

FINANCE COMMITTEE MINUTES
January 14th, 2014
Chairman Cheryl Millet
Vice-Chairman Art Smith

Members: Lucien Gauff, III, Jaclyn Hotard, Art Smith, Ranney Wilson, Lennix Madere, Marvin Perrilloux, Michael Wright, Larry Snyder, Cheryl Millet

PRESENT: Lennix Madere, Marvin Perrilloux, Lucien Gauff, Michael Wright, Larry Snyder, Jaclyn Hotard

ABSENT: Cheryl Millet, Ranney Wilson & Art Smith

BID OPENING REPORT/AWARDS:

Kia Price - Bid Opening - Three Sewer Force Main Extensions

Kia Price, Director of Purchasing, stated, "Good evening council, the purchasing and procurement department opened bids on January 14th, 2014 at 3:00 PM for three sewer force main extensions the following bids were received:

<u>BIDDER</u>	<u>TOTAL BASE BID</u>
Hensley R. Lee Contracting, Inc. Picayune, MS	\$299,000.00
Magnolia Construction, LLC Baton Rouge, LA	\$277,756.00
Lawson-Bonet Construction, LLC Hammond, LA	\$247,809.50
Bron Construction, Inc. Baton Rouge, LA	\$359,000.00
Hawkmoon Construction Mandeville, LA	\$365,750.00
Mitchell Contracting, Inc. Covington, LA	\$296,110.00
Fleming Construction Company, LLC Kenner, LA	\$359,010.00
Mixson Utility Service, LLC Baton Rouge, LA	\$246,520.00
LA Contracting Enterprise, LLC Thibodaux, LA	\$342,980.00

The administration requests the council to take all bids under advisement."

MOTION: Councilman Madere moved and Councilman Perrilloux seconded the motion to take the bids received for the three sewer force main extensions under advisement. The motion passed with Councilwoman Millet and Councilmen Wilson and Smith.

Kia Price - Bid Opening - Sale of Property on US Hwy 61

There were no bids received.

Kia Price - Authorization to advertise for Janitorial Services

Kia Price stated, "The current janitorial contracts expire on March 31, 2014 and administration requests authorization to advertise a Request for Proposals (RFPs) for the service."

MOTION: Councilman Snyder moved and Councilman Perrilloux seconded the motion to grant administration authorization to advertise for Janitorial Services. The motion passed with Councilwoman Millet and Councilmen Wilson and Smith absent.

Kia Price - Authorization to advertise for Grass cutting services

Kia Price stated, "The current grass cutting contracts expire on March 31, 2014 and administration requests authorization to advertise a Request for Proposals (RFPs) for the service."

MOTION: Councilman Madere moved and Councilman Gauff seconded the motion to grant administration authorization to advertise for grass cutting services. The motion passed with Councilwoman Millet and Councilmen Wilson and Smith absent.

Jobe' Boucvalt - Authorization to award the contract for repairs to Fire Stations 62-64 to Veterans Construction, LLC in the amount of \$76,276.20

Jobe' Boucvalt, Director of Public Safety, stated, "Administration requests an amendment to this item to identify all fire stations included in the procurement document: Fire Stations #62, #63, #64, #65 & #71. Administration also requests authorization to award a contract in the amount of \$76,276.20 to Veterans Construction, LLC who provided the lowest quote for repairs to the Reserve and Garyville stations."

MOTION: Councilman Gauff moved and Councilman Wright seconded the motion to amend the above item to include Fire Stations 65 & 71. The motion passed with Councilwoman Millet and Councilmen Wilson and Smith absent.

MOTION: Councilman Perrilloux moved and Councilman Gauff seconded the motion to grant administration authorization to award the amended contract for repairs to Fire Stations 62-64, 65 & 71 to Veterans Construction, LLC in the amount of \$76,276.20. The motion passed with Councilwoman Millet and Councilmen Wilson and Smith absent.

Jobe' Boucvalt - Authorization to award the contract for repairs to Fire Stations 51-55 to Family Homes by Tommy and Shelia, Inc. in the amount of \$76,022.55

Jobe' Boucvalt stated, "Administration requests the following amendment to this item to identify all fire stations: Fire Stations #51, #52,

#53, #54 & #55. Administration also requests authorization to award a contract in the amount of \$76,022.55 to Family Homes by Tommy and Shelia, Inc. who provided the lowest quote for the project."

MOTION: Councilman Madere moved and Councilman Wright seconded the motion to grant administration authorization to award the contract for repairs to Fire Stations 51-55 to Family Homes by Tommy and Shelia, Inc. in the amount of \$76,022.55. The motion passed with Councilwoman Millet and Councilmen Wilson and Smith absent.

