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# TERREBONNE PARISH COUNCIL

## BUDGET AND FINANCE COMMITTEE

<b>Mr. Brien Pledger</b>	<b>Chairman</b>
<b>Mr. Carl Harding</b>	<b>Vice-Chairman</b>
<b>Mr. Clayton Voisin Jr.</b>	<b>Member</b>
<b>Mr. John Amedee</b>	<b>Member</b>
<b>Mr. Kevin Champagne</b>	<b>Member</b>
<b>Mr. Clyde Hamner</b>	<b>Member</b>
<b>Mr. Daniel Babin</b>	<b>Member</b>
<b>Ms. Kim Chauvin</b>	<b>Member</b>
<b>Mr. Steve Trosclair</b>	<b>Member</b>



In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Tammy E. Triggs, Council Clerk, at (985) 873-6519 describing the assistance that is necessary.

### AGENDA

October 14, 2024  
5:30 PM

Robert J. Bergeron Government Tower Building  
8026 Main Street  
2nd Floor Council Meeting Room  
Houma, LA 70360

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**NOTICE TO THE PUBLIC:** If you wish to address the Council, please complete the "Public Wishing to Address the Council" form located on either end of the counter and give it to either the Chairman or the Council Clerk prior to the beginning of the meeting. All comments must be addressed to the Council as a whole. Addressing individual Council Members or Staff is not allowed. Speakers should be courteous in their choice of words and actions and comments shall be limited to the issue and cannot involve individuals or staff related matters. Thank you.

**ALL CELL PHONES AND ELECTRONIC DEVICES USED FOR COMMUNICATION SHOULD BE SILENCED FOR THE DURATION OF THE MEETING.**

**CALL MEETING TO ORDER**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

- 1. RESOLUTION:** Concurring with Parish Administration to Award Bid 24-SWASTE-13 (Re-Bid-2) Purchase of Two (2) New/Unused Terminal Tractors to Kenworth of Louisiana and reject the bid of TCI Transportation.
- 2. RESOLUTION:** Declaring computers and miscellaneous equipment from various departments/divisions, having a value of less than \$5,000.00 as surplus and authorizing said items to be disposed of by any legally approved methods.

3. **RESOLUTION:** Awarding the Request for Bids (RFBS) received for Hurricane Ida Repairs to D18 Pump Station (Gabi Ct) to Chad Daigle Building Contractors, Inc., and authorizing the Parish President to execute the contract and to provide for related matters.
4. **RESOLUTION:** Authorizing the Parish President to execute the Department of Health Office of Public Health Strategic National Stockpile (SNS) / Cities Readiness Initiative (CRI) Grant for the expenses of the planning and processing of the 48-hour Mass Antibiotic Dispensing plan.
5. **RESOLUTION:** Authorizing the Parish President to execute the Emergency Management Performance Grant – FY 2024 No. EMT-2024-EP-00001-S01 from the Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP) for operational expenses of the Terrebonne Parish Office of Homeland Security and Emergency Preparedness.
6. **RESOLUTION:** Concurring with Parish Administration to award the Request for Proposal (RFP) # 24-LOCATE-26 Utility Locate Services for the Terrebonne Parish Consolidated Government, Utilities Department to USIC Locating Services LLC.
7. **RESOLUTION:** Concurring with the Parish Administration to award the Request for Proposal (RFP) # 24-CUSTSV-25 Meter Reading Service for the Terrebonne Parish Consolidated Government, Finance Department/Customer Service Division to Olameter Corporation.
8. **RESOLUTION:** To Award the Request for Proposal (RFP) for Employee Benefits Producer of Record for Terrebonne Parish Consolidated Government’s Employee Benefits
9. Consider the introduction of an ordinance declaring a Generac Generator without transfer switch from the Utilities Department having a value of \$5,000.00 as surplus and authorizing said item to be disposed of by any legally approved methods and calling a public hearing October 30, 2024, at 5:30 p.m.
10. Consider the introduction of an Ordinance to amend the 2024 Adopted Operating Budget and 5-Year Capital Outlay Budget of the Terrebonne Parish Consolidated Government for the following items and to provide for related matters.
  - I. Animal Shelter HVAC, \$43,752
  - II. Utility Fund, \$381,000
  - III. Houma Police Department, \$3,458
  - IV. Section 8 Housing Voucher Program, \$674,181
  - V. Houma Police Department, \$895
  - VI. Brady Road Bridge Replacement, \$375,000
  - VII. Bayou Terrebonne Clear/Snag Project, \$600,000
  - VIII. American Rescue Plan, \$2,854,058
  - IX. Emergency Preparedness Department-EMPG, \$17,500
 and calling a public hearing on said matter on October 30, 2024 at 6:30 pm
11. Adjourn

Category Number:  
Item Number:



Monday, October 14, 2024

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**Item Title:**

INVOCATION

**Item Summary:**

INVOCATION

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Category Number:  
Item Number:



Monday, October 14, 2024

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**Item Title:**

PLEDGE OF ALLEGIANCE

**Item Summary:**

PLEDGE OF ALLEGIANCE

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Monday, October 14, 2024

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**Item Title:**

RESOLUTION: Award Bid 24-SWASTE-13 (Re-Bid-2) Purchase of Two (2) New/Unused Terminal Tractors to Kenworth of Louisiana

**Item Summary:**

**RESOLUTION:** Concurring with Parish Administration to Award Bid 24-SWASTE-13 (Re-Bid-2) Purchase of Two (2) New/Unused Terminal Tractors to Kenworth of Louisiana and reject the bid of TCI Transportation.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Executive Summary	10/1/2024	Executive Summary
Resolution	10/1/2024	Resolution
Support Material	10/1/2024	Backup Material



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

**RESOLUTION:** Award Bid 24-SWASTE-13 (Re-Bid-2) Purchase of Two (2) New/Unused Terminal Tractors to Kenworth of Louisiana

### PROJECT SUMMARY (200 WORDS OR LESS)

Award Bid 24-SWASTE-13 (Re-Bid-2) Purchase of Two (2) New/Unused Terminal Tractors to the lowest qualified bidder, Kenworth of Louisiana and reject the bid of TCI Transportation

### PROJECT PURPOSE & BENEFIT (150 WORDS OR LESS)

Terminal tractors to be used to move trailers in and out of transfer station

### TOTAL EXPENDITURE

\$281,798.00

#### AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

#### IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT BUDGETED:

\$300,000.00

### COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

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Sharon Ellis

9-27-2024

Sharon Ellis, Purchasing/Warehouse Manager

Date

OFFERED BY:  
SECONDED BY:

**RESOLUTION NO.** \_\_\_\_\_

**WHEREAS**, on September 9, 2024 the Terrebonne Parish Consolidated Government (TPCG) received submittals for Bid 24-SWASTE-13 (Re-Bid-2) Purchase of Two (2) New/Unused Terminal Tractors for the Solid, Hazardous, and Recycling Waste Department, and

**WHEREAS**, after careful review by the Purchasing Division, and the Solid, Hazardous, and Recycling Waste Department Director it has been determined that Kenworth of Louisiana is the lowest qualified bidder in the amount of One Hundred Forty Thousand, Eight Hundred and Ninety-Nine Dollars (\$140,899.00) each and the bid of TCI Transportation, Inc. must be rejected for failure to provide the proper Dealer's License as required by Louisiana RS 32:1254, and

**WHEREAS**, Parish Administration concurs with the recommendation to award Bid 24-SWASTE-13 (Re-Bid-2) Purchase of Two (2) New/Unused Terminal Tractors to Kenworth of Louisiana at the aforementioned price and reject the bid of TCI Transportation Inc. as per attached documents.

**NOW, THEREFORE BE IT RESOLVED** by Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, that the recommendation of the Parish Administration be accepted for the purchase of two terminal tractors for the Solid Waste Department.

**THERE WAS RECORDED:**

**YEAS:**

**NAYS:**

**ABSTAINING:**

**ABSENT:**

The Chairman declared this resolution adopted this \_\_\_\_\_ day of

\_\_\_\_\_ 2024.

**Bid 24-SWASTE-13 (Re-Bid-2) Purchase of two (2) New/Unused Terminal Tractors**

**DATE: September 9, 2024 @ 2:00 P.M**

<b>Bidder</b>	<b>Bid Amount</b>
Kenworth of Louisiana	<u>\$140,899.00 each</u>
TCI Transportation, Inc.	<u>\$129,640.00 each</u>



# Bid Cover Sheet

**Bid Name:** Bid 24-SWASTE-13 (Re-Bid-2) Purchase of two (2) New/Unused Terminal Tractors

**Bid(s) Received:** 1      **Bid Date:** 09/09/2024      **Bids Opened By:** Gina Bergeron

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<u>Bidder's Name:</u>	<u>Amount:</u>	<u>Check:</u>	<u>Bond:</u>
Kenworth of Louisiana	\$281,798.00		0.00

**Award Bid To:** \_\_\_\_\_ **Amount:** .00

**Purshasing Department Comments:**

Two bids were submitted. Kenworth provided the proper documentation as required by the "Instructions for Bidders." The bid of TCI Transportation must be rejected for failure to provide the proper license. The file is being forwarded to the requesting department for review of compliance with the specifications and award recommendation.

### Purchasing Bid Form Listing > Maintenance Bid: '8114'

[<- Return to List](#)

[Approval Details](#)

[Printer Version](#)

Bid Form Id: 8114

Bid Name: Bid 24-SWASTE-13 (Re-Bid-2) Purchase of two (2) New/Unusec

\* Bids Opened By: Gina Bergeron

\* Department: Solid, Hazardous, and Recycling Waste Department

\* Division:

Bid Type: Bid Cover Sheet

Approval Sequence:

1. Department Head - approved on 09/10/2024 by lanadm02
2. Chief Financial Officer - approved on 09/19/2024 by kmauldin
3. Chief Administrative Officer - approved on 09/20/2024 by noah
4. Parish President - approved on 09/24/2024 by jason
5. Purchasing Manager - approved on 09/24/2024 by purh08

\* Date: 09/09/2024 (mm/dd/yyyy)

Related RFB: Vehicles to be used to move trailers in and out of Transfer Station. ▼

Charge Account: 353-441-8915-06

Estimated Price: 300000.00

Amount Budgeted: .00

Status: Complete

Comments: Two bids were submitted. Kenworth provided the proper documentation as required by the "Instructions for Bidders." The bid of TCI Transportation must be rejected for failure to provide the proper license. The file is being forwarded to the requesting department for review of compliance with the specifications and award recommendation.

