



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
May 28, 2026 – 4:15 PM
Student Union North, Student Chambers
Zoom: <https://csusb.zoom.us/j/85875529320>

Agenda

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Open Forum (3 Minutes per Speaker)
5. Adoption of Agenda

NEW BUSINESS

- EC 01/26 Approval of SMSU South #2 Elevator Power Unit Replacement Proposal (Action, Roberson)
- EC 02/26 Approval of SRWC Safety Ladder Proposal (Action, Kinnally)

ANNOUNCEMENTS

ADJOURNMENT

Santos Manuel Student Union South Elevator #2 Power Unit Replacement

Date: May 12, 2026

Santos Manuel Student Union Board of Directors

Proposed by: Anthony Roberson, Associate Director of Operations (SMSU)

Proposal: TK Elevator will provide labor & material to remove and replace the existing power unit(s) in the SMSU South building. The power unit replacement includes the motor, pump, hydraulic valve, muffler, oil reservoir tank, hydraulic fluid, isolation assembly and all necessary hardware. Existing controller and oil line shall remain and be reused. Any alterations to the main-line feed are not included in this scope of work. The old unit has a 30-horsepower motor that has 80 full load amps, and the new unit has a 40-horsepower motor that has 104 full load amps. The electrical upgrade work will need to be performed by campus facilities.

Rationale:

A recent detailed evaluation conducted by a certified elevator technician identified a critical failure within the hydraulic tank unit of the elevator system. Specifically, the welds on the hydraulic tank have failed, resulting in an active oil leak. Because the elevator is equipped with a submersible tank unit, any external oil leakage can only originate from the tank itself or associated valve and Victaulic assemblies.

A comprehensive inspection of all external components including valves and Victaulic connections confirmed that there are no leaks present in those areas. With these components ruled out, the source of the leak has been conclusively identified as the hydraulic tank unit, where weld failure has compromised the integrity of the system.

A hydraulic tank with failed welds cannot be reliably repaired in place and presents several significant risks, including:

- Continued oil leakage leading to system inefficiency and potential failure
- Environmental contamination concerns due to hydraulic fluid loss
- Increased likelihood of unplanned elevator outages and service disruptions
- Potential safety risks to building occupants

Given these conditions, replacement of the hydraulic tank unit is the only permanent and industry-accepted solution to restore safe, reliable, and compliant elevator operation. Delaying this replacement would likely result in escalating maintenance costs, increased downtime, and further operational risk to the facility.

This project is essential to ensuring the continued functionality, safety, and reliability of the elevator system, which is critical to maintain accessibility and daily operations within the facility.

SMSU South Elevator #2: Power Unit Replacement - \$ 55,778.72

New disconnect for the increase amps for the 40-horsepower motor - \$ 2,500.00

(Scope of electrical work to be performed by campus facilities)

Budget Impact: The total cost of project, \$58,278.72, includes material, labor, and all associated installation costs.

Timeline: The project will be completed in an estimated 3-4 weeks

Repair Work Order



May 08, 2026

Smsu

Purchaser CSU San Bernardino

Location: Smsu

:

Address: 5500 University Pkwy
San Bernardino, CA 92407-2318

Address: 5500 University Pkwy
San Bernardino, CA 92407



Purchaser authorizes TK Elevator Corporation (referred to as "TK Elevator" hereafter) to perform the following work on the equipment and at the location described above, in exchange for the sum of **Fifty Five Thousand Seven Hundred Seventy Eight Dollars and Seventy Two Cents (\$55,778.72)** inclusive of all applicable sales and use taxes pursuant to the terms and conditions contained in this Work Order (the "Work Order").

If not accepted with (30) thirty calendar days of the date presented to Purchaser, this Work Order shall automatically be revoked and shall be null and void.

Summary:

Elevator	TKE ID	Description	Repair category
SMSU South #2	US664878	Power Unit	Performance

For further information, please see a detailed Scope of Work on the pages that follow.

In the event you have any questions regarding the content of this Work Order please contact me at +1 714 9412317.

