



NOTICE TO PROCEED

December 20, 2024
Timothy Thomas, CFO / April Andre
Business Furniture Solutions, Inc. dba The Collective
1329 T Street
Sacramento CA 95811

Re: #0110-468-1 Ethel Phillips Elementary School New Furniture Package

Dear Tim and April,

On behalf of the Sacramento City Unified School District, we are pleased to give you Notice to Proceed for **#0110-468-1, Ethel Phillips Elementary School New Furniture Package**. Your furniture purchases contract date is **December 19, 2024**. (District Board Approval Date).

Your start of install date will be **July 7, 2025**. The completion milestones for the project remain unchanged from those indicated on the Milestone Construction Schedule as documented in Attachment D, Special Provisions, Section 05, Schedule of the Project Manual.

A copy of the executed contract will follow once it has been executed by the District.

The Furniture Vendor shall submit the following to District within twenty (20) calendar days after the date of Notice to Proceed.

- Preliminary Schedule
- Finalized Quote with quantities and finishes identified. This Quote cannot exceed accepted proposal, minus the allowances.
- Date options for the Pre-Production Meeting which will include the Vendor, Architect and District's Owner Representative.

Email the above documents to the District, to the attention of Tina Alvarez-Bevens, Tina-Alvarez-Bevens@scusd.edu, and Owner's Representative, Kitchell, to the attention of Ryan Wade, rwade@kitchell.com.

The pre-installation meeting has been scheduled for **July 1, 2025**, and will be coordinated by the District's Owner Representative. We are looking forward to working with you on this project.

Sincerely,

Tina Alvarez-Bevens
Tina Alvarez-Bevens
Contract Analyst

cc: SCUSD Planning & Construction
KCEM, Ryan Wade