Award Bid

To:

Award Amount: .00

#### Bidders:

\* Name: Kenworth of Louisiana

\* Amount: 281798.00

[Remove Bidder Entry](#)

\* Check: 0  
\* Bond: 0.00

Add New Bidder

### Additional Departments

Department	Division	ChargeAccount
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#### Documents:

<a href="#">DOC091024-09102024074947.pdf - Added By Gina Bergeron (purh05)</a>	Bid Documents and Tabulations	<a href="#">Edit</a>	<a href="#">Delete</a>
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[Add New Document](#)

Save Changes

\* Denotes required fields.

Bid added by Gina Bergeron on 09/10/2024

Purchasing Bid Form Listing > View Bid: 8114

[-< Return to Prior Page](#)

[Bid Form Approvers](#)

**Information for Bid Form ID# : 8114**

**Bid Name:** Bid 24-SWASTE-13 (Re-Bid-2)  
Purchase of two (2) New/Unused Terminal Tractors

**Form Type:** BR02 - Bid Cover Sheet

**Date:** 09/09/2024 **Status:** Complete

**Bid Name:** Bid 24-SWASTE-13 (Re-Bid-2)  
Purchase of two (2) New/Unused Terminal Tractors

**Requestor:** Gina Bergeron **Department:** Solid, Hazardous, and Recycling Waste Department

**Charge Account:** **Type Accepted:** Partial Bids Accepted

**Price:** .00 **Budget:** .00

**Award To:** **Award Amount:** .00

**Comments:** Two bids were submitted. Kenworth provided the proper documentation as required by the "Instructions for Bidders." The bid of TCI Transportation must be rejected for failure to provide the proper license. The file is being forwarded to the requesting department for review of compliance with the specifications and award recommendation.

Bidders:	Name	Amount	Check	Bond
	Kenworth of Louisiana	281798.00	0	0.00

**Documents:** [DOC091024-09102024074947.pdf](#) - Bid Documents and Tabulations - Added By Gina Bergeron (purh05)

**Show Information on Related RFB**

Approver Name	Approval Type	Department	Status	Sent Date	Read Date
1. Clay Naquin	Department Head	Solid, Hazardous, and Recycling Waste Department	Approved	09/10/2024	
Status Changed By: lanadm02			APPROVED	Status Change Date: 09/10/2024	
2. Kandace Mauldin	Chief Financial Officer		Approved	09/10/2024	
Status Changed By: kmauldin			APPROVED	Status Change Date: 09/19/2024	
3. Noah Lirette	Chief Administrative Officer		Approved	09/10/2024	
Status Changed By: noah			APPROVED	Status Change Date: 09/20/2024	
4. Jason Bergeron	Parish President		Approved	09/10/2024	

Approver Name	Approval Type	Department	Status	Sent Date	Read Date
Status Changed By: jason			<b>APPROVED</b>	Status Change Date: 09/24/2024	
5. Sharon Ellis	Purchasing Manager		Approved	09/10/2024	
Status Changed By: purh08			<b>APPROVED</b>	Status Change Date: 09/24/2024	

**OFFICIAL BID FORM  
SECTION "A"**

**TO:** TPCG  
Solid Waste Department  
Post Office Box 2768  
Houma, LA 70361

**FROM:** KENWORTH OF LOUISIANA  
3699 WEST PARK AVE/ PO BOX 1450  
GRAY LA 70359  
**PHONE:** 985-876-3000  
**EMAIL:** SCOTT@KWLOUISIANA.COM

**Bid 24-SWASTE-13 (Re-Bid-2) Purchase of Two (2) New/Unused Terminal Tractors**

**Delivery shall be made within 30 calendar days after receipt of order (ARO)**

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) hereby proposes to provide the tractors herein, all in strict accordance with the Bidding Documents prepared by: TPCG Purchasing Division and dated August 2024

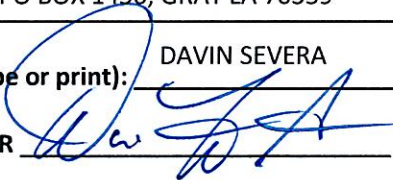
Item No.	Quantity	Item Description	Description: Year/ Make/ Model	Unit Price	Extended Price
1	2	<b>New/Unused Terminal Tractors 4X2 Off-Road as per specifications herein</b>	2023 AUTOCAR ACTT42 w/ Cummins B6.7 200hp Engine	\$ 140,899.00 each	\$ 281,798.00
<b>Total Bid Amount (extended price) Written in Words:</b> Two hundred eighty-one thousand, seven hundred ninety-eight dollars even					

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **Addenda: (Enter the number assigned to each of the addenda that the Bidder is acknowledging)**

**NAME OF BIDDER:** KENWORTH OF LOUISIANA

**ADDRESS OF BIDDER:** 3699 WEST PARK AVE / PO BOX 1450, GRAY LA 70359

**NAME OF AUTHORIZED SIGNATORY BIDDER (type or print):** DAVIN SEVERA

**SIGNATURE OF AUTHORIZED SIGNATORY BIDDER** 

**TITLE OF AUTHORIZED SIGNATORY BIDDER:** VICE PRESIDENT OF OPERATIONS

**DATE:** 09/03/2024

\* Signature Authorization (required by ALL Bidders): **Written evidence of the person signing the bid SHALL be submitted at the time of bidding, in accordance with LA R.S. 38:2212(B)(5)**



# KENWORTH OF LOUISIANA



09/03/2024

RE: Bid 24-SWASTE-13 (Re-Bid) Purchase of Two (2) New/Unused Terminal Tractors

Meeting of the Members of, KENWORTH OF SOUTH LOUISIANA LLC DBA KENWORTH OF LOUISIANA was held on the above date whereby a resolution was passed authorizing DAVIN SEVERA/Vice President of Operations, a representative of the Corporation, by his/her signature, to enter into any and all contractual obligations on behalf of KENWORTH OF SOUTH LOUISIANA LLC DBA KENWORTH OF LOUISIANA.

JODIE TEUTON / MEMBER

SCOTT OLIPHANT / MEMBER/ PRESIDENT

JOE TEUTON III/ MEMBER

NEW ORLEANS  
1001 Edwards Ave  
Harahan, LA 70123  
(504) 818-0100

HOUMA  
3699 West Park Ave.  
Gray, LA 70359  
(985) 876-3000

BATON ROUGE  
1302 Bridgeview Dr.  
Port Allen, LA 70767  
(225) 303-0440

LAFAYETTE  
813 Veterans Dr.  
Carencro, LA 70520  
(337) 896-4997

LAKE CHARLES  
441 S Goodman Rd.  
Lake Charles, LA 70615  
(337) 405-7856

MONROE  
2109 Center St.  
Monroe, LA 71202  
(318) 509-8079

SHREVEPORT  
7030 West 70<sup>th</sup> Street  
Shreveport, LA 71129  
(318) 415-7450

TRP STORE  
3710 Lee St.  
Alexandria, LA 71302  
(318) 704 - 6175

License No. N - 2023 - 00258  
DPS Code: NGKA

2023 - 2025

Not Transferable  
Valid Only at Address Below

# Louisiana Motor Vehicle Commission

This Certifies that

Kenworth of South Louisiana, L.L.C.  
DBA Kenworth of Louisiana  
3699 West Park Avenue  
Gray, LA 70359

KENWORTH - Scott E. Oliphant, Jodie L. Teuton, Joe Teuton, III, Dealer-Operators  
AUTOCAR - Scott E. Oliphant and Jodie L. Teuton, Dealer-Operators.

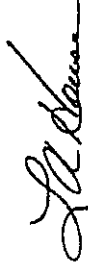
is duly licensed as a  
New Motor Vehicle Dealer  
of the following make or makes  
Actt Xspotter, Kenworth

For the period ending October 31, 2025, unless license is sooner revoked.

In Witness whereof, LOUISIANA MOTOR VEHICLE COMMISSION, under and by virtue of the authority vested in it by the laws of the State of Louisiana, has caused this license to be issued with its seal imprinted hereon.

LOUISIANA MOTOR VEHICLE COMMISSION

Dated November 1, 2023  
Signed, Sealed and Attested



Executive Director

(To be prominently displayed in place of business)





**Motor  
Vehicle  
Division**

38-0102 R11/99

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# LICENSE

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**License Number:** L00012217

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The Arizona Department of Transportation, Motor Vehicle Division, under the provisions of Arizona Revised Statutes, Title 28, hereby licenses:

TRANSPORTATION COMMODITIES INC. DBA  
TCI TRUCK & TRAILER SALES

710 S 67TH AVE  
PHOENIX

AZ 850434414

to engage in the business of:

NEW MOTOR VEHICLE DEALER IN MARICOPA COUNTY

effective this date: MARCH 26, 2017

This license shall expire when one of the following occurs:

- The licensee fails, neglects or refuses to pay the required fee for the ensuing year.
- The bond furnished for this license is found to be insufficient or the licensee fails to provide any additional bond required by Arizona law.

This license must not be used except by the licensee named above.

**This license must be conspicuously displayed.**



Monday, October 14, 2024

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**Item Title:**

Resolution to declare surplus items with a value of less than \$5,000

**Item Summary:**

**RESOLUTION:** Declaring computers and miscellaneous equipment from various departments/divisions, having a value of less than \$5,000.00 as surplus and authorizing said items to be disposed of by any legally approved methods.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Executive Summary	10/1/2024	Executive Summary
Resolution to declare Surplus	10/1/2024	Resolution
Back up	10/1/2024	Backup Material



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

RESOLUTION: Declaring, computer ink, cartridges, toner, keyboard, mouse, display sign, computers, and other various miscellaneous items from various departments/divisions as surplus.

### PROJECT SUMMARY (200 WORDS OR LESS)

Declaring, computer ink, cartridges, toner, keyboard, mouse, display sign, computers, and other various miscellaneous items from various departments/divisions as surplus from Utilities, Council Clerk, Quality of Life, Risk Management, Houma Police Department/Division, and to acquire authorization to dispose of items through legally approved methods.

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

To legally dispose of surplus / obsolete equipment no longer needed by departments/divisions. To generate revenue, provide donations to nonprofit organizations, recycle when applicable, and dispose of damaged equipment.

### TOTAL EXPENDITURE

Anticipated Revenue \$600.00

#### AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

#### IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT  
BUDGETED:

N/A

### COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

5

6

7

8

9

Sharon Ellis

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Sharon Ellis, Purchasing Manager

October 1, 2024

Date

**OFFERED BY:**  
**SECONDED BY:**

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, Louisiana Statutory Law provides for the disposal of surplus movable property having a value of \$5,000.00 or less, in addition to other legally permissible means, at private sale which is, in the opinion of the governing authority, not needed for public purposes; and

**WHEREAS**, the movable property listed in the attached Exhibit A each have a valued of \$5,000.00 or less, as indicated by the values set out next to each item on the attached Exhibit A; and

**WHEREAS**, the parish administration has recommended that the movable property listed in the attached Exhibit A be declared surplus as the items are no longer useful, nor do they serve a public purpose and authorizes immediate award to the highest bidder for all items, including those where the highest bid exceeds \$5,000.00; and

**NOW THEREFORE, BE IT RESOLVED** by the Terrebonne Parish Council that the movable property listed in the attached Exhibit A be declared surplus and that the Parish Administration be authorized to dispose of said items by private sale or by any other legally approved method to the highest bidder pursuant to statutory law, including those where the highest bid exceeds \$5,000.00.

