

Robert Shaner, Ph.D.
Superintendent

Debi Fragomeni
Deputy Superintendent of Teaching and Learning



Matthew McDaniel, CPA
Assistant Superintendent for Business Operations/FOIA Coordinator

52585 Dequindre Road, Rochester, Michigan 48307. Phone: 248.726.3000. Fax: 248.726.3105.

Memorandum of Recommendation
March 13, 2023

TO: Dr. Robert Shaner, Superintendent

FROM: Matthew McDaniel, Assistant Superintendent for Business Operations

RE: **Recommendation for Approval of Stage Curtains Replacement**

On January 10, 2023 the district advertised a Request for Proposals for the Stage Curtains Replacement project in the local publication, the Rochester Post, and posted RFP documents on the Purchasing pages of the district's website, Sigma, and BidNet Direct. The district received two (2) responses on the due date. A bid summary was published on January 24, 2023 upon bid closing, and a public reading was conducted on January 24, 2023 at 2:00pm.

This project is to replace stage curtains located at Rochester and Rochester Adams High Schools, Brooklands, Baldwin, Delta Kelly, Hamlin, Hampton and McGregor Elementary Schools. The useful life of stage curtain fabric is between 15 – 20 years per industry standards. The curtains that are being requested to be replaced are between 22 – 31 years old. The efficacy of the fire retardant, that the curtains are treated with, becomes ineffective as the fabric degrades over time, which poses a fire safety hazard. In addition to the reduced fire-retardant properties, these curtains are experiencing significant tearing and dry rotting of the fabric in addition to staining and fading of the fabric. The dry rotting signifies that the fabric has reached and exceeded its lifespan.

Proposals were evaluated by the Director of Capital Projects & Facilities, Pete Muscio, and analyzed for bid content and inclusion of required submittals by the Purchasing Supervisor, Jennifer Fickel.

The proposal summary is attached, and proposal documents are on file in the Purchasing Department. The source of funding is the Sinking Fund.

Based on this information, we recommend **THAT the District award the Stage Curtains Replacement project to North Coast Studios, Inc., in the amount of \$165,000.00, and to approve a contingency amount of \$10,000.00 for a total project not-to-exceed amount of \$175,000.00.**



Category No. :	N/A
Project:	23.03 Stage Curtains Replacement
Bid Category/Description:	N/A

	Date:	Time:
Bids Due:	1/24/2023	2:00pm
Bids Opened:	1/24/2023	2:00pm

Company	Base Bid	Alt. 1	Vol. Alt.				Iran Economic Sanction	Familial Disclosure	Bid Bond	Comments
North Coast Studios	\$165,000.00	\$ 20,000.00	\$ -				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Rose Brand Wipers	\$165,230.00	\$ 15,535.00	\$ -				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Apparent Low Bidder:	\$ 165,000.00									

Company Name: North Coast Studios, Inc.
 Bids Recorded By: Jennifer Fickel, Rochester Community Schools