



Contact:

Ruth Floyd, Executive Director of Business Services
Stanwood-Camano School District
26920 Pioneer Highway, Stanwood, WA 98292
360-629-1200
rfloyd@stanwood.wednet.edu

TO: Board of Directors

FROM: Ruth Floyd, Executive Director of Business Services

SUBJECT: Capital Projects Bid Approval - District Window Coverings

DATE: August 20, 2024

TYPE: Action Required

The 2019-2022 Facilities and Technology Levy have remaining funds to install window coverings at several schools. This was identified as a safety project by the Capital Facilities Advisory Committee. The budget was estimated at \$202,500.00 using levy funds.

There were no window covering contractors listed on the small works roster, and so an advertisement was published on July 18, 2024, and we received interest from three companies for the first phase of this project. One bid is considered not responsive because the vendor did not quote the brand listed in the specifications. Staff recommend that the board accept the lowest responsive bid for each school, as follows:

- Cedarhome Elementary School - Low bid is Upscale Blinds, located in Mount Vernon, WA, submitted the low bid at \$27,873.62, not including sales tax.
- Stanwood Middle School - Low bid is PBS (Pacific Building Specialties) Supply Co., located in Kent, WA, submitted the low bid at \$29,946.00, not including sales tax.

As additional school specifications are established, these vendors and others who come forward will be provided the opportunity to bid on the additional phases of the project. With lead time for ordering the window coverings, the vendors will complete the project using a swing shift schedule during the school year.

Recommendation: It is recommended that the Board award the window coverings replacement project bid to the lowest responsive bidders, and approve the execution of Capital Projects Fund purchase orders and agreements with the above vendors.

Every student is empowered to learn in an inclusive setting
and is prepared for the future of their choice