UPON VOTE TAKEN, THERE WAS RECORDED:

YEAS

NAYS:

NOT VOTING:

ABSENT:

The Chairman declared this resolution adopted on this, the \_\_\_\_\_ th day of \_\_\_\_\_, 2024.

\*\*\*\*\*

I, Tammy E. Triggs, Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Budget and Finance Committee on the \_\_\_\_\_ th day of \_\_\_\_\_, 2024 and subsequently ratified by the Terrebonne Parish Council in Regular Session on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 at which meeting a quorum was present.

\_\_\_\_\_  
CHAIR

**EXHIBIT "A"**  
**2024 Surplus List**

**Risk Management:**

Dell Optiplex 7080 computer/\$0

**Utilities:**

Survey Laser/\$0

Small Network Computer Rack/\$0

Large Network Computer Rack/\$0

**Quality of Life-Athletics and Leisure**

Dell Optiplex 7450/\$0

**Council Clerk**

- 1 -Xerox Genuine Xerox solid ink phaser 560/856mfp/\$0
- 1 -Xerox Genuine Xerox solid ink Magenta 560/856mfp/\$0
- 1 -Xerox Genuine Xerox solid ink Cyan 560/856mfp/\$0
- 1 -Xerox Genuine Xerox solid ink Black 560/856mfp/\$0
- 5-HP DESKJET TRICOLOR CARTRIDGE C9363WN/\$0
- 3-HP OFFICE JET 920 XL CYAN/\$0
- 1-HP OFFICE JET 920 XL BLACK/\$0
- 3-COMPUTER MOUSE DELL/\$\$0
- 1-LEXMARK C7702MH MAGENTA/\$0
- 1-LEXMARK C7702YH YELLOW/\$0
- 1-LEXMARK C7700CH CYAN/\$0
- 1 HP LASERJET 822A BLACK/\$0
- 4-HP LASERJET TONER CARTRIDGES 922985/\$0
- 1-DELL KEYBOARD CN-OHMW4V-DFS00-79M-0061 BLACK/\$0
- 1-SPARE CU2026SCP B-T20A DISPLAY SIGN/\$0
- 1-LEXMARK C5740X756 C54X SERIES WASTE TONER BOTTLE/\$0
- 4-LEXMARK CARTRIDGES C540X4G/\$0

**HOUMA POLICE DEPARTMENT**

- 1-WHITE BED CAMPER SHELL BED COVER FOR 2016 F150/\$600

## REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the  
 Council Clerk \_\_\_\_\_ Department.

Note: For condition of items use one of the following:

New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
1	1		
DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.) Xerox Genuine Xerox Solid Ink Phaser 560/856MFP			
ITEM IS LOCATED AT: Council Office			

ITEM	QUANTITY	VALUE	CONDITION
2	1		
DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.) Xerox Genuine Xerox Solid Ink Magenta 8560/8560MFP			
ITEM IS LOCATED AT: Council Office			

ITEM	QUANTITY	VALUE	CONDITION
3	1		
DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.) Xerox Genuine Xerox Solid Ink Cyan 8560/8560MFP			
ITEM IS LOCATED AT: Council Office			

ITEM	QUANTITY	VALUE	CONDITION
4	1		
DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.) Xerox Genuine Xerox Solid Ink Black 8560/8560MFP			
ITEM IS LOCATED AT: Council Office			

Contact Person: Keith Hampton Phone: 873-6519

Authorized by Dept. Head: [Signature] Signature: [Signature] Date: 07.20.24

Fleet Maintenance Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Vehicles/Heavy Equipment Only)

## REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the  
Houma Police Department Department.

Note: For condition of items use one of the following:  
 New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
bed cover	1	\$600.00	used/good

**DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)**

1 white bed camper shell bed cover for 2016 F150

Chief Theriot wants to ~~Donate~~ this to TPSO

ITEM IS LOCATED AT: 4800 Highway 311

ITEM	QUANTITY	VALUE	CONDITION
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**DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)**

\_\_\_\_\_

ITEM IS LOCATED AT: \_\_\_\_\_

ITEM	QUANTITY	VALUE	CONDITION
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**DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)**

\_\_\_\_\_

ITEM IS LOCATED AT: \_\_\_\_\_

ITEM	QUANTITY	VALUE	CONDITION
------	----------	-------	-----------

**DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)**

\_\_\_\_\_

ITEM IS LOCATED AT: 4800 Highway 311

Brooke Hidalgo

Contact Person

985-209-1800

Phone

Authorized by Dept. Head:

Chief Theriot  
Signature

Date

9/23/24

Fleet Maintenance Supervisor:  
 (Vehicles/Heavy Equipment Only)

Signature

Date

## REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the  
 \_\_\_\_\_ Council Clerk \_\_\_\_\_ Department.

Note: For condition of items use one of the following:  
 New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
<u>5</u>	<u>5</u>	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)  
HP Deskjet TriColor Cartridge  
C9363WN

ITEM IS LOCATED AT: Council Office

ITEM	QUANTITY	VALUE	CONDITION
<u>6</u>	<u>3</u>	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)  
HP Officejet 920XL Cyan

ITEM IS LOCATED AT: Council Office

ITEM	QUANTITY	VALUE	CONDITION
<u>7</u>	<u>1</u>	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)  
HP Officejet 920XL Black

ITEM IS LOCATED AT: Council Office

ITEM	QUANTITY	VALUE	CONDITION
<u>8</u>	<u>3</u>	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)  
Computer Mouse Dell

ITEM IS LOCATED AT: Council Office

Keith Hampton 873-6519  
 Contact Person Phone

Authorized by Dept. Head: [Signature] 07.20.24  
 Signature Date

Fleet Maintenance Supervisor: \_\_\_\_\_  
 (Vehicles/Heavy Equipment Only) Signature Date



REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the Council Clerk Department.

Note: For condition of items use one of the following:

New - Good - Fair - Poor - Junk

ITEM 9 QUANTITY 1 VALUE CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Lexmark CT702MH Magenta

ITEM IS LOCATED AT: Council Office

ITEM 10 QUANTITY 1 VALUE CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Lexmark CT702YH Yellow

ITEM IS LOCATED AT: Council Office

ITEM 11 QUANTITY 1 VALUE CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Lexmark CT700CH Cyan

ITEM IS LOCATED AT: Council Office

ITEM 12 QUANTITY 1 VALUE CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

HP Laserjet 822A Black

ITEM IS LOCATED AT: Council Office

Contact Person Keith Hampton Phone 873-6519

Authorized by Dept. Head: Signature Date 07.20.24

Fleet Maintenance Supervisor: Signature Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the Council Clerk Department.

Note: For condition of items use one of the following:

New - Good - Fair - Poor - Junk

ITEM 13 QUANTITY 4 VALUE CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.) HP Laser Jet Toner Cartridges 922985

ITEM IS LOCATED AT: Council Office

ITEM 14 QUANTITY 1 VALUE CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.) Dell Keyboard Black CN-DHMW4V-DFSDD-79M-006N

ITEM IS LOCATED AT: Council Office

ITEM 15 QUANTITY 1 VALUE CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.) Spare CU20216SCP8-T20A Display Sign

ITEM IS LOCATED AT: Council Office

ITEM 16 QUANTITY 1 VALUE CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.) Lexmark C540X756 C54X series Waste Toner Bottle

ITEM IS LOCATED AT:

Contact Person Keith Hampton Phone 873-6519

Authorized by Dept. Head: Signature Date 09.20.24

Fleet Maintenance Supervisor: Signature Date

# REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the  
Council Clerk Department.

Note: For condition of items use one of the following:  
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
<u>17</u>	<u>4</u>	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)  
Lexmark Cartridges C540X4G

ITEM IS LOCATED AT: Council office

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)  
\_\_\_\_\_

ITEM IS LOCATED AT: \_\_\_\_\_

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)  
\_\_\_\_\_

ITEM IS LOCATED AT: \_\_\_\_\_

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)  
\_\_\_\_\_

ITEM IS LOCATED AT: \_\_\_\_\_

Keith Hampton 873-6519  
Contact Person Phone

Authorized by Dept. Head: [Signature] 07.20.24  
Signature Date

Fleet Maintenance Supervisor: \_\_\_\_\_  
(Vehicles/Heavy Equipment Only) Signature Date

APPROVED

SEP 19 2024  
BY [Signature]  
Information Technology Division

### REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the Quality of Life - Athletics and Leisure Department.

Note: For condition of items use one of the following:  
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
<u>1</u>	<u>1</u>	<u>0</u>	<u>Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)  
Dell Optiplex 7450 AIO ST: CJ897X2

ITEM IS LOCATED AT: 301 Plant Road

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)  
\_\_\_\_\_

ITEM IS LOCATED AT: \_\_\_\_\_

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)  
\_\_\_\_\_

ITEM IS LOCATED AT: \_\_\_\_\_

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)  
\_\_\_\_\_

ITEM IS LOCATED AT: \_\_\_\_\_

Phillip Adams 873-6584  
Contact Person Phone

Authorized by Dept. Head: [Signature] 9/19/24  
Signature Date

Fleet Maintenance Supervisor: \_\_\_\_\_  
(Vehicles/Heavy Equipment Only) Signature Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

APPROVED

AUG 30 2024

The following Parish Property is requested to be declared surplus to the Risk Management Department Department.

Note: For condition of items use one of the following:

New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
1	1	-0-	Poor

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Dell Optiplex 7080 computer/ Black/ Service Tag #2589N83

ITEM IS LOCATED AT: Risk Management Department

ITEM	QUANTITY	VALUE	CONDITION
-		0	

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: Risk Management Department

ITEM	QUANTITY	VALUE	CONDITION
-		0	Poor

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: Risk Management Department

ITEM	QUANTITY	VALUE	CONDITION
-			

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

Contact Person

Phone

Authorized by Dept. Head:

Signature

Date

Fleet Maintenance Supervisor: (Vehicles/Heavy Equipment Only)

Signature

Date

Handwritten signature of Paul Angelo Risk Management

Handwritten date 8/16/24

**REPORT OF SURPLUS/OBSOLETE PROPERTY FORM**

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the  
UTILITIES Department.

