Pam Thoren
Purchasing Manager
900 Kenyon St., Medford OR 97501
Pam.Thoren@medford.k12.or.us
541-842-1118

June 17, 2025

Herzig Engineering, LLC
8201 NW 97th Terrace
Kansas City, MO 64153

Re: RFP 25-00-41 Arc Flash Study

Dear Mr. Stansbury,

After careful consideration by our committee, your firm has been chosen to provide the above listed services for the Medford School District. Please consider this as a notice of intent to award your firm the above-mentioned project. Upon return of the signed contract and receipt of your Performance & Payment/Materials Bonds, we will issue you a purchase order for the Arc Flash Hazard Analysis project, in the amount of $70,440.00. You will also need to provide proof of insurance, your company drug testing policy, and a list of the employees that will be working on site.

I want to remind you that this project is a prevailing wage rate project. The published rates effective April 5, 2025 will apply to this project. Per ORS 701.420 and 279C.555, retainage shall be withheld from progress payments in the amount of 5%. Upon successful completion of project and verification that all subcontractors and suppliers have been paid in full, the retainage shall be returned to contractor. In the event that certified payrolls are not submitted to the owner, owner shall withhold 30% retainage per PWR law. ORS 279C.845 (7); OAR 839-025-0010(5).

In the meantime, our facilities department will be contacting you to arrange a preconstruction meeting.

We look forward to working with your firm and bringing this project to a successful conclusion.

If you have any questions, please call me at 541-842-3646.

Thank you,

Larry Anderson
Mechanical Supervisor
Medford School District 549C