

INFORMATION MEMORANDUM

TO: Bibb County School District

FROM: Sam Kitchens, Assistant Superintendent of Operations

SUBJECT: Professional Learning Center Renovations

Summary

Capital Programs Department presents this information memo recommending approval of purchase orders to provide renovations to the Professional Learning Center.

Background

The Professional Learning Center provides professional space for districtwide training, professional development, community partner events and Board of Education Committee Meetings and Public Meetings. Capital Programs has determined that renovations are needed to update the carpet, paint, insulation, and furniture. A facility needs assessments was completed with district leadership to determine design, color, and equipment. This project will require multiple local contractors and schedule coordination for completion.

The costs to upgrade is as follows:

Kelvin Epps Painting - Painting	\$102,675.00
D3 Macon/Dunwody – Furniture	\$ 72,872.90
Interface, Inc. – Flooring	\$110,778.13
Creative Solutions – Insulation	\$ 9,757.53

The renovation project will be funded with Capital Projects Fund (300)