7-17-1911

Board of Trustees Meeting Minutes 1911-07-17

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Meeting of the Trustees of the Bowling Green Normal School in the Melliken Hotel parlors, Bowling Green, July 17, 1911, at 10:30 A. M.

Meeting called to order by Pres. Collins.

Roll call showed the following members present: Begg, Davis, McDonel, Brown and Collins.

Minutes of the two previous meeting read and approved.

Moved by Begg and seconded by Davis that the following contract of Howard & Merriam, architects of Columbus, Ohio, be accepted and that the Trustees and the Architects sign the contract in duplicate, and that the contract be recorded in the minutes.—Carried unanimous.

**CONTRACT.**

THIS CONTRACT made and entered into this 17th day of July, A. D. 1911, by and between HOWARD & MERRIAM, of Columbus, Ohio, hereinafter designated the "ARCHITECTS" and THE BOARD OF TRUSTEES OF THE BOWLING GREEN NORMAL SCHOOL, of the State of Ohio, hereinafter designated "THE BOARD OF TRUSTEES."

WITNESSETH:—That the said Architects in consideration of the fulfillment of the agreements herein made by said Board of Trustees agree to the following:

ARTICLE 1.- PRELIMINARY PLANS - The said Architects will prepare preliminary plans for the complete institution to be erected on the site owned by the State of Ohio, and known as the Normal School site at Bowling Green, Ohio, the same to be approved by the Board of Trustees and the President of said Normal School. These preliminary sketches after approval are to become the property of said Board of Trustees.

ARTICLE 2.- COMPLETE PLANS - Upon order of the Board of Trustees the said Architects shall and will forthwith prepare full and complete plans, drawings, representations, bills of material, specifications of work, and estimates of cost in detail and in the aggregate for such buildings as are desired by said Board of Trustees to be erected under the present appropriation; such plans, drawings, specifications, details, etc., to be approved by the Board of Trustees, the President of said Normal School and the proper State authorities as is required by law.

The said plans, drawings, specifications, etc., shall contain all information necessary to enable contractors to make reliable bids upon the work and to erect and complete the buildings therefrom, and shall be in accordance with the law in such case made and provided.

ARTICLE 3.- COPIES OF DRAWINGS, PLANS & SPECIFICATIONS - The Architects shall provide all necessary copies of drawings, plans and specifications to be used in the construction of the buildings and other work, and shall be present in person at any public letting of the work.

ARTICLE 4.- SUPERVISION - The said Architects agree to place at their own expense a competent Superintendent of construction, satisfactory to the Board of Trustees, on the grounds at all times during the construction of the work, which Superintendent shall be at all times subject to the order of the Board of Trustees. In case such Superintendent shall at any time be not satisfactory to the Board of Trustees the architects upon being requested by the Board of Trustees so to do, shall dismiss such Superintendent and forthwith provide another in his place. The Architects shall provide competent engineering tests of all materials as required by the specifications to insure proper results in construction.

ARTICLE 5.- ARCHITECTS AGENTS OF BOARD OF TRUSTEES - All instructions or orders to contractors and workmen shall be issued through the Architects. In all transactions between the
Board of Trustees and the contractors, the said Architects shall act as the agent of said Board of Trustees, and they shall assume only the agent's liabilities in connection with the work.

ARTICLE 6.- PRESENCE DURING CONSTRUCTION - The Architects agree to be present in person on the work at least once every month during the construction of the work, and at such other times as the Board of Trustees shall require.

ARTICLE 7.- CLERK OF WORK - The Board of Trustees, should it so desire, shall have the right to place a clerk of work at its own expense upon the work.

ARTICLE 8.- LANDSCAPE WORK - The Architects shall also supervise and have under their entire direction all landscape work in the preliminary lay-out for the complete institution, subject to the approval of the Board of Trustees.

ARTICLE 9.- BOND - The Architects agree to furnish such bond as may be required by the Board of Trustees conditioned to guarantee to the State of Ohio that such building as is done under the plans and specifications prepared by them under this contract, shall be of sufficient strength for the purposes to which the building is to be put.

ARTICLE 10.- IN CONSIDERATION OF THE AGREEMENT above made, the said Board of Trustees hereby retain and employ the said Architects to perform the services above outlined, and upon the performance of the conditions and stipulations herein contained, agrees to pay to the said Architects in full compensation therefor a sum equal to five per cent (5%) of the total cost of the work done in accordance with the plans and specifications as set forth in Article 2 hereof, the same to be due and payable in installments as follows:

(a) One per cent. (1%) thereof when the drawings and specifications are satisfactorily completed and approved by the Board of Trustees.

(b) An additional Two per cent. (2%) thereof when the contracts are let, and the balance remaining thereof at the rate of Two per cent. (2%) upon each payment made to the contractor, the final payment to be made when the buildings are completed and accepted.

ABANDONMENT - In case the work is postponed or abandoned at any time the compensation to be paid to the Architects for the services rendered up to that time is to be reckoned on the basis in the schedule printed hereon.

IN WITNESS WHEREOF, said parties hereto have hereunto set their hands on the day and year first above written.

Attest:

H. B. Williams.

By C. R. J. Merriam.

ARCHITECTS.

Attest:

J. E. Collins, Pres.

John Begg, Vice Pres.

D. C. Brown, Sec.

D. T. Davis

J. D. McDonel,

BOARD OF TRUSTEES.

SCHEDULE OF FEES:

Full professional services including plans, specifications and superintendence, (5%) five per cent. of the total contract price.
Partial services: Plans and specifications, when approved, 2½%
Plans, specifications including details, when approved 3½%
Superintendence of construction 1½%

The names of R. W. Treber, Brigham and J. B. Adkins were announced for care takers of the school grounds. The vote showed the following: Adkins one, Brigham one, Treber three.

Moved by McDonel and seconded by Begg that R. W. Treber be elected to take charge of the grounds at a salary of $900 a year, and a house to live in to be selected by the Board. He to commence work upon notification by the Trustees.- Carried unanimous.

Upon the invitation of the Trustees, Prof. Williams of Sandusky, and Dr. Miller of Lima appeared before the Trustees in regard to the position as President of the school. No action taken.

Moved by Beegs and seconded by Davis that the Trustees meet at Oxford at the Administration Building for examination of Normal School Building, on Monday at 10 A. M. July 24th.

The Trustees met with the School Board of Bowling Green to find out definitely their position in regard to setting off territory for scholars to the Normal School. No action taken.

There being no further business before the Board, moved by Beeg and seconded by McDonel that the Trustees adjourn to meet at Bowling Green, Tuesday August 8th at 10 A. M.