We appreciate your consideration.

Regards,

Katelyn Shepherd
TK Elevator Corporation
1601 S Sunkist St Ste A
Anaheim CA 92806
katelyn.shepherd@tkelevator.com | +1 714 9412317

Notice:

No permits or inspections by others are included in this work, unless otherwise indicated herein. Delivery and shipping is included. All work is to be performed during regular working days and hours as defined in this Work Order unless otherwise indicated herein.

Repair Work Order



Scope of Work

Power Unit - SMSU South #2

We will provide labor & material to remove and replace the existing power unit(s) in the above referenced building. The power unit replacement includes the motor, pump, hydraulic valve, muffler, oil reservoir tank, hydraulic fluid, isolation assembly and all necessary hardware. Existing controller and oil line shall remain and be reused. Any alterations to the main-line feed are not included in this scope of work.

Payment Terms

50% of the price set forth in this Work Order will be due and payable as a non-refundable initial progress payment within 10 days from TK Elevator's receipt of a fully executed copy of this Work Order. This initial progress payment will be applied to any applicable project management, permits, engineering, drawings and material procurement. Material will be ordered once this payment is received and the parties have both executed this Work Order.

The remaining 50% of the price set forth in this Work Order and any fully executed change orders shall be due and payable at the time TK Elevator commences the work described in the Work Order. TK Elevator's receipt of this final payment is a condition precedent to TK Elevator's return of the equipment described in this Work Order to the full operation and use and Purchaser agrees to waive any and all claims to such operation and use until such time as that payment is made in full.

The price of this Work Order includes all value added taxes, tariffs, duties, and similar charges imposed on TK Elevator as of the date of execution of this Work Order. The price of this Work Order is subject to escalation - even after Purchaser's acceptance of this Work Order - under certain circumstances. After the date of acceptance of this Work Order and in addition to the Work Order price, Purchaser is also responsible to pay TK Elevator for any new (or any increase in): (1) applicable value added taxes, tariffs, duties, and/or other charges imposed by applicable governmental authorities; (2) charges from its suppliers for any of the applicable materials and/or components due to (a) supply chain issues, (b) the imposition of applicable value added taxes, tariffs, duties or other charges by applicable governmental authorities; and/or (c) if the completion of work called for in this Work Order occurs after any milestone mentioned earlier in this Work Order; and/or (3) charges from TK Elevator's shippers and/or freight forwarders, all along with profit and overhead associated with those amounts. When any materials and/or components applicable to the work described in this Work Order are ready to ship, TK Elevator will provide Purchaser with a change order that includes such value added taxes, tariffs, duties and/or charges imposed by applicable government authorities and/or such charges from its suppliers and freight forwarders for any of the applicable materials and/or components as set forth above, along with profit and overhead associated with those amounts, which must be executed and fully paid for prior to and as a condition precedent to such shipment.

Purchaser agrees that TK Elevator shall have no obligation to complete any steps necessary to provide Purchaser with full use and operation of the affected elevator(s) until such time as TK Elevator has been paid 100% both of the price reflected in this Work Order and for any other work performed by TK Elevator or its subcontractors in furtherance of this Work Order. Purchaser agrees to waive any and all claims to the turnover and/or use of that equipment until such time as those amounts are paid in full. TK Elevator reserves the right to assign payments owed to TK Elevator under this Work Order.

Work order price:		\$55,778.72
Initial progress payment:	(50%)	\$27,889.36
Total due upon completion:	(50%)	\$27,889.36

Repair Work Order



Terms and Conditions

TK Elevator does not assume any responsibility for any part of the vertical transportation equipment other than the specific components that are described in this Work Order and then only to the extent TK Elevator has performed the work described above.

No work, service, examination or liability on the part of TK Elevator is intended, implied or included other than the work specifically described above. It is agreed that TK Elevator does not assume possession or control of any part of the vertical transportation equipment and that such remains Purchaser's exclusively as the owner, lessor, lessee, possessor, or manager thereof.