Note: For condition of items use one of the following:  
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
<u>LASER</u>	<u>1</u>	<u>\$0</u>	<u>JUNK</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)  
SURVEY LASER

ITEM IS LOCATED AT: 301 PLANT ROAD

ITEM	QUANTITY	VALUE	CONDITION
<u>RACK</u>	<u>1</u>	<u>\$0</u>	<u>JUNK</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)  
SMALL NETWORK COMPUTER RACK

ITEM IS LOCATED AT: 301 PLANT ROAD

ITEM	QUANTITY	VALUE	CONDITION
<u>RACK</u>	<u>1</u>	<u>\$0</u>	<u>JUNK</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)  
LARGE NETWORK COMPUTER RACK

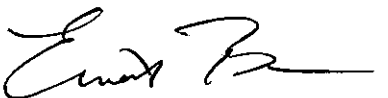
ITEM IS LOCATED AT: 301 PLANT ROAD

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)  
\_\_\_\_\_

ITEM IS LOCATED AT: \_\_\_\_\_

ERNEST BROWN 873-6758  
Contact Person Phone

Authorized by Dept. Head:  8/22/24  
Signature Date

Fleet Maintenance Supervisor: \_\_\_\_\_  
(Vehicles/Heavy Equipment Only) Signature Date



Monday, October 14, 2024

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**Item Title:**

Resolution to award the Request for Bids (RFBS) received for Hurricane Ida Repairs to D18 Pump Station (Gabi Ct) to Chad Daigle Building Contractors, Inc.

**Item Summary:**

**RESOLUTION:** Awarding the Request for Bids (RFBS) received for Hurricane Ida Repairs to D18 Pump Station (Gabi Ct) to Chad Daigle Building Contractors, Inc., and authorizing the Parish President to execute the contract and to provide for related matters.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Exec Summary	10/3/2024	Executive Summary
Resolution	10/3/2024	Resolution
Recommendation	10/3/2024	Backup Material



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

RESOLUTION: to award the Request for Bids (RFBS) received for Hurricane Ida Repairs to D18 Pump Station (Gabi Ct) to Chad Daigle Building Contractors, Inc., and authorizing the Parish President and/or his designee to execute the contract and to provide for related matters.

### PROJECT SUMMARY (200 WORDS OR LESS)

Award bids received to Chad Daigle Building Contractors, Inc.

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

Hurricane Ida Repairs to D18 Pump Station (Gabi Ct).

### TOTAL EXPENDITURE

\$280,380.00

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT  
BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

5

6

**7**

8

9

*Sharon Ellis*

Sharon Ellis, Purchasing/Warehouse Manager

October 2, 2024

Date



OFFERED BY:  
SECONDED BY:

**RESOLUTION NO. 24-**

**RESOLUTION**, to award the Request for Bids (RFBS) received for Hurricane Ida Repairs to D18 Pump Station (Gabi Ct) to Chad Daigle Building Contractors, Inc., and authorizing the Parish President and/or his designee to execute the contract and to provide for related matters.

**WHEREAS**, RFBs were received on September 24, 2024, for Hurricane Ida Repairs to D18 Pump Station (Gabi Ct), and

**WHEREAS**, based on the information provided by GIS Engineering (engineers assigned to this project) recommends awarding the project to Chad Daigle Building Contractor, Inc in the amount of Two Hundred Eighty Thousand, Three Hundred Eighty Dollars and Zero Cents (**\$280,380.00**), and

**WHEREAS**, the Parish Administration concurs with the recommendation to authorize the award of the project to Chad Daigle Building Contractors, Inc., for Hurricane Ida Repairs to D18 Pump Station (Gabi Ct), and

**NOW THEREFORE BE IT RESOLVED**, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, authorizes the Parish President and/or his designee to award the above mentioned for Hurricane Ida Repairs to D18 Pump Station (Gabi Ct) to Chad Daigle Building Contractors, Inc., and

**BE IT FURTHER RESOLVED** that the Parish President and/or his designee and all other appropriate parties be hereby authorized to execute any and all contract documents associated herewith.

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:.

ABSENT:



September 27, 2024

Royal Engineers & Consultants  
1501 Religious St.  
New Orleans, LA 70130

**Attention: Mr. Chad Albert, Sr. Project Manager**

**Subject: Bid Evaluation & Award Recommendation**

**Reference: Hurricane Ida  
D-18 Pump Station (Gabi Ct) Repairs  
TPCG Project No. IDA-0123  
GIS Project No. 39130-1415**

Mr. Albert:

GIS Engineering, LLC. has reviewed the bids received on September 24, 2024 for the above referenced project. This letter addresses our findings and recommendations. The bid results are listed below:

			<b>Bid Amount (As Read at Bid Opening)</b>	
	<b>Company Name</b>	<b>License No.</b>	<b>Base Bid</b>	
<b>1</b>	<i>Chad Daigle Building Contractor, Inc.</i>	60379	\$	298,794.00
<b>2</b>	<i>Sage Construction, LLC</i>	71684	\$	346,227.79
<b>3</b>	<i>Southern Constructors, LLC</i>	54206	\$	355,064.00
<b>4</b>	<i>Volute, Inc.</i>	29848	\$	408,759.00
<b>5</b>	<i>LA Contracting Enterprise, LLC</i>	34263	\$	470,004.00
<b>6</b>	<i>Reliant Industrial Solutions, LLC</i>	67770	\$	524,275.00

Enclosed herewith is the “Bid Evaluation Summary” containing the evaluation results of the bids received and the “Bid Tabulation Summary” outlining each of the the dollar amounts of the bids.

**EVALUATION:**

The apparent low bidder is Chad Daigle Building Contractor, Inc., with a bid amount as read at the bid opening of \$298,794.00. After further evaluation of the bids, Chad Daigle Building Contractor, Inc. had a mathematical error in their Unit Price Extension on Bid Item No. 07 – 1-1/2” STD Pipe Handrails. Louisiana Public Bid Law RS 38:2212B, 6 (c) states the following:

*6(c) If the public works requires unit price bids and there is a discrepancy between the base bid total and the sum of the extended unit prices, the unit price bid shall govern.*

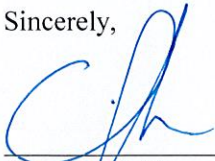
This will revise the Bid Amount to \$280,380.00 for Chad Daigle Building Contractor, Inc., which is still considered as the low bid received. After further evaluation of their bid package, all bid documents were submitted as required and in compliance with the Contract Documents, therefore GIS considers Chad Daigle Building Contractors, Inc. to be the apparent responsive low bidder.

**RECOMMENDATION:**

Based on our evaluation, and contingent upon concurrence by the Terrebonne Parish Consolidated Government and its legal counsel, GIS Engineering, LLC recommends award of the Hurricane Ida, D-18 Pump Station (Gabi Ct.) Repairs Contract to the responsive low bidder, **Chad Daigle Building Contractor, Inc.** in the amount of **Two Hundred Eighty Thousand, Three Hundred Eighty Dollars and Zero Cents (\$280,380.00).**

If you have any questions or require any additional information, please contact me at (985) 219-1000.

Sincerely,



---

**Dwayne Veillon**  
Deputy Project Manager  
Coastal Design and Infrastructure  
GIS Engineering, LLC

Enclosures

Cc: Chad Albert – Royal  
Bruce DiMartino - Royal  
Joe Chauvin – GIS  
Bill Blanchard - GIS  
Austin Bradshaw – GIS



Terrebonne Parish Consolidated Government

Hurricane Ida  
D-18 Pump Station (Gabi Ct.) Repairs  
TPCG Project No. IDA-0123  
Terrebonne Parish, LA



