

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of September 12, 2023

**ITEM: INDEPENDENT CONTRACTOR SERVICES AGREEMENT
BETWEEN ALBANY UNIFIED SCHOOL DISTRICT AND AAA
BUSINESS INTERIORS**

**PREPARED BY: SCOT JAFFE, DIRECTOR OF MAINTENANCE & OPERATIONS
JACKIE KIM, CHIEF BUSINESS OFFICIAL**

TYPE OF ITEM: CONSENT

PURPOSE: The purpose of this item is for the Board of Trustees to approve the Independent Contractor Services Agreement with AAA Business Interiors for cubicle rebuilding services at 1216 Solano Avenue and Albany Middle School Annex.

BACKGROUND INFORMATION: The Albany Unified School District's main offices are currently located in leased space in Berkeley CA. To relocate the main administrative office into a District-owned building located at 1216 Solano Avenue in Albany, and certain rooms at the Middle School Annex, the spaces need to be modified to provide private offices and a conference room. This modification necessitates the disassembly of existing cubicles to be repurposed after construction is completed.

DETAILS: AAA Business Interiors designed and installed the existing cubicles and will supply the parts and labor to reconfigure them to satisfy the current needs. The cost including design, parts, and labor is \$20,140.34.

FINANCIAL INFORMATION: An allowance is recommended if additional labor is needed due to additional mobilizations. The cost will be covered by bond measure.

- AAA Business Interiors contract amount: \$20,140.34
- Allowance for Unforeseen Conditions: \$3,000.00
- Total authorization: \$23,140.34

STRATEGIC OBJECTIVES ADDRESSED:



Objective #1: *Assess and Increase Academic Success. Goal: We will provide a comprehensive educational experience with expanded opportunities for engagement, assessment, and academic growth so that all students will achieve their fullest potential.*



Objective #2: *Support the Whole Child. Goal: We will foster the social and emotional growth of all students, implement an array of strategies to increase student engagement, identify individual socio-emotional and behavioral needs, and apply collaborative appropriate interventions.*



Objective #3: *Communicate and Lead Together. Goal: All stakeholders will collaborate and communicate about decisions that guide the sites and district.*

RECOMMENDATION: Approve the Independent Contractor Services Agreement with AAA Business Interiors for cubicle rebuilding services at 1216 Solano Avenue and Albany Middle School Annex