



City and Borough of Juneau  
Engineering Department  
155 South Seward Street  
Juneau, Alaska 99801  
Telephone: 586-0873, FAX: 586-4530

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June 22, 2015

RE: CBJ Water System 2015 Sanitary Survey  
Contract No. RFP E15-245

Scot Menzies, P.E.  
Menzies Engineering Group  
9737 Mud Bay Road, Suite 301  
Ketchikan, Alaska 99801

**NOTICE TO PROCEED**

Dear Mr. Menzies:

Enclosed is one executed contract for the above referenced project. You may now proceed with the services outlined in the contract.

The completion date for this project is December 1, 2015.

**This contract expires on June 30, 2016, unless an amendment changing this date is fully executed prior to June 30, 2016.**

Please coordinate your activities for this project with Samantha Stoughtenger, Wastewater Superintendent at 586-0372.

Purchase Order number PO 106563 has been issued in the amount of \$11,230 for this project. Please reference this PO number, project name and contract number on all invoices.

Sincerely,

Greg Smith  
Contract Administrator

Enclosure

c: Samantha Stoughtenger, Wastewater Superintendent  
CBJ Purchasing