Bid Tabulation

Ref No.	Description	Qty.	Unit	Engineer's Estimate		Chad Daigle Building Contractor, Inc.		Sage Construction, LLC		Southern Constructors, LLC		Volute, Inc.		LA Contracting Enterprise, LLC		Reliant Industrial Solutions, LLC	
				Unit Price	Unit Price Ext.	Unit Price	Unit Price Ext.	Unit Price	Unit Price Ext.	Unit Price	Unit Price Ext.	Unit Price	Unit Price Ext.	Unit Price	Unit Price Ext.	Unit Price	Unit Price Ext.
1	Mobilization and Demobilization	1	Lump Sum	\$ 20,000.00	\$ 20,000.00	\$ 28,100.00	\$ 28,100.00	\$ 26,674.08	\$ 26,674.08	\$ 35,000.00	\$ 35,000.00	\$ 27,350.00	\$ 27,350.00	\$ 45,000.00	\$ 45,000.00	\$ 50,000.00	\$ 50,000.00
2	Selective Demolition	1	Lump Sum	\$ 30,000.00	\$ 30,000.00	\$ 23,100.00	\$ 23,100.00	\$ 3,579.37	\$ 3,579.37	\$ 100,000.00	\$ 100,000.00	\$ 86,800.00	\$ 86,800.00	\$ 41,000.00	\$ 41,000.00	\$ 100,000.00	\$ 100,000.00
3	12' -0" W x 56'-4" L x 11' H Metal Building	676	Square Foot	\$ 190.00	\$ 128,440.00	\$ 67.25	\$ 45,461.00	\$ 86.12	\$ 58,217.12	\$ 84.00	\$ 56,784.00	\$ 237.00	\$ 160,212.00	\$ 166.00	\$ 112,216.00	\$ 180.00	\$ 121,680.00
4	5'-4" W x 6'-8"H Double Door	1	Each	\$ 6,000.00	\$ 6,000.00	\$ 5,600.00	\$ 5,600.00	\$ 5,471.51	\$ 5,471.51	\$ 25,000.00	\$ 25,000.00	\$ 3,700.00	\$ 3,700.00	\$ 6,300.00	\$ 6,300.00	\$ 25,000.00	\$ 25,000.00
5	3'-0" W x 6'-8" Door	1	Each	\$ 3,000.00	\$ 3,000.00	\$ 4,900.00	\$ 4,900.00	\$ 3,177.34	\$ 3,177.34	\$ 15,000.00	\$ 15,000.00	\$ 2,450.00	\$ 2,450.00	\$ 3,800.00	\$ 3,800.00	\$ 14,000.00	\$ 14,000.00
6	Expanded Metal Vent	118	Square Foot	\$ 4.00	\$ 472.00	\$ 101.00	\$ 11,918.00	\$ 15.76	\$ 1,859.68	\$ 125.00	\$ 14,750.00	\$ 22.00	\$ 2,596.00	\$ 81.00	\$ 9,558.00	\$ 100.00	\$ 11,800.00
7	1-1/2" STD Pipe Handrails (Includes Installation and Painting)	124	Linear Foot	\$ 150.00	\$ 18,600.00	\$ 1.50	\$ 186.00	\$ 246.58	\$ 30,575.92	\$ 100.00	\$ 12,400.00	\$ 75.00	\$ 9,300.00	\$ 184.00	\$ 22,816.00	\$ 330.00	\$ 40,920.00
8	Front Entrance Stairwell (Includes Installation and Painting)	1	Lump Sum	\$ 6,000.00	\$ 6,000.00	\$ 21,600.00	\$ 21,600.00	\$ 16,599.97	\$ 16,599.97	\$ 20,000.00	\$ 20,000.00	\$ 9,800.00	\$ 9,800.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
9	Back Entrance Stairwell Repairs (Includes Replacement of Landing Bolts & Timber)	1	Lump Sum	\$ 600.00	\$ 600.00	\$ 38,100.00	\$ 38,100.00	\$ 1,156.81	\$ 1,156.81	\$ 7,500.00	\$ 7,500.00	\$ 1,250.00	\$ 1,250.00	\$ 25,000.00	\$ 25,000.00	\$ 7,000.00	\$ 7,000.00
10	6' Tall Chain Link Fence	56	Linear Foot	\$ 60.00	\$ 3,360.00	\$ 190.00	\$ 10,640.00	\$ 81.05	\$ 4,538.80	\$ 130.00	\$ 7,280.00	\$ 65.00	\$ 3,640.00	\$ 145.00	\$ 8,120.00	\$ 100.00	\$ 5,600.00
11	3" x 10" Timber Walers (Includes all Fasteners and Screen Metal)	110	Linear Foot	\$ 20.00	\$ 2,200.00	\$ 193.00	\$ 21,230.00	\$ 76.23	\$ 8,385.30	\$ 115.00	\$ 12,650.00	\$ 135.00	\$ 14,850.00	\$ 166.00	\$ 18,260.00	\$ 255.00	\$ 28,050.00
12	7" Tip, 12" Butt Trash Screen Piles (40' Long)	280	Linear Foot	\$ 30.00	\$ 8,400.00	\$ 85.50	\$ 23,940.00	\$ 612.15	\$ 171,402.00	\$ 100.00	\$ 28,000.00	\$ 235.00	\$ 65,800.00	\$ 465.00	\$ 130,200.00	\$ 150.00	\$ 42,000.00
13	120/240 V, 100 Amp Single Phase Service (Includes all necessary Electrical Equipment, Panels & Wiring)	1	Lump Sum	\$ 3,000.00	\$ 3,000.00	\$ 25,600.00	\$ 25,600.00	\$ 5,187.49	\$ 5,187.49	\$ 6,500.00	\$ 6,500.00	\$ 7,700.00	\$ 7,700.00	\$ 8,000.00	\$ 8,000.00	\$ 31,500.00	\$ 31,500.00
14	2000 Lumen LED Wall Pack Lighting	3	Each	\$ 200.00	\$ 600.00	\$ 1,835.00	\$ 5,505.00	\$ 389.06	\$ 1,167.18	\$ 1,600.00	\$ 4,800.00	\$ 725.00	\$ 2,175.00	\$ 988.00	\$ 2,964.00	\$ 575.00	\$ 1,725.00
15	4" Sch. 80 PVC Elbow (Includes Insatllation)	2	Each	\$ 80.00	\$ 160.00	\$ 1,700.00	\$ 3,400.00	\$ 1,199.61	\$ 2,399.22	\$ 1,200.00	\$ 2,400.00	\$ 168.00	\$ 336.00	\$ 185.00	\$ 370.00	\$ 1,000.00	\$ 2,000.00
16	4" Sch. 80 PVC Conduit (Includes Installation)	200	Linear Foot	\$ 100.00	\$ 20,000.00	\$ 55.50	\$ 11,100.00	\$ 29.18	\$ 5,836.00	\$ 35.00	\$ 7,000.00	\$ 54.00	\$ 10,800.00	\$ 57.00	\$ 11,400.00	\$ 90.00	\$ 18,000.00
<b>Total Base Bid:</b>				\$	<b>250,832.00</b>	\$	<b>280,380.00</b>	\$	<b>346,227.79</b>	\$	<b>355,064.00</b>	\$	<b>408,759.00</b>	\$	<b>470,004.00</b>	\$	<b>524,275.00</b>

Contractor's Unit Price x Qty does not equal Unit Price provided by Contractor  
Total bid amount provided on page 1 of Bid Form did not equal total of all unit price extensions.



**Terrebonne Parish Consolidated Government**  
**Hurricane Ida**  
**D-18 Pump Station (Gabi Ct.) Repairs**  
**TPCG Project No. IDA-0123**  
**GIS Project No. 39130-1415**  
**Bid Evaluation**



		<b>Contractor Name:</b>	<b>Chad Daigle Building Contractor, Inc.</b>	<b>Sage Construction, LLC</b>	<b>Southern Constructors, LLC</b>	<b>Volute, Inc.</b>	<b>LA Contracting Enterprise, LLC</b>	<b>Reliant Industrial Solutions, LLC</b>
		<b>Base Bid:</b>	\$ 298,794.00	\$ 346,227.79	\$ 355,064.00	\$ 408,759.00	\$ 470,004.00	\$ 524,275.00
Misc.	Delivered prior to 2:00 p.m.		Y	Y	Y	Y	Y	Y
	Proposal Sealed in an envelope including Name and Address of Bidder		N/A - Online Bid	N/A - Online Bid	N/A - Online Bid	N/A - Online Bid	N/A - Online Bid	N/A - Online Bid
	Envelope States: Hurricane Ida D-18 Pump Station (Gabi Ct.) Repairs TPCG Project No. IDA-0123		N/A - Online Bid	N/A - Online Bid	N/A - Online Bid	N/A - Online Bid	N/A - Online Bid	N/A - Online Bid
License Verification	Licensed Contractor in the State of Louisiana		Y	Y	Y	Y	Y	Y
	Work Classification: Building Construction		Y	Y	Y	Y	Y	Y
	Shows License Number on the outside of the Sealed Envelope Containing Bid		N/A - Online Bid	N/A - Online Bid	N/A - Online Bid	N/A - Online Bid	N/A - Online Bid	N/A - Online Bid
Bid Form	Submitted on Proposal Forms provided In the Contract Documents		Y	Y	Y	Y	Y	Y
	All blank spaces on Bid Forms shall be filled in ink, or typed, in both words and figures (if word and figure disagree the word shall be binding)		Y	Y	Y	Y	Y	Y
	If any corrections are made, the alteration must be crossed out, the correct number written, and the change should be initialed		No Corrections Made	No Corrections Made	No Corrections Made	No Corrections Made	No Corrections Made	No Corrections Made
	Written evidence of authority of the person signing the bid for public works submitted at the time of bidding in accordance with LA R.S. 38:2212 (B) (5)		Y	Y	Y	Y	Y	Y
	Contractor's State License Number is Typed/Printed below the firm name and signature on the Bid Form		Y	Y	Y	Y	Y	Y
	Includes verification of receipt of Addenda (the numbers of which filled in on the Proposal Document Form -2 total)		Y	Y	Y	Y	Y	Y
Bid Bond	Includes the address to which communications regarding the Bid are to be directed		Y	Y	Y	Y	Y	Y
	Bid Guaranty in amount of 5% of Proposal Made payable to "Terrebonne Parish Consolidated Government", in the form of a Bid Bond, Certified Check, or Cashier's Check		Y	Y	Y	Y	Y	Y
	Bid Bond signed by an authorized officer, owner or partner of the bidding firm, or an agent or attorney-in-fact		Y	Y	Y	Y	Y	Y
	Bid Bond signed by the surety's agent or attorney-in-fact		Y	Y	Y	Y	Y	Y
	Bid Bond shall be accompanied by a notarized document granting general power of attorney to the surety's signer		Y	Y	Y	Y	Y	Y
Corporation Partnerships	Bid Bond shall be written by a surety or insurance company currently on the US Dept. of the Treasury Financial Management Service's list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least a A- rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to 10% of policyholders' surplus as shown in the A.M. Best's Key Rating Guide		Y	Y	Y	Y	Y	Y
	Bids by corporations shall state the full legal corporate name thereof, and the corporate address and the state of incorporation		Y	Y	Y	Y	Y	Y
	Bid by partnerships must indicate the legal name of the partnership, with the official address of the partnership and state of formation of partnership		N/A	N/A	N/A	N/A	N/A	N/A
Specification Compliance	Evidence of Corporate or Partnership Authority Included in the bid Documents		Y	Y	Y	Y	Y	Y
	Contractor in compliance with all requirements of Special Provisions and Technical Specifications		Y	Y	Y	Y	Y	Y



Monday, October 14, 2024

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**Item Title:**

2025 CRI Grant

**Item Summary:**

**RESOLUTION:** Authorizing the Parish President to execute the Department of Health Office of Public Health Strategic National Stockpile (SNS) / Cities Readiness Initiative (CRI) Grant for the expenses of the planning and processing of the 48-hour Mass Antibiotic Dispensing plan.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
2025 CRI Executive Summary	10/2/2024	Cover Memo
2025 CRI Resolution	10/2/2024	Cover Memo
2025 CRI Grant	10/2/2024	Cover Memo
2025 CRI Signature of Authority	10/2/2024	Cover Memo



**EXECUTIVE SUMMARY**

(REQUIRED FOR ALL SUBMISSIONS)

**PROJECT TITLE**

LDH/OPH Strategic National Stockpile (SNS) /Cities Readiness Initiative (CRI) Grant

**PROJECT SUMMARY (200 WORDS OR LESS)**

The Louisiana Department of Health & Hospitals Office of Public Health is responsible for the implementation of the Federal Strategic National Stockpile / Cities Readiness Initiative in each Parish of Louisiana. This program provides for the planning, exercising and if needed, the dispensing of antibiotics and vaccines in the event that a bioterrorism event occurs within the parish.

**PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)**

The grant provides funding (\$23,839.00) for planning, exercising and processing the 48-hr mass antibiotic dispensing plan for the Terrebonne Parish Office of Homeland Security and Emergency Preparedness for the period of 8/1/2024 through 3/31/2025. The grant specifically applies to the planning and processing of the 48-hour mass antibiotic dispensing plan expenses directly related to the operations of the Terrebonne Parish Office of Homeland Security and Emergency Preparedness. The Terrebonne Parish Office of Homeland Security and Emergency Preparedness will utilize the funds to enhance and improve the existing 48-hour mass antibiotic dispensing plan.

