RE: Notice of Award – Medford Water Operation Center (CIPW-22-00280)

Mr. Mackey:

Notice is hereby given that at the regular meeting on Wednesday, January 15, 2025, the Board of Water Commissioners awarded the above-referenced project to your company based on the lowest responsible bid received, \$27,701,743.00, 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 current Drug and Alcohol Policy;
6. Fill out and submit the enclosed Retainage Election Form;
7. 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 me at (541) 774-2443.

Sincerely,

Brad A. Taylor
General Manager

Enclosures

c: Brian Runyen, Engineering Manager