



July 17, 2025

TRC Construction, LLC
Attn: Theron Logan
1730 Hannah Dr.
Eagle Point, OR 97524

RE: Notice of Award – Willow Lake Spillway Repairs (CIP-21-00318)

Mr. Logan:

Notice is hereby given that at the regular meeting on Wednesday, July 16, 2025, the Board of Water Commissioners awarded the above-referenced project to your company based on the lowest responsive bid received, \$456,894.06, 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 Jack Camp at (541) 774-2452.

Sincerely,

Brad A. Taylor
General Manager

Enclosures

c: Jack Camp, Senior Engineer
Brian Runyen, Engineering Manager