



# MEMORANDUM

Oxford Middle School

**Date:** March 24, 2021  
**Subject:** ADDITIONAL SCHOOL AND STAFF REQUEST SUMMARY  
**Location:** Remote Meeting  
**Prepared by:** Karen DePersia, CSG Owner's Representative

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The following is a summary of additional furnishings and equipment requested by the Middle School.

**1. Staff Furnishing Requests:** **Cost: \$6,400.**  
2 - Tall bookcases \$1,371.  
5 - 4-drawer lateral file cabinets \$5,029.

**2. Music Program Requests:** **Cost \$16,871.**  
4 - Flutes \$1,540.  
4 - Clarinets \$1,540.  
1 - Concert bass drum \$1,315.  
1 - Upright piano \$6,550.  
1 - Timpani \$2,340.  
1 - Percussion workstation \$2,603.  
2 - Stack chair dollies/carts \$982.

**3. Facilities Requests:** **Cost: \$58,000.**

3 - Shop Vac 16 Gallon wet/dry shop vac	\$600.
2 - Pro Team backpack vacuums	\$840.
1 - STIHL All-in-one backpack blower	\$600.
1 - STIHL Pressure washer	\$800.
1 - Tennant Walk-behind floor scrubber	\$16,000.
1 - Clarke floor polisher	\$1,000.
1 - Ventrac 4500 Tractor w/ cab and snow blower	\$30,000.
2 - Ariens 28" snow blowers	\$2,800.
2 - Chapin walk-behind salt spreaders	\$1,100.
Subtotal:	\$53,240.
<b>Budget:</b>	<b>\$58,000.</b>

**TOTAL: \$81,271.**