



## Executive Summary Facilities Committee Meeting

DATE: January 17, 2023

TOPIC: Window Treatment Bid for Todd Hall and Rutledge Hall

PREPARED BY: Courtney Whited and Jim Caldwell

### Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

### Purpose/Background:

As cited on the Master Facilities Plan, window treatment installations at Todd Hall and Rutledge Hall are scheduled for Summer 2023. The attached floor plans highlight several Rutledge Hall rooms in need of roller shades along with the few spaces currently without shades in Todd Hall. District legal counsel has reviewed the schedule and, along with StudioGC, has provided assistance relative to the request for proposal draft. The following schedule has been developed in an effort to allow enough lead time to complete the project in July 2023.

- JAN 17: Facilities Committee- Request permission to start the bid process
- FEB 2: Board of Education gives approval to bid
- FEB 9: Bid issuance notice in newspaper
- FEB 21: Pre-bid meeting/walk-throughs
- MAR 8: Bids due/opening
- MAR 21: Winning bid recommendation presented to the Facilities Committee
- APR 6: Board of Education approves winning bid
- JUN 12: Work commences
- JUL 21: Work substantial completion
- JUL 28: Work final completion

### Fiscal Impact:

Estimated to cost \$60,000

### Recommendation:

The Facilities Committee concurs with the Administration to recommend to the Board of Education to commence the bid award process for window treatment installation at Todd Hall and Rutledge Hall to be completed in the summer of 2023.