



May 6, 2021

JRT Construction LLC  
Attn: Todd Carson  
225 Driver Valley Rd.  
Oakland, OR 97462

RE: Notice of Award – Construction Contract – Duff WTP Relocated Entrance (CIP-19-00198)

Mr. Carson:

Notice is hereby given that, at the regular meeting on Wednesday, May 5, 2021, the Board of Water Commissioners awarded the above-referenced project to your company based on the lowest responsible bid received, \$515,000.00, which is in the best interests of the Commission. 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 Mark Depner, Purchasing Agent, at [mark.depner@medfordwater.org](mailto:mark.depner@medfordwater.org) within 7 days so we may have the contract documents executed by Water Commission 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, Capital & Special Projects Coordinator  
Brian Runyen, Engineering Supervisor