

**FINANCE COMMITTEE MINUTES**  
**December 13, 2011**  
**Chairman Steve Lee**  
**Vice-Chairman Charles Julien**

Members: Haston Lewis, Danny Millet, Charles Julien, Jaclyn Hotard, Darnel C. Usry, Cheryl Millet, Lucien Gauff, III, Ronnie Smith, Steve Lee

**PRESENT:** Lucien Gauff, III, Haston Lewis, Charles Julien, Steve Lee, Jaclyn Hotard, Cheryl Millet, Darnel C. Usry, Ronnie Smith

**ABSENT:** Danny Millet

**BID OPENING REPORT/AWARDS:**

**Brenda Labat - Bid Opening - Excavator**

Brenda Labat, Director of Purchasing, stated, "Today we opened the bids for a Hydraulic Track Excavator. There were seven bidders offering pricing. Louisiana Machinery - Caterpillar - \$174,711.00, H&E Equipment Service, Inc. - Komatsu - \$167,949.00, State Machinery & Equipment Sales - Hyundai - \$128,585.10, Lee Tractor Company, Inc. - Kobelco - \$168,467.00, Doggett Machinery Services - John Deer - \$216,500.00, M&L Industries, LLC - Doosan - \$141,900.00, Scott Equipment Company, LLC - Volvo - \$178,000.00. Administration request to take these under advisement."

Councilman Gauff asked, "So all of these are the same horse power, same capability, same everything?"

Brenda Labat stated, "That is what we have to evaluate. That is why we take them under advisement so we can look at all the details of these bids."

**MOTION:** Councilman Gauff moved and Councilwoman Millet seconded the motion to take the bids for the Excavator under advisement. The motion passed with Councilman Danny Millet absent.

**Brenda Labat - Bid Awards - Water & Sewer Fittings**

Brenda Labat stated, "The first grouping is water and sewer fittings. We actually had 48 categories. General Mill Supply Company is the low bidder in three categories. Baton Rouge Winwater Works is the low bidder in 4 categories. Louisiana Utilities is the low bidder in 40 categories and Total Supply is the low bidder in one category."

Councilman Lee stated, "Thank you Mrs. Labat. So in essence would you assist me as to how exactly you would like the council to handle this? Are you looking for approval of administration's recommendation for all of the above as mentioned on record? Okay council if I attempt to clarify this under the water and sewer fittings Mrs. Labat has given us the low bidder in each instance on those."

Brenda Labat stated, "Excuse me Mr. Lee, there is one instance in category 46 the low bidder had an error in their pricing they requested to withdraw their bid for section 46 and under council advisement I

*received a notarized letter from them and we are allowing them to withdraw their bid for that one section and we will award it to the next low bidder which is Louisiana Utilities and the break down as I just gave you takes all of that into consideration."*

Councilman Lee stated, *"With that in mind I will alter the motion that is the low qualified bidder. I think that should satisfy."*

**MOTION:** Councilman Smith moved and Councilwoman Millet seconded the motion to award the bid for water & sewer fittings to the lowest qualified bidders. The motion passed with Councilman Danny Millet absent.

#### **Brenda Labat - Bid Award - Pumps & Materials**

*Brenda Labat stated, "Our next bid was for pumps. There are warehouse pumps for the water and waste water and the drainage department. We had over 60 items and the award on these would be to the low bidders by item identification. 28 items would go to Fluid Process & Pumps, 12 items would go to Delta Process, 23 items would go to Johnson Equipment. We request to award all of these low bid items."*

**MOTION:** Councilman Smith moved and Councilwoman Usry seconded the motion to award the bid for Pumps & materials to the lowest qualified bidder. 28 items would go to Fluid Process & Pumps, 12 items would go to Delta Process, 23 items would go to Johnson Equipment. The motion passed with 7 yeas, 1 abstaining (Lee) and 1 absent (Danny Millet).

Councilman Danny Millet arrived at 6:06 PM

#### **Brenda Labat - Bid Award - Granular Chlorine & Bio Sanitizer Tablets**

*Brenda Labat stated, "In this bid Thatcher Chemical was the apparent low bidder however our annual usage is estimated at 15 containers and they bid a pallet container containing 28 containers so I considered that non-responsive. They have been advised and they agree so we will be awarding both of these items to Southern Chem of LaPlace. The granular chlorine and the bio sanitizer tablets."*

Councilman Lee asked, *"There again that being the lowest qualified bidder?"*

Brenda Labat stated, *"Yes."*

**MOTION:** Councilman Julien moved and Councilman Smith seconded the motion to award the bid for Granular Chlorine & Bio Sanitizer Tablets to Southern Chem of LaPlace. The motion passed with 7 yeas and 2 abstaining (Cheryl Millet & Lee).

