

Executive Director  
Frank T. Martin



Board Chair  
Theodore "Ted" Smith

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Wednesday, October 23, 2019

*Immediately following the Special Called Board Meeting of the Board of Directors*

### AGENDA

- I. **Call to Order**
- II. **Roll Call/ Establishment of Quorum**
- III. **Adoption of Agenda**
- IV. **Adoption of Meeting Minutes**
  - A. September 18, 2019
- V. **Monthly Financial Report Review**
- VI. **Procurement Report – The Look Ahead**
- VII. **Resolutions for Consideration and Approval**
  - A. **Resolution 2020-04:** Authorization for the Executive Director/CEO to exercise the first of two 1-year renewal options for G&G Lawncare Maintenance, Inc. to Provide Landscaping Services to BJCTA, the anticipated cost is \$39,000.00 for the first optional year.
  - B. **Resolution 2020-05:** Authorization for the Executive Director/CEO to exercise the first of two 1-year renewal options for Steel City Services, LLC & SLADE, LLC, as a Joint Venture to Provide Window Cleaning Services to BJCTA with an anticipated cost of \$54,432.00.
  - C. **Resolution 2020-06:** Authorization for the Executive Director/CEO to exercise the second of two 1-year renewal options for Cobbs Allen to Provide Liability Insurance Broker Services to BJCTA, the anticipated cost is \$90,000.00 for the second optional year.
  - D. **Resolution 2020-07:** Authorization for the Executive Director/CEO to reinstate C.P. Construction Company to their original contract amount and original scope of work to Provide Bus Shelter and Bus Stop Maintenance to BJCTA with the anticipated cost of \$247,645.00 for the first optional year.
  - E. **Resolution 2020-08:** Authorization to Provide "Free" Transportation Service to Veterans on Veteran's Day – Recognized on November 11, 2019.

**VIII. Items for Information and/or Discussion**

**A. Departmental Reports**

**IX. Old Business**

**X. New Business**

**XI. Adjournment**

**Finance & Administration**  
**Committee Members**

Sam Parker, Chair

Johnnye Lassiter

Darryl Cunningham

**Upcoming Activities**

- BJCTA Regular Meeting of the Board of Directors – Wednesday, November 6, 2019 at 12 noon.