



PORTLAND PUBLIC SCHOOLS
OFFICE OF PURCHASING & CONTRACTING

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Mailing Address: P. O. Box 3107 / 97208-3107

Date: April 10, 2020
To: Board of Education
From: Marina Cresswell, Senior Director, Office of School Modernization
Subject: Advanced Authorization for Roosevelt High School Window Restoration Project

The Purchasing and Contracting Delegation of Authority Administrative Directive, 8.50.105-AD, provides:

- All District Contracts exceeding \$150,000 shall be presented to the Board of Education on their consent agenda for approval.
- The District may seek “advanced authorization” from the PPS Board of Education for any contract, upon the approval of the Director of Purchasing & Contracting. The cost of the contract shall be a “Not to Exceed” amount. Once the Board has approved it, no further authorization for the contract is required, providing the contract value remains at or below the “Not to Exceed” amount.

When the Board provides advance authorization for a contract, it means that the contract can be signed by the Purchasing & Contracting Director as soon as it is fully negotiated and vetted by the Purchasing & Contracting department, without waiting for a subsequent Board meeting. Upon receipt of the fully negotiated contract, Purchasing & Contracting staff will undertake all steps of the standard contract review process. Contract work may begin only after the fully vetted contract is signed by authorized signers for both parties.

Staff seek advanced authorization for the following contract:

Contractor Name: Chosen Wood Window Maintenance Inc.

Contract Amount: \$916,982

Contract Term: Substantial Completion – October 30, 2020; Final Completion – November 30, 2020

Short Contract Description: Restoration of 178 existing historic windows at Roosevelt High School.

Solicitation Method: Invitation to Bid

Solicitation Issue Date: March 18, 2020

Contract Manager Name & Title: Marina Cresswell, Senior Director, Office of School Modernization

Reason for advance authorization request:

It is important to complete the Roosevelt HS Window Restoration project on time due to the impact the project may have on the ability of the school to open in August 2020. Timing was expected to be very tight to complete the work over the traditional summer break period. Given the current, unexpected closure of the school, it is advantageous to the District to start this project as soon as possible to have more time to complete work before school opening. Public bids were received on April 9, 2020 and the low bidder has been determined responsive, but contract materials will not be ready for a standard Board approval in time for the April 21, 2020 BOE meeting. Granting advanced authorization for the RHS Window Restoration contract will provide much-needed additional construction time to avoid potential impacts to school opening in the fall.

I understand that I am seeking the Board's advance approval only and that no work may begin until the proposed contract (with all attachments) is reviewed by Purchasing & Contracting and signed by authorized signers for both parties.

Contract Manager's signature: _____