**TOTAL EXPENDITURE**

\$23,839.00

**AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)**

ACTUAL

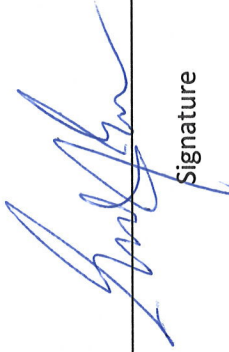
ESTIMATED

**IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)**

N/A       NO       YES      IF YES AMOUNT BUDGETED:

**COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)**

PARISHWIDE	1	2	3	4	5	6	7	8	9
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 \_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

10/2/24

**RESOLUTION NO. \_\_\_\_\_**

OFFERED BY:  
SECONDED BY:

A resolution authorizing the Parish President to execute the Department of Health Office of Public Health Strategic National Stockpile (SNS)/Cities Readiness Initiative (CRI) Grant – LAGOV: 2000859297 CFDA#93.069 Agency #326 in the amount of \$23,839.00 for the expenses of the planning and processing of the 48-hour Mass Antibiotic Dispensing plan for the Terrebonne Parish Office of Homeland Security and Emergency Preparedness.

WHEREAS, the Parish has received a grant from the Department of Health Office of Public Health Strategic National Stockpile (SNS)/Cities Readiness Initiative (CRI) in the amount of \$23,839.00, which the period of this grant expires March 31, 2025, and

WHEREAS, the Parish agrees to apply said funds towards the planning and processing of the 48-hour Mass Antibiotic Dispensing plan expenses related directly to the operations of the Parish’s Office of Emergency Preparedness Department.

BE IT RESOLVED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, does authorize Parish President, Jason W. Bergeron, to execute any and all documents relative to this grant.

UPON VOTE TAKEN, THERE WAS RECORDED:

YEAS: \_\_\_\_\_  
NAYS: \_\_\_\_\_  
NOT VOTING: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

The Chairman of the Terrebonne Parish Council declared this Resolution ADOPTED / NOT ADOPTED on this \_\_\_\_ day of October, 2024.

\_\_\_\_\_  
CHAIRMAN

I, Tammy E. Triggs, Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the \_\_\_\_\_ on the \_\_\_\_\_ day of October, 2024 subsequently ratified by the assembled Council in Regular Session on the \_\_\_\_ day of October, 2024 at which meeting a quorum was present.

\_\_\_\_\_  
TAMMY E. TRIGGS, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL



# CONTRACT BETWEEN STATE OF LOUISIANA LOUISIANA DEPARTMENT OF HEALTH

LaGov # 2000859297

OPH

Office of Public Health

Agency # 326

Bureau of Community Preparedness

AND

Terrebonne Parish Consolidated Government

FOR

Personal Service  Professional Service  Consulting Services  Social Services  Governmental (State/Agency)  Governmental (Local)   
 RFP NUMBER (if applicable) \_\_\_\_\_ Emergency  Sole Source

1) Contractor (Registered Legal Name) Terrebonne Parish Consolidated Government	5) Vendor Supplier # 310100680 5a) State LDR Account #(if applicable) 5840335001
2) Street Address 101 Government St.  City Gray State LA Zip Code 70359	6) Parish(es) Served 55 <small>(List all that apply)</small>
3) Telephone Number (985) 873-6357	7) License or Certification #
4) Mailing Address (if different) P.O. Box 2768  City Houma State LA Zip Code 70361	8) Contractor Status Subrecipient: Yes <input checked="" type="checkbox"/> No Corporation: Yes <input checked="" type="checkbox"/> No For Profit: Yes <input checked="" type="checkbox"/> No Publicly Traded: Yes <input checked="" type="checkbox"/> No
9) Brief Description Of Services To Be Provided: Develop a written 48 Hour Mass Antibiotic Mass Dispensing plan annex to the Parish All Hazards Plan with a completed signature page. Facilitation of at least four (4) joint parish planning meetings by March 31, 2025, supported by agendas, meetings, minutes, and sign-in sheets for each meeting and any other supporting documentation to meet the deliverables of the CRI Program. Facilitation and participation in three (3) Point of Dispensing Site Drills, to be supported by data collection spreadsheets and an AAR/Corrective Action Plan. Drills included are facility set-ups, staff activation and assembly, and site activation. Participation in two Table-top exercise to demonstrate readiness for natural disasters and administrative preparedness.	
10) Effective Date 08/01/2024	11) Termination Date 03/31/2025
12) Maximum Contract Amount \$ 23,839.00	
13) Estimated Amounts by Fiscal Year FY2025: \$23,839	

14) Terms of Payment

If progress and/or completion of services are provided to the satisfaction of the initiating Office/Facility, payments are to be made as follows:

If progress and/or completion of services are provided to the satisfaction of BCP, then payments are to be made. Submission of the 48 hour mass antibiotic dispensing plan by 3-31-25. The plan will be reflective of the following: 1) discussion & identification of processes for 48 hour mass antibiotic dispensing; 2) list of participants & minutes of conference calls and local planning meeting; 3) documentation identifying parish/jurisdiction's planning leads & those authorized to sign off on the SNS/CRI annex plan; 4) appropriate documentation of implementation and/or participation in staff call down, site activation, facility set-up, mass dispensing exercise, and two table top exercises.

Contractor obligated to submit final invoices to Agency within fifteen (15) days after termination of contract.

14a) PAYMENT WILL BE MADE

ONLY UPON APPROVAL OF:

First Name Janika	Last Name Malveaux
Title SNS Coordinator	Phone Number 225-219-9907

15) Special or Additional Provisions which are incorporated herein, if any (IF NECESSARY, ATTACH SEPARATE SHEET AND REFERENCE):

List all required Attachments Attachment A: Statement of Work Attachment B: Fee Schedule Attachment C: D&I Statement Attachment D: Liquidated Damages	List all required Exhibits Exhibit 1: Board Resolution/Signature Authority	Types of Attachments and Exhibits <b>ATTACHMENTS</b> <ul style="list-style-type: none"> <li>Statement of work</li> <li>Fee Schedule/Budget</li> <li>Special Provisions</li> <li>Standard Provisions</li> <li>Diversity and Inclusion Statement</li> </ul> <b>EXHIBITS</b> <ul style="list-style-type: none"> <li>Board Resolution/Signature Authority</li> <li>Resume</li> <li>License</li> </ul>
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**During the performance of this contract, the Contractor hereby agrees to the following terms and conditions:**

1. **Discrimination Clause:** Contractor hereby agrees to abide by the requirements of the following, as applicable: Section 1557 of the Patient Protection and Affordable Care Act (42 U.S.C. §18116); Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d, et seq.); Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e, et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. §6101, et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794); Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. §794d); the Americans with Disabilities Act of 1990 (42 U.S.C. §12101, et seq.); the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. §4212); the Fair Housing Act of 1968 (42 U.S.C. §3601, et seq.); and Federal Executive Order 11246; and all applicable requirements imposed by or pursuant to the regulations of the U. S. Department of Health and Human Services.

Contractor agrees not to discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, sexual orientation, age, national origin, disability, political affiliation, veteran status, or any other non-merit factor. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of this Contract.

2. **Confidentiality:** Contractor shall abide by the laws and regulations concerning confidentiality which safeguard information and patient/client confidentiality. Information obtained under this Contract shall not be used in any manner except as necessary for the proper discharge of Contractor's obligations. (Contractor shall establish, subject to review and approval of the Department, confidentiality rules and facility access procedures.)
3. **Right to Audit:** The Louisiana Legislative Auditor, Office of the Governor, Division of Administration, and Department auditors or those designated by the Department shall have the option of auditing all accounts pertaining to this Contract during the Contract and for a period of five (5) years following final payment. Contractor grants to the State of Louisiana, through the Office of the Louisiana Legislative Auditor, Louisiana Department of Health, and State Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under this contract, and further agrees to guidelines for fiscal administration as may be promulgated by the Department. Records will be made available during normal working hours.

Contractor shall comply with federal and state laws and/or Department policy requiring an audit of Contractor's operation as a whole or of specific program activities. Audit reports shall be sent within thirty (30) days after the completion of the audit, but no later than six (6) months after the end of the audit period. If an audit is performed within the term of this contract, for any period, four (4) copies of the audit report shall be sent to the Louisiana Department of Health, Attention: Division of Fiscal Management, P.O. Box 91117, Baton Rouge, LA 70821-3797 and one (1) copy of the audit shall be sent to the originating office within the Department.

4. **Record Retention:** Contractor agrees to retain all books, records, and other documents relevant to the Contract and funds expended thereunder for at least four (4) years after final payment or as prescribed in 45 CFR 75.361, whichever is longer.

Contractor shall make available to the Department such records within thirty (30) days of the Department's written request and shall deliver such records to the Department's central office in Baton Rouge, Louisiana, all without expense to the Department. Contractor shall allow the Department to inspect, audit, or copy records at Contractor's site, without expense to the Department.

5. **Record Ownership:** All records, reports, documents, and other material delivered or transmitted to Contractor by the Department shall remain the property of the Department, and shall be returned by Contractor to the Department, at Contractor's expense, at termination or expiration of this contract. All records, reports, documents, or other material related to this Contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the Department, and shall, upon request, be returned by Contractor to the Department, at Contractor's expense, at termination or expiration of this contract.
6. **Nonassignability:** Contractor shall not assign any interest in this Contract and shall not transfer any interest in the same (whether by assignment or novation), without written consent of the Department thereto, provided, however, that claims for money due or to become due to Contractor from the Department under this Contract may be assigned to a bank, trust company, or other financial institution without advanced approval. Notice of any such assignment or transfer shall be promptly furnished to the Department and the Division of Administration, Office of State Procurement.
7. **Taxes:** Contractor hereby agrees that the responsibility for payment of taxes from the funds received under this Contract shall be Contractor's. Contractor assumes responsibility for its personnel providing services hereunder and shall make all deductions for withholding taxes, and contributions for unemployment compensation funds.
8. **Insurance:** Contractor shall obtain and maintain during the term of this Contract all necessary insurance including automobile insurance, workers' compensation insurance, and general liability insurance. The required insurances shall protect Contractor, the Louisiana Department of Health, and the State of Louisiana from all claims related to Contractor's performance of this contract. Certificates of Insurance shall be filed with the Department for approval. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days advance written notice to the Department. Commercial General Liability Insurance shall provide protection during the performance of work covered by the Contract from claims or damages for personal injury, including accidental death, as well as claims for property damages, with combined single limits prescribed by the Department.
9. **Travel:** In cases where travel and related expenses are required to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations. The Contract contains a maximum compensation that shall be inclusive of all charges including fees and travel expenses.
10. **Political Activities:** No funds provided herein shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the Legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition or any election ballot or a proposition or matter having the effect of law being considered by the Legislature or any local governing authority. Contracts with individuals shall be exempt from this provision.
11. **State Employment:** Should Contractor become an employee of the classified or unclassified service of the State of Louisiana during the term of the contract, Contractor must notify his/her appointing authority of any existing Contract with the State of Louisiana and notify the contracting office with the Department of any additional State employment. This is applicable only to contracts with individuals.
12. **Ownership of Proprietary Data:** All non-third party software and source code, records, reports, documents, and other material delivered or transmitted to Contractor by the State shall remain the property of the State, and shall be returned by Contractor to the State, at Contractor's expense, at termination or expiration of this contract. All non-third party software and source code, records, reports, documents, or other material related to this Contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the State, and shall be returned by Contractor to the State, at Contractor's expense, at termination or expiration of this contract.