#### **Brenda Labat - Bid Award - Fuel**

*Brenda Labat stated, "Next are our fuel requirements, this is for regular unleaded, low sulfur diesel and high sulfur diesel. The low bidder on these three items is Robert Oil out of Gonzales, LA. Their price is .09 cents mark up over rack price. That is the low bid and we would like to award it."*

**MOTION:** Councilman Julien moved and Councilman Smith seconded the motion to award the bid for Fuel to Robert Oil of Gonzales. The motion passed with Councilman Lee abstaining.

**Brenda Labat - Bid Award - Culverts**

Brenda Labat stated, "We have three different types of culverts. The round plastic Polyethylene would go to Quality Site Works & Materials in Kenner. The galvanized items would also go to Quality Site works in Kenner and the round plastic PVC culvert would go to Coburn's in Thibodaux. The administration request permission to award."

**MOTION:** Councilman Gauff moved and Councilwoman Millet seconded the motion to award the bid for Culverts to Quality Site Works & Materials and Coburn's both being lowest qualified bidders in their category. The motion passed with Councilman Lee abstaining.

**Brenda Labat - Bid Award - Liquid Chlorine & Sulfur Dioxide**

Brenda Labat stated, "Next we had liquid chlorine and sulfur dioxide. We have two size containers of liquid chlorine a 150 pound cylinder and a 2,000 pound cylinder. The low bidder in all three of these was DPC of Reserve. We request permission to award."

**MOTION:** Councilman Gauff moved and Councilman Julien seconded the motion to award the bid for Liquid Chlorine & Sulfur Dioxide to DPC of Reserve. The motion passed with Councilman Lee abstaining.

**Brenda Labat -Authorization to award the Parish's Dental Insurance Policy for the 2012 Plan Year**

Brenda Labat stated, "Administration recommends awarding the Parish's Dental Insurance to the current carrier, Delta Dental, through the Kennedy Financial Group. The recommended plan reflects a 6.5% decrease in the premium and is for two years commencing January 1, 2012 and concluding December 31, 2013."

**MOTION:** Councilman Julien moved and Councilwoman Usry seconded the motion to grant administration authorization to award the Parish's Dental Insurance Policy to Delta Dental, through the Kennedy Financial Group. The plan reflects a 6.5% decrease in the premium and is for two years commencing January 1, 2012 and concluding December 31, 2013. The motion passed with 7 yeas and 2 abstaining (Hotard & Lee).

**Brenda Labat - Authorization to award the Parish's Medical Insurance Policy for the 2012 Plan Year**

Brenda Labat stated, "Administration recommends awarding the Parish's Medical Insurance to Coventry Health Care of Louisiana, Inc. through Tatje Insurance and Financial Products. The recommended plan reflects a 6.6% decrease over the current plan with United Health Care. The plan is for 1 year and commences on January 1, 2012 and ends December 31, 2012."

**MOTION:** Councilwoman Usry moved and Councilman Smith seconded the motion to grant administration authorization to award the Parish's Medical Insurance to Coventry Health Care of Louisiana, Inc. through

Tatje Insurance and Financial Products. The plan is for 1 year and commences on January 1, 2012 and ends December 31, 2012. The motion passed with 6 yeas and 3 abstaining (Cheryl Millet, Hotard & Lee).

**Brenda Labat - Authorization to award the Parish's Life Insurance Policy for the 2012 Plan Year**

Brenda Labat stated, "Administration recommends awarding the Parish's Life Insurance to the current carrier, Sun Life Financial, through agent Frank Smith. There is no change in rates for two years and the plan begins January 1, 2012 and ends December 31, 2013."

**MOTION:** Councilwoman Usry moved and Councilman Julien seconded the motion to grant administration authorization to award the Parish's Life Insurance Policy to Sun Life Financial through agent Frank Smith. The plan begins January 1, 2012 and ends December 31, 2013. The motion passes with 7 yeas and 2 abstaining (Hotard & Lee).

**Brenda Labat - Authorization to award the St. John Airport General Liability Insurance to National Union Fire Insurance Company of Pittsburg, PA for 2012**

Brenda Labat stated, "Administration recommends awarding the General Liability Insurance for the St. John Airport to National Union Fire Insurance Company of Pittsburg, PA through Riverlands Insurance Services. The recommended plan reflects an increase of \$101.00 over last year's premium. The Parish is responsible for 50% of the premium and the Port of South Louisiana is responsible for 50%."