Stacey Cador - Authorization to award the Office of Fire Services' medical insurance

Stacey Cador, Director of Human Resources, stated, "Administration requests authorization to renew the medical insurance for the Office of Fire Services (OFS) with Humana through the Massad Group, the current agent of record. The plan selected provides the best coverage based on the estimated annual premium of \$325,968.48. This amount reflects a 2.11% increase over the current premium."

Councilman Perrilloux asked, "Mrs. Cador when the committee met on this insurance was it the committee with the council because I didn't get an invite to come to that?"

Stacey Cador stated, "No sir that is the sore selection committee that is normally convened to score proposals."

Councilman Perrilloux asked, "Is that committee made up of administration?"

Stacey Cador stated, "Yes sir."

Councilman Snyder asked, "I was just wondering why the committee wasn't at least advised of it or had some input before we came here tonight. There are some other people on the insurance committee some civil service people do they have any input to it or just the people who are on the sore selection committee?"

Stacey Cador stated, "No sir just the sore selection committee."

Councilman Snyder stated, "So they decided and the insurance committee didn't have any input to it. I don't think that was fair I really don't but I know this thing has to be done this month. Where there many other agents that put in for this?"

Stacey Cador stated, "The only agent whose proposals we considered were the Massad Group. We did receive another package that was deemed unresponsive. So the proposal submitted by the Massad Group was the ones that were reviewed by the committee."

Councilman Snyder asked, "What does the non-responsive mean did they not have everything that we wanted?"

Stacey Cador stated, "I will respectively defer to the purchasing and procurement department and or legal counsel who weighed in on the matter."

Randy Vincent stated, "Mr. Snyder typically when a bid or proposal is received and considered non-responsive we don't look at that bid or evaluate that proposal because it is non-responsive."

Councilman Snyder asked, "What is non-responsive?"

Randy Vincent stated, "They didn't follow the guidelines that were set forth in the bid or RFP package."

Councilman Snyder stated, "Thank you."

Councilwoman Hotard asked, "I have a question, what company was it that was non-responsive?"

Kia Price stated, "It was Blue Cross, Coventry and United Health."

Councilwoman Hotard asked, "Who was the agent?"

Kia Price stated, "Tatje Insurance."

Councilwoman Hotard asked, "Do you remember why they were non-responsive?"

Kia Price stated, "Because the advertisement clearly gives instructions and the instructions on the advertisement says that the envelope has to be clearly marked on what they are submitting to vendors and the vendors did not clearly mark the envelopes that they were submitting. We did seek advisement from legal and they were in agreement that these vendors were non-responsive."

MOTION: Councilman Perrilloux moved and Councilman Gauff seconded the motion to grant administration authorization to award the Office of Fire Services' Medical Insurance with Humana through the Massad Group. The motion passed with 5 yeas, 1 abstaining (Hotard) and 3 absent (Millet, Wilson and Smith).

Stacey Cador - Authorization to award the Office of Fire Services' dental insurance

Stacey Cador stated, "Administration requests authorization to renew the dental insurance for the OFS with United Healthcare through the Massad Group. The estimated annual premium is \$19,753.68 with a two year term and represents no change."

MOTION: Councilman Wright moved and Councilman Madere seconded the motion to grant administration authorization to award the Office of Fire Services' dental insurance to United Healthcare through the Massad Group. The motion passed with 5 yeas, 1 abstaining (Hotard) and 3 absent (Millet, Wilson and Smith).

Stacey Cador - Authorization to award the Fire Department's Package Policy

Stacey Cador stated, "Administration requests authorization to renew the Fire Department's Package policy with VFIS through Riverlands Insurance Services, Inc. The policy includes general liability;

management liability; automobile coverage; portable equipment; and umbrella/excess liability coverage. The estimated annual premium is \$188,424, which reflects an increase of \$866 over the expiring premium. The premiums are shared between the four volunteer fire departments and the Office of Fire Services."

MOTION: Councilman Snyder moved and Councilman Perrilloux seconded the motion to grant administration authorization to award the Fire Department's Package Policy with VFIS through Riverlands Insurance Services, Inc. The motion passed with 5 yeas, 1 abstaining (Hotard) and 3 absent (Millet, Wilson and Smith).

Adjournment

MOTION: Councilman Perrilloux moved and Councilman Wright seconded the motion to adjourn. The motion passed with Councilwoman Millet and Councilmen Wilson and Smith absent.