



Craig City School District

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Memorandum Item 10e

TO: CCSD School Board Members
FROM: Jackie Hanson, Superintendent
DATE: March 20, 2025
SUBJECT: CHS New Shop/Biomass Project & Force Account Labor

I would like to bring to the Board's attention the benefits of pursuing **force account labor** as a strategy to complete the CHS New Shop/Biomass Project. Force account labor would allow CCSD to use local resources and in-house labor, rather than hiring outside contractors, which can result in cost savings and increased control over the project timeline.

The process of implementing force account labor involves the following steps:

- **Board Approval:** A formal decision to proceed with force account labor.
- **Budget & Cost Analysis:** A detailed review of project costs, including labor, materials, and equipment, to ensure fiscal responsibility.
- **Hiring & Coordination:** Securing knowledgeable and qualified employee and/or utilizing district employees to complete tasks as needed.
- **Grant Partner Approval:** Given grant funds are involved, approval from funding agencies is recommended.
- **Project Execution & Oversight:** Ensuring proper documentation of hours worked, expenses, and progress tracking.

I believe this approach is a practical way to bring the CHS New Shop/Biomass Project to completion efficiently and cost-effectively. CCSD's grant partners are equally excited and supportive of this idea; therefore, I look forward to discussing this further at our next meeting. If the Board is equally supportive, I will work with our grant partners on this project as well as with our attorney to secure a budget & cost analysis as well as hiring proposal for the Board's review during our April Board meeting.

Suggested Motion: Move to approve the use of force account labor to complete the CHS New Shop/Biomass Project, authorizing CCSD's Superintendent to collaborate with grant partners to obtain a Request for Qualifications (RFQ) and Proposal for the Board's review during CCSD's April Board Meeting.