**MOTION:** Councilman Smith moved and Councilman Millet seconded the motion to grant administration authorization to award the St. John Airport General Liability Insurance to National Union Fire Insurance Company of Pittsburg, PA for 2012. The motion passed with 6 yeas and 3 abstaining (Cheryl Millet, Hotard & Lee).

**Theresa Rodgers - Authorization to execute change order No. 3 in the amount of \$31,980.00 with J.A. "Jack" Julius Jr., Inc of Marrero, LA for the Central Library Addition in LaPlace**

Theresa Rodgers, CAO, stated, "Administration requests authorization to execute Change Order No. 3 in the amount of \$31,980.00 with J.A. "Jack" Julius Jr., Inc. of Marrero, LA for the Central Library addition in LaPlace. This change order includes a lightning protection system, concrete patio extension, an increase in ground elevation around the perimeter of the building along with changes to some of the exterior doors. The Library Board has approved the change order and Administration requests approval."

**MOTION:** Councilman Smith moved and Councilman Gauff seconded the motion to grant administration authorization to execute change order No. 3 in the amount of \$31,980.00 with J.A. "Jack" Julius Jr., Inc of Marrero, LA for the Central Library Addition in LaPlace. The motion passed with Councilman Lee abstaining.

**Theresa Rodgers - Authorization to terminate the contract with Science Applications International Corporation (SAIC) of Orlando, FL, formerly**

**known as Beck Disaster Recovery, Inc., for administration of CDBG Consulting Services**

Theresa Rodgers stated, "Administration requests authorization to terminate the contract with Science Applications International Corporation (SAIC) of Orlando, FL, formerly Beck Disaster Recovery, Inc., for Community Development Block Grant (CDBG) Consulting Services. Compliance with CDBG requirements has been problematic, delaying the Parish's ability to access Gustav/Ike Disaster Recovery Grant funds. To avoid jeopardizing these grant funds, Parish employees have intervened to complete much of the work for which SAIC was contracted. These grants will continue to be managed and administered in-house until a replacement consultant is selected."

**MOTION:** Councilman Smith moved and Councilman Gauff seconded the motion to grant administration authorization to terminate the contract with Science Applications International Corporation (SAIC) of Orlando, FL, formerly known as Beck Disaster Recovery, Inc., for administration of CDBG Consulting Services. The motion passed with 7 yeas and 2 abstaining (Hotard & Lee).

**Theresa Rodgers - Authorization to execute Task Order No. 2011-2 with Meyer Engineers, Ltd. for engineering & design services for the Mississippi River Multi-Purpose Trail Phase III**

Theresa Rodgers stated, "Administration requests authorization to execute Task Order No. 2011-2 with Meyer Engineers, Ltd. in an amount not to exceed \$87,010.00 for engineering and design services for Phase III of the Mississippi River Multi-Use Trail. Phase III extends from East 29<sup>th</sup> St. to West 10<sup>th</sup> St. in Reserve. The estimated construction cost for this project is \$855,485.00 which will be funded by DOTD's Transportation Enhancement Program."

**MOTION:** Councilman Smith moved and Councilman Julien seconded the motion to grant administration authorization to execute Task Order No. 2011-2 with Meyer Engineers, Ltd. for engineering & design services for the Mississippi River Multi-Purpose Trail Phase III. The motion passed with Councilman Lee abstaining.

**Theresa Rodgers - Authorization to execute Change Order No. 2 with Lanco Construction, Inc. for additional items required to complete the Health and Human Services building renovation in the amount of \$2,865.00**

Theresa Rodgers stated, "Administration requests authorization to execute Change Order No. 2 in the amount of \$2,865.00 with Lanco Construction, Inc. for the Health and Human Services building renovation. A decision was made to replace rather than repair two internal doors, frames, hardware, and subsequent floor patches required to complete the project."

**MOTION:** Councilman Gauff moved and Councilman Millet seconded the motion to grant administration authorization to execute change order No. 2 with Lanco Construction, Inc. for additional items required to complete the Health and Human Services building renovation in the amount of \$2,865.00. The motion passed with Councilman Lee abstaining.

**Any and all other financial concerns**

There were no other financial concerns at this time.

**Adjournment**

**MOTION:** Councilwoman Millet moved and Councilman Smith seconded the motion to adjourn. The motion passed unanimously.