Unless otherwise stated herein, TK Elevator's performance of this Work Order is expressly contingent upon Purchaser securing permission or priority as required by all applicable governmental agencies and paying for any and all applicable permits or other similar documents.

It is agreed that TK Elevator's personnel shall be given a safe place in which to work. TK Elevator reserves the right to discontinue its work in the location above whenever, in its sole opinion, TK Elevator believes that any aspect of the location is in any way unsafe until such time as Purchaser has demonstrated, at its sole expense, that it has appropriately remedied the unsafe condition to TK Elevator's satisfaction. Unless otherwise agreed, it is understood that the work described above will be performed during regular working days and hours which are defined as Monday through Friday, 8:00 AM to 4:30 PM (except scheduled union holidays). If overtime is mutually agreed upon, an additional charge at TK Elevator's usual rates for such work shall be added to the price of this Work Order.

In consideration of TK Elevator performing the work described above Purchaser, to the fullest extent permitted by law, expressly agrees to indemnify, defend, save harmless, discharge, release and forever acquit TK Elevator, its employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings made or brought against TK Elevator, its employees, officers, agents, affiliates and subsidiaries for loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death that are alleged to have been caused by Purchaser or any others in connection with the presence, use, misuse, maintenance, installation, removal, manufacture, design, operation or condition of the vertical transportation equipment that is the subject of this Work Order, or the associated areas surrounding such equipment. Purchaser's duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death is determined to be caused by or resulting from the negligence of TK Elevator and/or its employees. Purchaser recognizes, however, that its obligation to defend TK Elevator and its employees, officers, agents, affiliates and subsidiaries under this clause is broader and distinct from its duty to indemnify and specifically includes payment of all attorney's fees, court costs, interest and any other expenses of litigation arising out of such claims or lawsuits.

Purchaser expressly agrees to name TK Elevator along with its officers, agents, affiliates and subsidiaries as additional insureds in Purchaser's liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure TK Elevator, along with its officers, agents, affiliates and subsidiaries for those claims and/or losses referenced in the above paragraph, and for claims and/or losses arising from the negligence or legal responsibility of TK Elevator and/or its officers, agents, affiliates and subsidiaries. Such insurance must specify that its coverage is primary and non-contributory. Purchaser hereby waives the right of subrogation.

TK Elevator shall not be liable for any loss, damage or delay caused by acts of government, labor, troubles, strikes, lockouts, fire, explosions, theft, riot, civil commotion, war, malicious mischief, acts of God, or any cause beyond its control. TK Elevator Corporation shall automatically receive an extension of time commensurate with any delay regarding the work called for in this Work Order.

Should loss of or damage to TK Elevator's material, tools or work occur at the location that is the subject of this Work Order, Purchaser shall compensate TK Elevator therefor, unless such loss or damage results solely from TK Elevator's own acts or omissions.

If any drawings, illustrations or descriptive matter are furnished with this Work Order, they are approximate and are submitted only to show the general style and arrangement of equipment being offered. Work Order.

Purchaser shall bear all cost(s) for any reinspection of TK Elevator's work due to items outside the scope of this Work Order or for any inspection arising from the work of other trades requiring the assistance of TK Elevator.

Purchaser expressly agrees to waive any and all claims for consequential, special or indirect damages arising out of the performance of this Work Order and specifically releases TK Elevator from any and all such claims.

A service charge of 1.5% per month, or the highest legal rate, whichever is less, shall apply to delinquent accounts. In the event of any default of any of the payment provisions herein, Purchaser agrees to pay, in addition to any defaulted amount, any attorney fees, court costs and all other expenses, fees and costs incurred by TK Elevator in connection with the collection of that defaulted amount.

Purchaser agrees that this Work Order shall be construed and enforced in accordance with the laws of the state or province (as applicable) where the vertical transportation equipment that is the subject of this Work Order is located and consents to jurisdiction of the courts, whether state, provincial or Federal as applicable, located there as well that to all matters and disputes arising out of this Work Order. Purchaser further agrees to waive trial by jury for all such matters and disputes.

