MINUTES OF SPECIAL MEETING
BOARD OF DIRECTORS
SEQUOIA HEALTHCARE DISTRICT
December 28, 2009

Conference Room, 525 Veterans Boulevard
Redwood City, CA 94063

DRAFT

Directors Present	Directors Excused	Also Present
Director Griffin Director Hickey Director Horsley	Director Faro Director Kane	Mr. Michelson, CEO Ms. Johnson, Recorder

1. Call to Order

By: President Horsley
Time: 3:30 PM

2. Public Comment/Non-Agenda Items

There was no public comment.

3.a. Award Bid for Tenant Improvements for 525 Veterans Boulevard Project

Mr. Michelson reported that the District received two bids on the project which were opened after 5:00 PM on December 23, 2009. After analysis by Suzanne Mathieu of Bayside Realty Partners, it was determined the low bidder was Sam Sinnott & Company of Menlo Park by a difference of $583.85. Ms. Mathieu has reviewed their bid and qualifications to determine responsibility and responsiveness.

Mr. Michelson noted that if the tenant decides to add two windows as outlined in Alternative #1, the tenant is to pay the additional cost.

Motion: To accept the low base bid with Sam Sinnott & Company.
By: Director Hickey
Seconded by: Director Griffin
Vote: 3-0
Motion Passed

Mr. Michelson will research why the District's contract mandates that the contractor pay prevailing wage and notify the directors of his findings.

4. Adjourn

Motion: At 3:40 PM, adjourn meeting.
By: President Horsley
Seconded by: Director Griffin
Vote: 3-0
Motion Passed

Respectfully Submitted,

Kim Griffin, Vice President