



BUSINESS SERVICES

Contracts Office

5735 47th Avenue • Sacramento, CA 95824
(916) 643-2464

*Lisa Allen, Superintendent
Janea Marking, Chief Business Officer*

VIA ELECTRONIC MAIL

NOTICE TO PROCEED

November 25, 2024

Taylor Herrick, Account Executive
One Workplace
1631 Alhambra Boulevard, Suite 140
Sacramento Ca 95816

Re: #0262-461-1, Nicholas Elementary School New Furniture Package

Dear Taylor,

On behalf of the Sacramento City Unified School District, we are pleased to give you Notice to Proceed for **#0262-461-1, Nicholas Elementary School New Furniture Package**. Your furniture purchases contract date is **November 21, 2024**. (District Board Approval Date).

Your start of install date will be **July 11, 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 Cassie Baugher, CBaugher@Kitchell.com.

The pre-installation meeting has been scheduled for **July 8, 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, Cassie Baugher