The rights of TK Elevator under this Work Order shall be cumulative and the failure on the part of the TK Elevator to exercise any rights given hereunder shall not operate to forfeit or waive any of said rights and any extension, indulgence or change by TK Elevator in the method, mode or manner of payment or any of its other rights shall not be construed as a waiver of any of its rights under this Work Order.

In the event any portion of this Work Order is deemed invalid or unenforceable by a court of law, such finding shall not affect the validity or enforceability of any other portion of this Work Order. This Work Order shall be considered as having been drafted jointly by Purchaser and TK Elevator and shall not be construed or interpreted against either Purchaser or TK Elevator by reason of either Purchaser or TK Elevator's role in drafting same.

In the event Purchaser's acceptance of the work called for in this Work Order is in the form of a purchase order or other kind of document, the provisions, terms and conditions of this Work Order shall exclusively govern the relationship between TK Elevator and Purchaser with respect to the work described herein.

Repair Work Order



Acceptance

Purchaser's acceptance of this Work Order will constitute exclusively and entirely the agreement for the work herein described. All prior representations or agreements regarding this work, whether written or verbal, will be deemed to be merged herein, and no other changes in or additions to this Work Order will be recognized unless made in writing and properly executed by both parties. No agent or employee of TK Elevator shall have the authority to waive or modify any of the terms of this Work Order without the written approval of an authorized TK Elevator manager.

This Work Order specifically contemplates work outside the scope of any other contract currently in effect between the parties; any such contract shall be unaffected by this Work Order.

To indicate acceptance of this work order, please sign and return one (1) original of this agreement to the branch address shown below. Upon receipt of your written authorization and required materials and/or supplies, we shall implement the work called for in this Work Order.

CSU San Bernardino (Purchaser):		TK Elevator Corporation Management Approval	
By: _____		By: _____	
(Signature of Authorized Individual) Juan Macias		(Signature of Branch Representative)	
_____ (Print or Type Name)		Chad Kerr General Manager	
_____ (Print or Type Title)			
_____ (Date of Acceptance)		_____ (Date of Execution)	

Please contact _____ to schedule work at the following phone number _____



REPAIR DOWN PAYMENT REQUEST

Attn: Juan Macias
CSU San Bernardino
5500 University Pkwy
San Bernardino CA, 92407-2318

Date	Terms	Reference ID	Customer Reference # / PO
May 08, 2026	Immediate	ACIA-2FA7GWG	
	Total Contract Price:		\$55,778.72
	Down Payment:	(50%)	\$27,889.36

For inquiries regarding your contract or services provided by TK Elevator, please contact your local account manager at +1 714 9412317. To make a payment by phone, please call 678-589-1145 with the reference information provided below.

Current and former service customers can now pay online at:
<https://secure.billtrust.com/tkelevator/ig/one-time-payment>

Thank you for choosing TK Elevator. We appreciate your business.

Please detach the below section and provide along with payment.

Customer Name: CSU San Bernardino
Location Name: Smsu
Customer Number: 152080
Quote Number: 2026-2-2092033
Reference ID: ACIA-2FA7GWG
Remittance Amount: \$27,889.36

Remit To:
TK Elevator
PO Box 3796
Carol Stream, IL 60132-3796

For overnight checks, please send to:

Deluxe
TK Elevator 3796
5450 N. Cumberland Ave.
Chicago, IL 60656



Repair Completion Notice to be signed at job completion

Date: _____
Repair Job #: _____

Building Name: Smsu
Street Address: 5500 University Pkwy
City State, Zip: San Bernardino, CA 92407

Dear Juan Macias,

Thank you for allowing us the opportunity to perform the repair job listed above. We have completed the work as outlined in job # _____ and the unit is now up and running. You will receive a final bill for this work shortly.

We hope your experience was exceptional and look forward to serving you in the future. If you have any questions about the repair work or your service agreement, please check one of the boxes under "Follow-Up Request" and the appropriate person will contact you soon.

