

**Contact:**

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

TO: Board of Directors

FROM: Ruth Floyd, Executive Director of Business Services

SUBJECT: Capital Projects Bid Award - District Window Coverings Phase II

DATE: November 5, 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 using levy funds.

There were no window covering contractors listed on the small works roster, and so phases of the project are being advertised and awarded to the lowest responsive bidders for each school. The phase II advertisement was published in the Everett Herald on October 15, 2024 and October 22, 2024. Staff recommend that the board accept the lowest responsive bid for each school, as follows:

- Utsalady Elementary School - Upscale Blinds, located in Mount Vernon, WA, submitted the low bid at 29,249.35, not including sales tax.
- Elger Bay Elementary School - Upscale Blinds, located in Mount Vernon, WA, submitted the low bid at 29,976.05, not including sales tax.

The vendors will complete the project using a swing shift schedule during the school year.

These vendors and others who come forward will be provided the opportunity to bid on the final phase of the project, which includes Twin City Elementary, Stanwood Elementary, and Port Susan Middle school.

Recommendation: It is recommended that the Board award the window coverings replacement phase II project to the lowest responsive bidder, and approve the execution of Capital Projects Fund purchase orders and agreements with Upscale Blinds.

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

www.stanwood.wednet.edu

Upscale Blinds
3410 E Broadway st
Mount Vernon, WA 98274
upscaleblinds@gmail.com
www.upscaleblinds.com

Estimate

ADDRESS	SHIP TO	ESTIMATE # 1127
Stanwood-Camano	Stanwood-Camano	DATE 10/29/2024
School District	School District	
	Elger Bay Elementary	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Mini Blinds	Install Levolor Mark 1 metal blinds that use 1” slats, cordless, with a Sand 00310 color on all interior windows.	1	29,976.05	29,976.05
		Install Hunter Douglas - Architectural series RB Basics Manual Roller Shades 1% openness using Greenscreen Revive – Sand color. Install with cord attachment at sill on all exterior windows.			
		This bid is for both normal hours and swing shift.			

SUBTOTAL	29,976.05
TAX	0.00
TOTAL	\$29,976.05

Accepted By

Accepted Date

Upscale Blinds

3410 E Broadway st
Mount Vernon, WA 98274
upscaleblinds@gmail.com
www.upscaleblinds.com

Estimate

ADDRESS	SHIP TO	ESTIMATE # 1128
Stanwood-Camano	Stanwood-Camano	DATE 10/29/2024
School District	School District	
	Utsalady Elementary	
	School	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Mini Blinds	Install Levolor Mark 1 metal blinds that use 1”slats, cordless, with a Sand 00310 color on all interior windows.	1	29,249.35	29,249.35
		Install Hunter Douglas - Architectural series RB Basics Manual Roller Shades 1% openness using Greenscreen Revive – Sand color. Install with cord attachment at sill on all exterior windows.			
		This bid is for both normal hours and swing shift.			

SUBTOTAL	29,249.35
TAX	0.00
TOTAL	\$29,249.35

Accepted By

Accepted Date