

# Memo

To: Michael E. Robey, ED.D, Superintendent  
From: Clarence Thomas, Supervisor of Buildings and Grounds  
Date: December 6, 2012  
Re: Monthly Status  
Cc: Board of Education  
Susan Flanagan  
Alan Hahn

---

Due to contract renewal discussions taking longer than anticipated with Urban Elevator, we contacted three additional companies for estimates and all were at a lower rate than Urban Elevator.

The estimates are as following:

	Cost
Urban Elevator	\$13,500.00 yr
Anderson Elevator	\$10,400.00 yr
Everest Elevator	\$11,880.00 yr
Thyssenkrupp Elevator	\$ 10,440.00 yr

Recommendation:

As a result of lower cost, I am recommending that the Board of Education authorizes the hiring of Anderson Elevator Co. at a cost of \$10,440.00 a year to do required elevator maintenance at the following schools pending contract approval.

Lincoln School  
Irving School  
Roosevelt School

Melrose Park School  
Stevenson School  
Garfield School

## Annual Boiler Tune -Ups

### Recommendation:

Per verbal agreement with Jerry Voris to accept the revisions to the agreement made by our attorney. I am recommending that the Board of Education authorizes the hiring of Voris Mechanical at a cost not to exceed \$19,750.00 to do the required boiler burner combustion tune-ups at our 13 facilities.

On Friday November 30<sup>th</sup> we had our Pre-Bid meeting regarding the Garfield School Gym Floor replacement. Six firms were in attendance at Friday's meeting. Bids are due in no later than 2:00pm December 11, 2012 which is also the time and date they are to be opened.

We have done another staff realignment within our department, reducing the number of custodians from 3 to 2 at Emerson School. We are constantly monitoring our staffing to adequately assess at what level we need be to get the job done sufficiently. Attached is a copy of our current staff roster.