

Minutes of Executive Committee

September 24, 1937.

A meeting of the Board of Regents of Western Kentucky State Teachers College, having been called by the Chairman, Harry W. Peters, to meet in the City of Louisville, Kentucky, on Friday, September 24th at 2:30 P.M. in the office of Brinton B. Davis; it was found upon roll call that a quorum was not present, only Mr. Borrone and Mrs. Drake responding to their names. As there was business of importance to be considered and acted upon the meeting resolved itself into a meeting of the Executive Committee. Mr. Borrone, Vice-Chairman of the Board of Regents and Chairman of the Executive Committee, called the meeting to order. It was found upon roll call that President Garrett, Mrs. Drake and Mr. Borrone (all the members) were present. The Chairman announced a quorum and the meeting opened for all business which might come before it.

Captain Davis announced that he had received three sealed bids from parties who were interested in furnishing the equipment for Henry Hardin Cherry Hall, as described in a proposal prepared by him and agreed upon by the College officials and the Director of Public Works Administration, and advertised, according to regulations, to be opened in his office at 2:30 P.M. September 24th, 1937. Mr. Burke, representing the Public Works Administrator was asked to sit with the Committee during the consideration of the bids. The Secretary opened and read the bids in the presence of the Committee, Mr. Burke and Captain Davis.

It was found that the bid of the Central School Supply Company for the entire proposal amounted to \$26,329.59. That this bid was in detail except items relating to equipment for the Chemistry and Physics Departments.

A bid from the Royal Typewriter Company, for typewriters as called for in the proposal amounted to \$756.95.

A bid from Merchant Calculating Agency for calculating machines as called for in the proposal amounted to \$454.50.

Dr. Lee F. Jones, Chairman of the Faculty Committee on Equipment, was asked to come before the committee and he, together with President Garrett, made a careful examination of the bids. They announced that the bid of the

Central School Supply Company was the only complete and in their opinion the lowest and best bid. However that the amount of this bid was in excess of the funds appropriated for the purchase of equipment, and that due to the fact that a large portion of this bid, that is the items relating to Chemistry and Physics Departments, was not itemized and priced per item, making it impossible to intelligently consider the elimination of items in order to bring the bid within the appropriation. After a discussion between the members of the Committee and Mr. Burke, President Garrett offered the following resolution and moved its adoption, same was seconded by Mrs. Drake.

WHEREAS: The bid of the Central School Supply Company of Louisville, Kentucky, appears to be the only general and the lowest and best bid submitted. And that certain equipment, itemized and individually priced, in the said bid appears to be reasonable and within the price range as submitted in former bids for same or similar items.

NOW BE IT RESOLVED: That the Central School Supply Company of Louisville, Kentucky, be awarded the contract, subject to the approval of the Director of the Public Works Administration, for furnishing a portion of the equipment; that is those items set out in the architect's proposal under the headings of

Group A. Machines, Visual and Sound Equipment, Bulletin Files, Lockers, Studio couch, Eraser Cleaners, Freight Truck, Maps.

Group B. Weather Station Equipment, Venetian Blinds.

Items shown in Addenda. Furniture, Files, Window Shades, Maps, Psychological Equipment, Metal Counters and Furniture, Directory, Card Holders and amounting in all to \$7,673.97.

That there be added to the above the following items, which are the same but in addition to items called for in Group A.
3 Standard Royal, 10 inch Typewriters at cost of \$280.68.
1 Standard Royal, 14 inch Typewriter at cost of \$102.03.

And that if it is found after consulting the Director of Public Works Administration that these items can not be added except through the medium of a 'Change Order', then in that event our Architect, Brinton B. Davis, be hereby instructed to prepare and file with the P.W.A. the proper order looking to the purchase of these additional items.

Upon roll call, President Garrett, Mrs. Drake, and Mr. Borrone, all voting in the affirmative, the motion was declared adopted.

President Garrett offered the following motion and moved its adoption, the same being seconded by Mrs. Drake:

WHEREAS: After a careful examination of that portion of the bid of the Central School Supply Company of Louisville, Kentucky, relating to their proposal to furnish certain items of equipment for our Chemical and Physics Departments, and finding that the prices submitted is in excess of our appropriation for the purchase of these items, and,

WHEREAS: said Central School Supply Company failed to give the price of individual items making it practically impossible to reduce the total bid and bring it within our appropriation by the elimination of items.

