



CITY OF SOMERVILLE, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS
KATJANA BALLANTYNE
MAYOR

JILL LATHAN
COMMISSIONER

ERIC WEISMAN
DIRECTOR OF OPERATIONS

Date: March 3, 2025

To: School Building Facilities and Maintenance Committee

From: Jill Lathan, Commissioner

Item: 25-0238 – That the Commissioner of Public Works complete installation of any remaining lockdown blinds needed for safety at Somerville High School.

Dear Members of the School Building Facilities and Maintenance Committee,

The following information from the Department of Public Works is being provided to the members of the School Building Facilities and Maintenance Committee in response to the above referenced item(s):

The lockdown shades are in the procurement process; DPW started working on the procurement process in December 2024. DPW is procuring 33 total blinds in varying sizes. Procurement is requiring DPW to get two more bids. The timeline to completion of installation depends on when the process is approved by procurement and who wins the bid. It will be up to vendors' schedules to obtain the shades and coordinate the logistics of the work.

The table below shows the scope of work for the project:

Item #	Location	Quantity	Dimensions
1	205	3	41" × 90"
2	205	3	44" × 90"
3	205	1	39" × 90"
4	205	1	42" × 90"





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Item #	Location	Quantity	Dimensions	Tilt Wand Length
5	411 Window	1	44.5" × 78"	35"
6, 7	411.2, 411.3 Side Window	2	18" × 78"	35"
8	032.2 Windows	4	47" × 78"	35"
9	032 Side Door	1	18" × 78"	35"
10	032 Doors	2	26" × 36"	25"
11	032 Shelves	4	49" × 69"	40"
12	032 Side Door	1	36" × 78"	35"
13	035 Shelves	1	49" ¾ × 70"	40"
14	035 Side Door	1	36" × 78"	35"
	B035 Side Window	1	36" × 78"	
15	037 Shelves	1	49" ¾ × 69" ½	40"
16	037 Door	1	37" × 68"	35"
	B037 Side Window	1	36" × 78"	
17	436 Bookcase	1	73" ½ × 48" ½	30"
18	436 Double Doors (Top)	1	23" × 36"	30"
19	436 Double Doors (Bottom)	1	23" × 25"	40"
20	301 Window	1	18" × 78"	40"
21	301 Door	1	23" × 64"	40"

****DPW added 7 shades in rooms 231, 232, 233 not requested due to a need that DPW identified.**

Please let the IGA team know if there are any further questions on any of the above information.

Thank you,

Jill Lathan
 Commissioner, DPW

