

**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: Elger Bay Elementary School Window Coverings Project -
FINAL ACCEPTANCE

DATE: March 18, 2025

TYPE: Action Required

The District contracted with Upscale Blinds to replace window coverings at Elger Bay Elementary. The work is now complete and requires school board approval of Final Acceptance.

The total cost of the district-wide window coverings project was projected to be \$285,000, excluding sales tax. The Elger Bay Elementary portion totals \$32,613.94 including tax. Additional phases of the project are ongoing and are being paid with levy funds in the Capital Projects Fund.

This portion of the project was completed as of March 4, 2025, and because the cost does not exceed \$35,000, an official Notice of Completion is not required. Retainage will be released upon board approval of final acceptance and after prevailing wage paperwork has been approved by the Washington State Department of Labor and Industries.

Recommendation: It is recommended that the board approve Final Acceptance of the contract with Upscale Blinds for the Elger Bay Elementary School window coverings, as of March 4, 2025, and authorize the release of retainage.

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

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