



June 19, 2025

Emery & Sons Construction Group, LLC
Attn: Dan Vannoy
3841 Fairview Industrial Drive SE, Suite 150
Salem, OR 97309

RE: Notice of Award – Barnett Pump Station (CIP-22-00342)

Mr. Vannoy:

Notice is hereby given that at the regular meeting on Wednesday, June 18, 2025, the Board of Water Commissioners awarded the above-referenced project to your company based on the lowest responsible bid received, \$3,283,059.00, 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 Andy Huffman at (541) 774-2455.

Sincerely,

Brad A. Taylor
General Manager

Enclosures

c: Andy Huffman, Senior Capital & Special Projects Manager
Brian Runyen, Engineering Manager