



September 7, 2023

Central Pipeline, Inc.  
Attn: Steve Sparkman  
PO Box 2430  
White City, OR 97503

RE: Notice of Award – Construction Contract  
Orchard Home Waterline Extension

Mr. Sparkman:

Notice is hereby given that, at the regular meeting on Wednesday, September 6, 2023, the Board of Water Commissioners awarded the above-referenced project based on the lowest responsible bid received, \$246,040.00, 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. Obtain Certificates of Insurance showing your coverage (including Workers Compensation); ***please note Medford Water must be named an 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 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 Brian Runyen at (541) 774-2428.

Sincerely,

Brad A. Taylor  
General Manager

Enclosures

c: Brian Runyen, Engineering Manager