

BUILDING, MAINTENANCE AND FINANCE COMMITTEE

May 3, 2010 Minutes

MEMBERS PRESENT

Emily Newell
Mary Slade
Anita Green
Pat Valente

MEMBERS ABSENT

Wilma Lee
Reva Johnson
Edna Baldonado

OTHERS PRESENT

Rita Nicolas - Management
Rick Crump - Board President
Patrick Sorensen - Guest

1. Ms. Newell called the meeting to order at 7:00p.m.
2. The Minutes of October 5, 2010 were accepted as written.
3. CONTRACTS - OPERATING ACCOUNT

A. **Janitorial Service Contract - Custom Maintenance - Line #5192:** The Committee

reviewed the renewal proposal from Custom Maintenance to provide janitorial services for a cost of \$12,400 per month or \$148,800 which represents a \$250 per month increase over last year's cost.

Action Taken: The Committee recommends approval of the proposal from Custom Maintenance for an annual cost of \$148,800 to be funded from line #5192.

B. **Compacting Service Contract - Case Porta Comp - Line Item #5420:** The Committee reviewed the proposal from Case Porta Comp to provide the compacting service 4 times per week for a monthly cost of \$12,298 or \$147,576 annually which reflects no increase from last year's cost. A correction was made in the wording of item #5 on page 2 to read "If any additional charges are incurred, these charges must be approved by prior written consent of the Board of Directors.

Action Taken: The Committee recommends approval of the proposal from Case Porta Comp with the correction made for an annual cost of \$147,576 to be funded from line #5420.

C. **Elevator Service Contract - Transbay Elevator Co. - Line #5110:** The Committee

reviewed the proposal from Transbay Elevator Co. to provide the inspection and lubrication of 14 elevators monthly for a cost of \$1,240 per month or \$14,880 annually which represents no increase from last year's cost.

Action Taken: The Committee recommends approval of the proposal from Transbay Elevator Co. for an annual cost of \$14,880 to be funded from line #5110

D. **Pest Control Contact - Alert Pest Control - Line #5160:** The Committee reviewed the

proposal from Alert Pest Control to service the common areas in the 3-story buildings weekly for a cost of \$490 per month or \$5,880 annually which represents no increase from last year's cost.

Action Taken: The Committee recommends approval of the proposal from Alert Pest Control for an annual cost of \$5,880 to be funded from line #5160.

Since there was no further business to come before the Committee, the meeting adjourned at 7:20pm.