**13. Subcontracting:** Contractor shall not enter into any subcontract for work or services contemplated under this Contract without obtaining prior written approval of the Department. Any subcontracts approved by the Department shall be subject to conditions and provisions as the Department may deem necessary; provided, however, that notwithstanding the foregoing, unless otherwise provided in this contract, such prior written approval shall not be required for the purchase by Contractor of items and services that are incidental but necessary for the performance of the work required under this contract.

No subcontract shall relieve Contractor of the responsibility for the performance of contractual obligations described herein.

**14. Conflict of Interest:** Contractor acknowledges that the Code of Governmental Ethics, La. R.S. 42:1101, et seq., applies to Contractor in the performance of services under this contract. Contractor warrants that no person and no entity providing services pursuant to this Contract on behalf of Contractor or any subcontractor is prohibited from providing such services by the provisions of La. R.S. 42:1113. Contractor agrees to immediately notify the Department if potential violations of the Code of Governmental Ethics arise at any time during the term of the contract.

**15. Unauthorized Services:** No claim for services furnished or requested for reimbursement by Contractor, not provided for in this contract, shall be allowed by the Department. In the event the Department determines that certain costs that have been reimbursed to Contractor pursuant to this or previous contracts are not allowable, the Department shall have the right to offset and withhold said amounts from any amount due to Contractor under this Contract for costs that are allowable.

**16. Fiscal Funding:** This Contract is subject to and conditioned upon the availability and appropriation of federal and/or state funds; and no liability or obligation for payment will develop between the parties until the Contract has been approved by required authorities of the Department; and, if Contract exceeds \$2,000, the Division of Administration, Office of State Procurement.

The continuation of this Contract is contingent upon the appropriation of funds from the Legislature to fulfill the requirements of the contract. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the Contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

**17. State and Federal Funding Requirements:** Contractor shall comply with all applicable requirements of state or federal laws or regulations relating to Contractor's receipt of state or federal funds under this contract.

If Contractor is a "subrecipient" of federal funds under this contract, as defined in 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), Contractor shall comply with all applicable requirements of 2 CFR Part 200, including but not limited to the following:

- Contractor must disclose any potential conflict of interest to the Department and the federal awarding agency as required by 2 CFR §200.112.
- Contractor must disclose to the Department and the federal awarding agency, timely and in writing, all violations of federal criminal laws that may affect the federal award, as required by 2 CFR §200.113.
- Contractor must safeguard protected personally identifiable information and other sensitive information, as required by 2 CFR §200.303.
- Contractor must have and follow written procurement standards and procedures in compliance with federally approved methods of procurement, as required by 2 CFR §§200.317 - 200.326.
- Contractor must comply with the audit requirements set forth in 2 CFR §§200.501 - 200.521, as applicable, including but not limited to:
  - Electronic submission of data and reports to the Federal Audit Clearinghouse (FAC) (2 CFR §200.512(d)).
  - Ensuring that reports do not include protected personally identifiable information (2 CFR §200.512(a)(2)).

Notwithstanding the provisions of paragraph 3 (Auditors) of these Terms and Conditions, copies of audit reports for audits conducted pursuant to 2 CFR Part 200 shall not be required to be sent to the Department.

**18. Amendments:** Any alteration, variation, modification, or waiver of provisions of this Contract shall be valid only when reduced to writing, as an amendment duly signed, and approved by required authorities of the Department; and, if the Contract exceeds \$5,000, by the Division of Administration, Office of State Procurement. Budget revisions approved by both parties in cost reimbursement contracts do not require an amendment if the revision only involves the realignment of monies between originally approved cost categories.

**19. Non-Infringement:** Contractor will warrant all materials, products, and/or services produced hereunder will not infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of any such claim by any third party against the Department, the Department shall promptly notify Contractor in writing and Contractor shall defend such claim in the Department's name, but at Contractor's expense and shall indemnify and hold the Department harmless against any loss, expense, or liability arising out of such claim, whether or not such claim is successful. This provision is not applicable to contracts with physicians, psychiatrists, psychologists, or other allied health providers solely for medical services.

**20. Purchased Equipment:** Any equipment purchased under this Contract remains the property of Contractor for the period this Contract and future continuing contracts for the provision of the same services. Contractor must submit a vendor invoice with the reimbursement request. For the purpose of this contract, equipment is defined as any tangible, durable property having a useful life of at least (1) year and acquisition cost of one thousand dollars (\$1,000.00) or more. Contractor has the responsibility to submit to the Contract Monitor an inventory list of equipment items when acquired under the Contract and any additions to the listing as they occur. Contractor will submit an updated, complete inventory list on a quarterly basis to the Contract Monitor. Contractor agrees that upon termination of the contracted services, the equipment purchased under this Contract reverts to the Department. Contractor agrees to deliver any such equipment to the Department within thirty (30) days of termination of services.

**21. Indemnity:** Contractor agrees to protect, indemnify, and hold harmless the State of Louisiana and the Department from all claims for damages, costs, expenses, and attorney fees arising in Contract or tort from this Contract or from any acts or omissions of Contractor's agents, subcontractors, employees, officers, or clients, including, but not limited to, premises liability and any claim based on any theory of strict liability. This provision does not apply to actions or omissions for which La. R.S. 40:1237.1, et seq. provides malpractice coverage to Contractor, nor claims related to treatment and performance of evaluations of persons when such persons cause harm to third parties (La. R.S. 13:5108.1(E)). Further, it does not apply to premises liability when the services are being performed on premises owned and operated by the Department.

- 22. Severability:** Any provision of this Contract is severable if that provision is in violation of the laws of the State of Louisiana or the United States, or becomes inoperative due to changes in state or federal law, or applicable state or federal regulations.
- 23. Entire Agreement:** Contractor agrees that the current Contract supersedes all previous contracts, negotiations, and all other communications between the parties with respect to the subject matter of this contract.
- 24. E-Verify:** Contractor acknowledges and agrees to comply with the provision of La. R.S. 38:2212.10 and federal law pertaining to E-Verify in the performance of services under this contract.
- 25. Remedies for Default:** Any claim or controversy arising out of this Contract shall be resolved by the provisions of La. R.S. 39:1672.2-1672.4.  
**Other Remedies:** If the Contractor fails to perform in accordance with the terms and conditions of this Contract, or if any lien or claim for damages, penalties, cost and the like is asserted by or against the State, then, upon notice to the Contractor, the State may pursue all remedies available to it at law or equity, including retaining monies from amounts due the Contractor and proceeding against any surety of the Contractor.
- 26. Governing Law:** This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana, including but not limited to La. R.S. 39:1551-1736; rules and regulations; executive orders; standard terms and conditions, and specifications listed in the Request for Proposals (RFP), if applicable; and this contract.
- 27. Contractor's Cooperation:** Contractor has the duty to fully cooperate with the State and provide any and all requested information, documentation, etc. to the State, when requested. This applies even if this Contract is terminated and/or a lawsuit is filed. Specifically, Contractor shall not limit or impede the State's right to audit or shall not withhold State-owned documents.
- 28. Continuing Obligation:** Contractor has a continuing obligation to disclose to the Department any suspension or debarment by any government entity, including, but not limited to, the General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of the Contract and debarment from future contracts.
- 29. Eligibility Status:** Contractor and each tier of subcontractors, shall certify that it is not excluded, disqualified, disbarred, or suspended from contracting with or receiving Federal funds or grants from the Federal Government. Contractor and each tier of subcontractors shall certify that it is not on the List of Parties Excluded from Federal Procurement and Nonprocurement Programs promulgated in accordance with Executive Orders 12549 and 12689, and "NonProcurement Debarment and Suspension" set forth at 2 CFR Part 376.
- 30. Act 211 Taxes Clause:** In accordance with La. R.S. 39:1624(A)(10), the Louisiana Department of Revenue must determine that Contractor is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the State and collected by the Louisiana Department of Revenue prior to the approval of this Contract by the Office of State Procurement. Contractor hereby attests to its current and/or prospective compliance, and agrees to provide its seven-digit LDR Account Number to the Department so that Contractor's tax payment compliance status may be verified. Contractor further acknowledges understanding that issuance of a tax clearance certificate by the Louisiana Department of Revenue is a necessary precondition to the approval and effectiveness of this Contract by the Office of State Procurement. The Department reserves the right to withdraw its consent to this Contract without penalty and proceed with alternate arrangements should Contractor fail to resolve any identified apparent outstanding tax compliance discrepancies with the Louisiana Department of Revenue within seven (7) business days of such notification.
- 31. Termination for Cause:** The Department may terminate this Contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the contract; provided that the Department shall give Contractor written notice specifying Contractor's failure. If within thirty (30) days after receipt of such notice, Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the Department may, at its option, place Contractor in default and the Contract shall terminate on the date specified in such notice. Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the Department to comply with the terms and conditions of this contract; provided that Contractor shall give the Department written notice specifying the Department's failure and a reasonable opportunity for the State to cure the defect.
- 32. Termination for Convenience:** The Department may terminate this Contract at any time by giving thirty (30) days written notice to Contractor. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.
- 33. Confidentiality:** Contractor shall protect from unauthorized use and disclosure all information relating to the State's operations and data (e.g. financial, statistical, personal, technical, etc.) that becomes available to the Contractor in carrying out this Contract. Contractor shall use protecting measures that are the same or more effective than those used by the State. Contractor is not required to protect information or data that is publicly available outside the scope of this Contract; already rightfully in the Contractor's possession; independently developed by the Contractor outside the scope of this Contract; or rightfully obtained from third parties. Under no circumstance shall the Contractor discuss and/or release information to the media concerning this project without prior express written approval of the State.
- 34. Prohibition of Discriminatory Boycotts of Israel:** In accordance with La. R.S. 39:1602.1, any Contract for \$100,000 or more and for any contractor with five (5) or more employees, Contractor, and any subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this Contract, refrain from a boycott of Israel. The State reserves the right to terminate this Contract if Contractor, or any subcontractor, engages in a boycott of Israel during the term of the contract.
- 35. Cybersecurity Training:** In accordance with La. R.S. 42: 1267 (B)(3) and the State of Louisiana's Information Security Policy, if the Contractor, any of its employees, agents, or subcontractors will have access to State government information technology assets, the Contractor's employees, agents, or subcontractors with such access must complete cybersecurity training annually, and the Contractor must present evidence of such compliance annually and upon request. The Contractor may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost.

