



## **SCHOOL BOARD ACTION REPORT**

**DATE:** January 17, 2019  
**FROM:** Denise Juneau, Superintendent  
**LEAD STAFF:** Stephen Nielsen, Deputy Superintendent

**For Introduction:** January 23, 2019  
**For Action:** February 6, 2019

### **1. TITLE**

BTA IV: Award Contract No. K5105, Bid No. B10819, to Acc-U-Set Construction Inc. for the Relocation and Setup of Portable Classrooms at Multiple School Sites

### **2. PURPOSE**

The purpose of this action is to provide authorization for the Superintendent to enter into a construction contract in the amount of \$319,821, including unit prices, plus Washington State Sales Tax, for the Relocation and Setup of Portable Classrooms at Multiple School Sites.

This Board Action Report provides authorization for the Superintendent to enter into a Relocation and Setup of Portable Classroom contract to support the district's 2019-2020 Annual Short Term Capacity Management Action Plan and to relocate existing-inventory portable classrooms to meet projected district homeroom and program capacity needs for the 2019-20 school year.

### **3. RECOMMENDED MOTION**

I move that the School Board authorize the Superintendent to execute Contract No. K5105 with Acc-U-Set Construction Inc. in the amount of \$319,821, plus Washington State Sales Tax, for Relocation and Setup of ten (10) Portable Classrooms at Multiple School Sites, with any minor additions, deletions, and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract.

### **4. BACKGROUND INFORMATION**

#### **a. Background**

The Relocation and Setup of Portable Classrooms at Multiple School Sites is funded through the BTA IV capital funds. Because enrollment growth and program needs occur across the district, Annual Capacity Management actions are needed, in concert with the 2019-20 school openings to support the district's projected 2019-20 space needs. At the Board meeting on January 9, 2019, the Board is being requested to authorize the allocation of up to \$1.975 million dollars for the relocation of existing portable classrooms in the Annual Capacity Management Board Action Report (BAR). The relocation of existing classroom portables is needed to meet the short-term capacity management facility demands of projected enrollment for the 2019-2020 school year.

The Relocation and Setup of Portable Classrooms at Multiple School Sites was advertised on December 4, 2018, and publicly bid on January 16, 2019, with a total of one bid being received. The scope of work for this project includes relocation and setup of the district's existing-inventory portable classroom buildings to and from multiple school sites for school use beginning in September 2019.

The motion allows the district to execute a construction contract with Acc-U-Set Construction Inc., who was deemed the lowest responsive, responsible bidder.

**b. Alternatives**

Deny Motion. If motion is denied, the district will not be able to execute the contract for Relocation and Setup of Portable Classrooms at Multiple School Sites. This is not recommended because it would negatively impact the district's ability to have portable structures in place for the start of the school year and would not support capacity needs.

**c. Research**

The recommendations provided in the Board Action Report titled, Approval of Capacity Management Actions for the 2019-20 School Year are based on a collaborative process involving staff from Capital Planning, Enrollment Planning, Special Education and Early Learning and subject matter research and analysis regarding projected enrollment growth, program needs, available space in existing permanent and portable facilities and site-specific potential to support additional building footprint.

**5. FISCAL IMPACT/REVENUE SOURCE**

Fiscal impact to this action will be \$319,821, plus Washington State sales tax.

The revenue source for this motion is Buildings, Technology and Academics (BTA) IV Capital Levy.

Expenditure:  One-time  Annual  Multi-Year  N/A

Revenue:  One-time  Annual  Multi-Year  N/A

**6. COMMUNITY ENGAGEMENT**

With guidance from the District's Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

The recommendations included in the Board Action Report titled, Approval of Capacity Management Actions for the 2019-20 School Year were based on a collaborative process involving district staff from multiple departments and were shared with the Public at a Tier 1 “Inform” level of community engagement.

**7. EQUITY ANALYSIS**

This motion and other Annual Capacity Management Actions for the 2019-20 school year were not put through the process of an equity analysis. The selection of projects in the BTA IV program was designed to provide equitable access to safe school facilities across the city.

**8. STUDENT BENEFIT**

It is the goal of the district to continue the process of implementing the BTA IV programs and provide students with safe and secure school buildings. The recommendations in this action item support the projected need for properly-outfitted homeroom and program spaces to the extent Capital solutions are available.

**9. WHY BOARD ACTION IS NECESSARY**

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. \_\_\_\_\_, [TITLE], provides the Board shall approve this item
- Other: \_\_\_\_\_

**10. POLICY IMPLICATION**

Per Board Policy No. 6220, Procurement, any contract for more than \$250,000 must be brought before the Board for approval.

**11. BOARD COMMITTEE RECOMMENDATION**

This motion was discussed at the Operations Committee meeting on January 10, 2019. The Committee reviewed the item and moved it forward to the full Board with a recommendation for consideration.

**12. TIMELINE FOR IMPLEMENTATION**

Upon approval of this motion, the Superintendent will execute an agreement and a Notice to Proceed will be issued to Acc-U-Set Construction Inc.

**13. ATTACHMENTS**

- None