



INTENT TO AWARD

Date: January 17, 2020

Professional Minority Group, Inc.
27090 SE Hwy 224
Eagle Creek, OR 97022

Email: rosa@pmgasbestos.com

Re: Willard Site Gymnasium Remodel Asbestos Abatement Project 2020
CIP No. 460.191.003

Dear Rosa:

Congratulations! This letter is to inform you that it is our intent to award the subject project to your firm based on the quotes opened on January 16, 2020 at 2:00 p.m.

The time for protest of award is 72 hours and runs through Wednesday, January 22, 2020, at 2:00 p.m. If the District does not receive any written protests prior to this time, we will issue a formal notice of award to you for the sum of \$50,435.00.

Your firm will need to provide bonds and insurance certificates, as required by the Project Manual, to our office contact Diana McElhinney (mcelhinney_d@4j.lane.edu) prior to issuance of the Notice to Proceed.

In addition, since you last worked for the district, new background/fingerprinting requirements have been implemented. Please review the attached information and contact Diana (541-790-7417) if you have questions.

We would like to take this opportunity to thank you for your participation. We are looking forward to working with you.

Sincerely,

Doug Lemonds
Project Manager

DL:dm



INTRODUCTION TO BACKGROUND CHECK/FINGERPRINTING* - Individuals with whom the District contracts with, or any employee, agent, subcontractor or provider who will have direct, unsupervised contact with students, shall be required to submit a 4J Volunteer Background check and undergo a state nationwide fingerprinting and criminal history records check, in accordance with the provisions of ORS 326.603 and ORS 326.607. Individuals or Proposer, and not the District, shall be responsible for the fees associated with fingerprinting and the criminal history records check, not to exceed the actual costs (ODE \$59.00 and outside fingerprinting vendor \$12.50). Individuals contracting with the District will be required to fill out and submit a background check by logging on the following site:

<https://www.4j.lane.edu/hr/icbackgroundprocess/> and follow the process.

DETAILED DIRECTIONS: There are four steps that contractors need to complete before allowed to work at district sites.

STEP 1: Go to <https://www.4j.lane.edu/hr/icbackgroundprocess/> and fill out on-line questionnaire. Contractors will receive an email confirmation when Step 1 is complete and they are approved. Step 1 can take up to one week for HR approval.

STEP 2: Go to the 4J District Office at 200 North Monroe St. Pay the ODE \$59 background check fee.

STEP 3: While the contractors are at the 4J District Office, they will schedule an appointment for Field-Print Fingerprinting. There is a \$12.50 online fee for that service.

STEP 4: After all *STEPS 1, 2, 3* are completed, Contractors go to the 4J Facilities Office at 715 West 4th Ave to have their photo and receive badge. All badges and/or keys are due back to Facilities Office once project is complete, unless the project is ongoing.

****If Contractors have been previously fingerprinted at another school district,*** there are two forms they can fill out to replace STEP 2 & 3. Let me know if you need these forms.

Thank you,

Diana McElhinney
CIP Management Assistant
mcelhinney_d@4j.lane.edu or (541-790-7417).