NOW BE IT RESOLVED: That Dr. Lee F. Jones, Chairman of the Faculty Committee on Equipment, be authorized to carefully check this list and re-submit same to our Architect, Brinton B. Davis, eliminating such items as may be considered not absolutely necessary for the efficient equipment of these departments. And that our Architect be hereby authorized to prepare the proper documents, and having gained the approval of the Director of Public Works Administration, advertise for bids on proposals to furnish and install this equipment, at as early a date as permitted by the regulations.

Upon roll call, President Garrett, Mrs. Drake, and Mr. Borrone, all voting in the affirmative the motion was declared adopted.

Captain Davis advised that he had received bids for furnishing the bronze tablets to be placed in the corridors of the new building; that the low bidder had agreed to furnish one tablet size 24 by 10 and one tablet 24 by 32 showing the wording as submitted at a price of \$97.00 (which including erection and contractor's profit amounts to \$124.89). Also to furnish a third tablet size 24 by 10 showing the names and titles of Mr. Sager, Mr. Wortham, and Mr. Meuth at a price of \$23.00. After discussion Mrs. Drake offered the following resolution and moved its adoption, same was seconded by President Garrett:

RESOLVED: That Architect, Brinton B. Davis, be hereby authorized and instructed to draw such orders as necessary and having obtained the approval of the Director of Public Works Administration, to give contract for the furnishing of two bronze tablets, 1st size 24 by 10, 2nd size 24 by 32 and showing the wording as submitted, the cost of same to be charged against the Construction Account of FWA Project Ky-1043-R. That he be further instructed to purchase for the account of the college a tablet size 24 by 10 and bearing the names and title of Messrs. Sager, Wortham and Meuth.

Upon roll call Mrs. Drake, President Garrett, and Mr. Borrone all voting in the affirmative the motion was declared adopted.

Captain Davis advised that the lowest and best bid for furnishing the tubular chimes as authorized in resolution of September 10th was from the Gustave Hirsch Company of Columbus, Ohio, and that Mr. Russell Johnson representing that firm was in the outer office and desired to discuss the matter with the committee. Mr. Johnson was introduced and described the chimes and their installation in detail and suggested that a set of 25 chimes would more nearly meet the needs of this project, that it carried a standard keyboard and would furnish a wider range. After a lengthy discussion the following motion was introduced by President Garrett, who moved its adoption, the same being seconded by Mrs. Drake:

WHEREAS: It is most desirable that a set of tubular chimes be installed in the Henry Hardin Cherry Hall, known as P.W.A. Project Ky-1043R. AND WHEREAS: Our Architect, Brinton B. Davis, has made an

investigation of the matter and recommends that a set of 25 tubular chimes, designated in his letter of April 22nd as item 6, be installed. That said installation will include all material and labor necessary for furnishing and installing a Time Actuated and Manually Operated time chime service, offering the automatic service for any combination of five chimenotes and Manual Service for console keyboard of twenty-five notes at a price of \$5,310.98. Said price to cover the entire cost and complete installation of said chimes and including the general contractors profit and premium on bond.

NOW BE IT RESOLVED: That Brinton B. Davis, architect, be hereby authorized and instructed to prepare the proper form of change order and submit same to the Director of Public Works Administration for his approval and having secured his approval to award contract for said installation at said price and that a motion relative to installation of chimes and adopted at a meeting of September 10th be hereby rescinded.

Upon roll call, Mrs. Drake, President Garrett, and Mr. Borrone, all voting in the affirmative, the motion was declared adopted.

Captain Davis read portions of several letters he had received from the Struck Construction Company and relating to charges (additional charges) due to expense caused by Winter Weather and amounting to \$3186.23. He stated that a former claim for \$1050.26 had been submitted, that he regarded same as reasonable and was willing to approve it. He suggested that no action be taken at the present and he would discuss the matter further with the Construction Company.

Captain Davis also reported that his engineer had reported that during excessive wet spells that a seepage of water had been noticed in the trenches in the basement floor and that water had collected in the pit; that later it might become necessary to install an electric pump in the pit but that he did not regard it serious at the present time and suggested that no action be taken.

There being no further business the Committee adjourned to meet upon the call of the Chairman.

Struck Construction
Secretary

Borrone
Chairman