

**Contact:**

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TO: Board of Directors

FROM: Ruth Floyd, Executive Director of Business Services

SUBJECT: Port Susan Middle School 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 Port Susan Middle School. The work is now complete and requires school board approval of Final Acceptance.

This portion of the project was completed as of June 24, 2025, and cost \$41,878.19, including sales tax. The notice of completion date begins the 45-day waiting period for claims from subcontractors or suppliers to be filed. At the end of the waiting period, the retainage may be released if all claims have been satisfied and approval has been granted by the Department of Revenue, Labor & Industries, and Unemployment Security Department.

The total cost of the district-wide window coverings project, including six change orders, was projected to be \$285,000 plus applicable taxes. All phases of the window coverings project are now substantially complete. The grand total cost of the project, including tax, came to \$259,407.97, well within budget.

Recommendation: It is recommended that the board approve Final Acceptance of the contract with Upscale Blinds for the Port Susan Middle School window coverings project, as of June 24, 2025, and authorize the release of retainage, subject to receipt of authorization from the applicable state agencies.

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

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