



BUSINESS SERVICES

Contracts Office

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

*Janea Marking, Chief Business Officer
Robert Aldama, Purchasing Manager II*

VIA ELECTRONIC MAIL

NOTICE TO PROCEED

January 17, 2025

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

Re: #479-1, Bowling Green New Furniture Package

Dear Taylor,

On behalf of the Sacramento City Unified School District, we are pleased to give you Notice to Proceed for **#479-1, Bowling Green New Furniture Package**. Your furniture purchases contract date is **January 16, 2025** (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