



September 23, 2022

Don Hamann, Inc.  
Attn: Don Hamann, President  
P.O. Box 198  
Butte Falls, OR 97522

RE: Notice of Award – Service/Timber Harvesting Contract  
Rancheria Logging Services

Mr. Hamann:

Medford Water has awarded the above-mentioned project to your company based on the bid you submitted August 31, 2022. 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 Jennifer Crenshaw, Engineering Administrative Specialist, at [jennifer.crenshaw@medfordwater.org](mailto:jennifer.crenshaw@medfordwater.org) within 7 days so we may have the contract documents executed by Water Commission 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 Craig Harper at (541) 774-2453.

Sincerely,

Brad A. Taylor  
General Manager

Enclosures

c: Craig Harper, Watershed Administrator  
Ben Klayman, Water Treatment & Quality Manager