

**Contact:**

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TO: Board of Directors

FROM: Ruth Floyd, Executive Director of Business Services

SUBJECT: Stanwood Elementary and Twin City Elementary Schools Window Coverings Project - FINAL ACCEPTANCE

DATE: July 1, 2025

TYPE: Action Required

The District contracted with Upscale Blinds of Mount Vernon to replace window coverings at Stanwood Elementary and Twin City Elementary schools. The work is now substantially complete and requires school board approval of Final Acceptance.

The total cost of the district-wide window coverings project, including six change orders, was projected to be \$285,000 plus applicable taxes. The Stanwood Elementary cost is \$29,880.71, and the Twin City Elementary cost is \$27,848.65, including sales tax. The window coverings project is being paid with levy funds in the Capital Projects Fund.

This portion of the project was completed as of June 20, 2025, and because the respective costs do 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 Stanwood Elementary and Twin City Elementary schools window coverings, as of June 20, 2025, and authorize the release of retainage.

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and is prepared for the future of their choice

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