Customer Representative

Customer Name: Juan Macias

Print or Type Name

Customer Signature: _____
Signature of Authorized Individual

Title: Building Maintenance Manager

Print or Type Title

Date: _____
Date of acceptance

Customer Email: jmacias@csusb.edu

Customer Email

TK Elevator Representative

Name: Katelyn Shepherd

Print or Type Name

Signature: _____
Signature of Authorized Individual

Title: Sr Account Manager

Print or Type Title

Date: _____

Follow Up Request

If you would like a manager or department representative to contact you, please check one of the following:

- Sales Department
 - Branch Manager
 - Service Department
 - Repair Department
- Phone Number

Comments:



REPAIRS FINANCING PROGRAM

Need to repair your elevator or escalator quickly but it's not in the budget? TK Elevator has partnered with GreatAmerica Financial to offer financing for Repair Projects in the United States and Canada.

Program Details:

Term Durations: 12 - 60 months
 Loan Size: \$50,000 - \$5,000,000*
 100% of Project Financing Available
 Fixed Interest Rates

FAST Credit Approval!

Loans under \$500,000 – SAME DAY
 Loans over \$500,000** – 24 to 72 Hours

Example of \$150,000 financed over a 60-month period at various interest rates:

Rate	Number of Payments	Payments per month
9.99%	60	\$3,186.32
10.99%	60	\$3,260.62
11.99%	60	\$3,335.91
12.99%	60	\$3,412.19

The above example's finance rates, number of payments, payment frequency and payment amounts are for illustrative purposes only and subject to change.

* Loans larger than \$5,000,000 may be accepted.

** All loans subject to credit approval.

Additional Information:

Program eligibility requires execution of 5-year maintenance agreement with TK Elevator. Specific financing terms, rates and conditions will vary based on creditworthiness and GreatAmerica Financial's other terms and conditions.

Not all applicants will qualify.

TK Elevator may receive compensation from GreatAmerica as part of this program.

TK Elevator is not a licensed lender and does not originate or arrange financing.

TK Elevator is not responsible for GreatAmerica Financial's products or services, or how GreatAmerica Financial handles an applicant's information.

**Student Recreation & Wellness Center (SRWC) Recreation & Wellness - Safety Ladder
5/21/2026**

Santos Manuel Student Union Board of Directors

Proposed by: Sean Kinnally, Interim Director of Recreation and Wellness

Proposal:

The reason for this proposal is that Facilities has identified this as a life safety repair and upgrade that needs to be completed as soon as possible. The work represents the best value and will be completed by an approved state vendor.

- Safety setup and mobilization for the project site.
- Installation of one (1) Kattsafe Ladder measuring 18' x 12" x 25".
- Coordination of all labor, equipment, and materials necessary to complete the installation safely and efficiently.
- Demobilization upon completion of work.
- Removal and disposal of all job-related debris from the site.

Rationale:

This project is necessary to improve safe roof and elevated access for maintenance personnel and contractors. The installation of the Kattsafe Ladder will enhance compliance with workplace safety requirements, reduce fall risks, and provide a secure and reliable access solution for ongoing operational and maintenance activities.

Fiscal Impact: The total anticipated project cost is \$21,542.55, and a 5% contingency is put in place to not exceed \$22,619.77

Project Timeline: Once approved, work will be done in the next few weeks.

Funding Source:660061-SB002-B0105-XR389



High Performance Roofing, Building Envelopes and Construction Services

Cost Estimate



Long
Live
Your
Buildings



Sourcing. Strategy. Savings.

Project: TRBM-308591

E&I: EI00059~2021MA

CAL STATE SAN BERNARDINO

Date: 5/1/2026

CAL STATE SAN BERNARDINO-REC CENTER SAFETY LADDER

Dear Juan Macias,

The following cost estimate for services at 5500 University Ave. San Bernardino, Ca.



PROPOSED SCOPE OF WORK:

- Safety setup and mobilization.
- Installation of Kattsafe Ladder (1) 18' x 12" x 25" Ladder.
- Demobilization and removal of job-related debris for site.

