

Matthew McDaniel, CPA, Assistant Superintendent of Business Operations

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Memorandum of Recommendation
October 20, 2025

TO: Nicholas A. Russo, Superintendent

FROM: Matthew McDaniel, Assistant Superintendent of Business Operations

RE: **Recommendation for Approval of Folding Partition Replacement**

The district advertised a Request for Proposals for the Folding Partition Replacement project at McGregor Elementary School on August 7, 2025, in the local publication, the Rochester Post, and posted RFP documents on the Purchasing pages of the district's website, Sigma, and BidNet Direct. The district received one (1) response on the due date of August 26, 2025 at 2:00pm.

This request is to fund the cost to replace the gym and cafeteria operable folding partition at McGregor Elementary School. The existing operable folding partition at McGregor is no longer working as the motor assembly that opens and closes the partition has failed. The existing partition is more than 20 years old and parts are no longer available from the manufacturer to repair the unit. The new operable partition will be a manually operated partition which is less likely to fail and has less parts that would require service or repair. In 2021, as part of the Sinking Fund, operable folding partitions were replaced at Baldwin, Hugger, Musson & Hampton due to the same issue of age and the units not being able to be repaired.

The proposals were evaluated by Director of Capital Projects and Facilities, Pete Muscio. Bids were analyzed for bid content and inclusion of required submittals by the Purchasing Supervisor, Jennifer Fickel.

The proposal summary and pricing by item are attached. Proposal documents are on file in the Purchasing Department. The source of funding is the Sinking Fund.

Based on this information, we recommend THAT **the District award the Folding Partition Replacement project to Urban's Partition and Remodeling, in the amount of \$197,000.00.**



	Date:	Time:
Bids Due:	8/26/2025	2:00pm
Bids Opened:	8/26/2025	2:00pm

[illegible]

Recorded By: Jeninifer Fickel