CLAIRIFCATIONS:

- This project is based on prevailing wage rates.
- This project is based on straight time, Monday – Friday.

PROPOSED FEES:

Total Project Cost: \$ **21,542.55**

Sincerely,

Aaron Nestor



Aaron Nestor
Construction Manager – Asset Management
Weatherproofing Technologies, Inc.
Part of Tremco Construction Products Group
M. 440.213.2356
anestor@wtiservices.com
3735 Green Road, Beachwood, OH 44122
www.tremcoroofing.com



cc: Harvey Covarrubias - Tremco
Dave Groshans - WTI

COST ESTIMATE AGREEMENT

This cost estimate is an offer by WTI to provide the Scope of Work set forth above to the Customer on the terms and conditions set forth herein and in WTI’s standard terms and conditions (a copy of which may be obtained at <http://www.tremcoroofing.com/files/share/terms/TandCWTL.pdf>), which are hereby incorporated by reference (together, the “Terms and Conditions”). The Terms and Conditions will govern the Work to the exclusion of any other or different terms, including in any customer purchase order, unless otherwise expressly agreed in writing pursuant to a Master Agreement or similar contract with Customer signed by an authorized representative of WTI. Any Performance and Payment Bonds issued for associated repair work are limited to performance of the repairs and one year warranty on such repairs. Bonds, if issued, do not apply to the TremCare extended service agreement. Please confirm your acceptance by return e-mail to the representative identified below. Upon receipt of acceptance, WTI will process your order and promptly begin the Scope of Work.

					
		<i>Lower Costs for Higher Ed</i>			
		Effective 08/15/2025			
		Quotes are valid for 60 days. After that time, project conditions are subject to reassessment.			
		Contract #: EI00059~2021MA			
WEATHERPROOFING TECHNOLOGIES, INC. E&I LINE ITEM PRICELIST		Roofing & Building Envelope Services			
OWNER:	CAL STATE SAN BERNARDINO				
PROJECT NAME:	STUDENT UNION LADDER				
QUOTE #	TRBM-308591				
DATE:	5/1/2026				
Bid Item Number	Description of Cost Factors	Unit of Measure	Price	Quantity	Project Amount
26.15	Installer	Per Hour	\$ 187.11	57	\$ 10,665.27
26.12	Building/Construction Manager	Per Hour	\$ 240.63	2	\$ 481.26
Non Discounted Material					
KSCUSTOM	KS TREMCO ROOFTOP SAFETY ALUM (#Q000033070)	EA	\$ 8,463.61	1	\$ 8,463.61
110001C	SOLARGARD ACRYLIC SEALER 1 GL	EA	\$ 120.96	1	\$ 120.96
26.1	Roofing supplies Discount off Retail Price List	% off	13.6%		\$ 120.96
26.9	Multiplier/factor to be applied to the R.S. Means costs	% to be applied	95%	\$ 1,906.79	\$ 1,811.45
				TOTAL PROJECT COST	\$ 21,542.55
*The pricing contained in this proposal is based in part on site-specific conditions and unique circumstances presented on each individual project as per Contract #EI00059~2021MA.					

Cost Estimate Report

Date: 05/01/2026

TRBM-308591-CAL STATE SAN BERNARDI

Year 2026 Quarter 2

Unit Detail Report

Prepared By: Anna Wang WTI

LineNumber	Description	Quantity	Unit	Total Incl. O&P	Ext. Total Incl. O&P
Division 01 General Requirements					
015416500100	Forklift crew, all-terrain forklift, 45' lift, 35' reach, 9000 lb. capacity, weekly use	0.20	Week	\$9,533.95	\$1,906.79
Division 01 General Requirements Subtotal					\$1,906.79
Subtotal					\$1,906.79
General Contractor's Markup on Subs				0.00%	\$0.00
Subtotal					\$1,906.79
General Conditions				0.00%	\$0.00
Subtotal					\$1,906.79
General Contractor's Overhead and Profit				0.00%	\$0.00
Grand Total					\$1,906.79