For purposes of this Section, "access to State government information technology assets" means the possession of credentials, equipment, or authorization to access the internal workings of State information technology systems or networks. Examples would include but not be limited to State-issued laptops, VPN credentials to credentials to access the State network, badging to access the State's telecommunications closets or systems, or permissions to maintain or modify IT systems used by the State. Final determination of scope inclusions or exclusions relative to access to State government information technology assets will be made by the Office of Technology Services.

- 36. Code of Ethics:** The Contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this Contract. The Contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this Contract.
- 37. Countersignature:** This Contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same instrument.
- 38. No Employment Relationship:** Nothing in this Contract shall be construed to create an employment or agency relationship, partnership, or joint venture between the employees, agents, or subcontractors of Contractor and the State of Louisiana.
- 39. Venue:** Venue for any action brought with regard to this Contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.
- 40. Commissioner's Statements:** Statements, acts, and omissions made by or on behalf of the Commissioner of Administration regarding the RFP or RFP process, this contract, Contractor, and/or any subcontractor of Contractor shall not be deemed a conflict of interest when the Commissioner is discharging his duties and responsibilities under law, including, but not limited, to the Commissioner of Administration's authority in procurement matters.
- 41. Order of Precedence Clause:** In the event of any inconsistent or incompatible provisions in a Contract which resulted from an RFP, this signed Contract (excluding the RFP and Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of Contractor's proposal. *This Order of Precedence Clause applies only to contracts that resulted from an RFP.*
- 42. Contractor must comply with the Office of Technology Services (OTS) Information Security Policy,** <https://www.doa.la.gov/Pages/ots/InformationSecurity.aspx>.
- a. Contractor must report to the State any known breach of security no later than forty-eight (48) hours after confirmation of the event. Notify the Information Security Team ("IST") by calling the Information Security Hotline at 1-844-692-8019 and emailing the security team at [infosecteam@la.gov](mailto:infosecteam@la.gov).
  - b. Contractor must follow OTS Information Security Policy for Data Sanitization requirements for any equipment replaced during the Contract and at the end of the contract, for all equipment which house confidential/restricted data provided by the State.
  - c. Contractor must ensure appropriate protections of data is in accordance with HIPAA Rules and HITECH Acts.
  - d. If Contractor will have access to data originating from the Centers for Medicare and Medicaid Services (CMS), then Contractor must ensure their computer system is in compliance with CMS latest version of the Minimum Acceptable Risk Standards for Exchanges (MARS-E) Document Suite, currently MARS-E 2.0. The CMS MARS-E 2.0 requirements include but are not limited to the below listed requirements:
    - Multi-factor authentication is a CMS requirement for all remote users, privileged accounts and non-privileged accounts. In this context, a "remote user" is referencing staff accessing the network from offsite, normally with a client virtual private network with the ability to access CMS data.
    - Perform criminal history check for all staff prior to granting access to CMS data. All employees and contractors requiring access to Patient Protection and Affordable Care Act (PL 111-148) sensitive information must meet personnel suitability standards. These suitability standards are based on a valid need-to-know, which cannot be assumed from position or title, and favorable results from a background check. The background checks for prospective and existing employees (if not previously completed) should include, at a minimum, contacting references provided by the employee as well as the local law enforcement agency or agencies.
- 43. HIPAA Business Associate Provisions**
- If Contractor is a Business Associate of the Department, as that term is defined herein, because Contractor either: (a) creates, receives, maintains, or transmits protected health information (PHI) for or on behalf of the Department; or (b) provides legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial services for the Department involving the disclosure of PHI, the following provisions will apply:
- a. Definitions: As used in these provisions -
    - i. The term "HIPAA Rules" refers to the federal regulations known as the HIPAA Privacy, Security, Enforcement, and Breach Notification Rules, found at 45 CFR Parts 160 and 164, which were originally promulgated by the U. S. Department of Health and Human Services (DHHS) pursuant to the Health Insurance Portability and Accountability Act ("HIPAA") of 1996 and were subsequently amended pursuant to the Health Information Technology for Economic and Clinical Health ("HITECH") Act of the American Recovery and Reinvestment Act of 2009.
    - ii. The terms "Business Associate", "Covered Entity", "disclosure", "electronic protected health information" ("electronic PHI"), "health care provider", "health information", "health plan", "protected health information" ("PHI"), "subcontractor", and "use" have the same meaning as set forth in 45 CFR §160.103.
    - iii. The term "security incident" has the same meaning as set forth in 45 CFR §164.304.
    - iv. The terms "breach" and "unsecured protected health information" ("unsecured PHI") have the same meaning as set forth in 45 CFR §164.402.
  - b. Contractor and its agents, employees and subcontractors shall comply with all applicable requirements of the HIPAA Rules and shall maintain the confidentiality of all PHI obtained by them pursuant to this Contract as required by the HIPAA Rules and by this Contract.
  - c. Contractor shall use or disclose PHI solely: (a) for meeting its obligations under the contract; or (b) as required by law, rule, regulation (including the HIPAA Rules), or as otherwise required or permitted by this Contract.
  - d. Contractor shall implement and utilize all appropriate safeguards to prevent any use or disclosure of PHI not required or permitted by this Contract, including administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of the Department.
  - e. In accordance with 45 CFR §164.502(e)(1)(ii) and (if applicable) §164.308(b)(2), Contractor shall ensure that any agents, employees, subcontractors, or others that create, receive, maintain, or transmit PHI on behalf of Contractor agree to the same restrictions, conditions, and requirements that apply to Contractor with respect to such information, and it shall

ensure that they implement reasonable and appropriate safeguards to protect such information. Contractor shall take all reasonable steps to ensure that its agents', employees', or subcontractors' actions or omissions do not cause Contractor to violate this Contract.

- f. Contractor shall, within three (3) days of becoming aware of any use or disclosure of PHI, other than as permitted by this Contract, report such disclosure in writing to the person(s) named in Terms of Payment on page 1 of this document. Disclosures which must be reported by Contractor include, but are not limited to, any security incident, any breach of unsecured PHI, and any "breach of the security system" as defined in the Louisiana Database Security Breach Notification Law, La. R.S. 51:3071 *et seq.* At the option of the Department, any harm or damage resulting from any use or disclosure which violates this Contract shall be mitigated, to the extent practicable, either: (a) by Contractor at its own expense; or (b) by the Department, in which case Contractor shall reimburse the Department for all expenses that the Department is required to incur in undertaking such mitigation activities.
- g. To the extent that Contractor is to carry out one or more of the Department's obligations under 45 CFR Part 164, Subpart E, Contractor shall comply with the requirements of Subpart E that apply to the Department in the performance of such obligation(s).
- h. Contractor shall make available such information in its possession which is required for the Department to provide an accounting of disclosures in accordance with 45 CFR §164.528. In the event that a request for accounting is made directly to Contractor, Contractor shall forward such request to the Department within two (2) days of such receipt. Contractor shall implement an appropriate record keeping process to enable it to comply with the requirements of this provision. Contractor shall maintain data on all disclosures of PHI for which accounting is required by 45 CFR §164.528 for at least six (6) years after the date of the last such disclosure.
- i. Contractor shall make PHI available to the Department upon request in accordance with 45 CFR §164.524.
- j. Contractor shall make PHI available to the Department upon request for amendment and shall incorporate any amendments to PHI in accordance with 45 CFR §164.526.
- k. Contractor shall make its internal practices, books, and records relating to the use and disclosure of PHI received from or created or received by Contractor on behalf of the Department available to the Secretary of the DHHS for purposes of determining the Department's compliance with the HIPAA Rules.
- l. Contractor shall indemnify and hold the Department harmless from and against any and all liabilities, claims for damages, costs, expenses and attorneys' fees resulting from any violation of this provision by Contractor or by its agents, employees or subcontractors, without regard to any limitation or exclusion of damages provision otherwise set forth in the contract.
- m. The parties agree that the legal relationship between the Department and Contractor is strictly an independent contractor relationship. Nothing in this Contract shall be deemed to create a joint venture, agency, partnership, or employer- employee relationship between the Department and Contractor.
- n. Notwithstanding any other provision of the contract, the Department shall have the right to terminate the Contract immediately if the Department determines that Contractor has violated any provision of the HIPAA Rules or any material term of this contract.
- o. At the termination of the contract, or upon request of the Department, whichever occurs first, Contractor shall return or destroy (at the option of the Department) all PHI received or created by Contractor that Contractor still maintains in any form and retain no copies of such information; or if such return or destruction is not feasible, Contractor shall extend the confidentiality protections of the Contract to the information and limit further uses and disclosure to those purposes that make the return or destruction of the information infeasible.

***SIGNATURES TO FOLLOW ON THE NEXT PAGE***

THIS CONTRACT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. IN WITNESS THEREOF, THIS CONTRACT IS SIGNED ON THE DATE INDICATED BELOW.

CONTRACTOR

STATE OF LOUISIANA, LOUISIANA  
DEPARTMENT OF HEALTH

SIGNATURE DATE

Jason W. Bergeron

NAME

Parish President

TITLE

SIGNATURE DATE

Tonya Joiner

NAME

Assistant Secretary

TITLE

Office of Public Health

SIGNATURE DATE

NAME

TITLE

SIGNATURE DATE

NAME

TITLE

## **STATEMENT OF WORK**

### **OBJECTIVES/GOALS:**

Each Parish Office of Homeland Security and Emergency Preparedness (the contractor) in receipt of Cities Readiness Initiative (CRI) related funds will agree to meet the Cities Readiness Initiative deliverables by increasing capabilities to provide medications to 100% of the designated population in less than 48 hours.

Contractors will be awarded funds based on meeting the deliverables outlined below and in accordance with the allocation model developed for FY 2024-2025, Budget Period 1 (July 1, 2024 – June 30, 2025). In order for funds associated with population to be received, the contractor must participate and meet all other contract deliverables.

### **OUTCOMES:**

- The Parish will participate in local Strategic National Stockpile (SNS) and 48 Hour Mass Antibiotic Dispensing collaborative planning which includes discussing processes for a 48 Hour Mass Antibiotic Mass Dispensing response with Parish partners, response partners, and possibly neighboring parishes, that will enhance 48 Hour Mass Antibiotic Mass Dispensing response capabilities and foster partnerships which will in turn meet the requirements of the Cities Readiness Initiative Program deliverables through planning meetings, conference calls, etc.
- The Parish, with identified Parish planning leads and in collaboration with the Louisiana Department of Health (LDH) Office of Public Health (OPH), will develop or further develop and/or strengthen a written draft of the 48 Hour Mass Antibiotic Mass Dispensing plan annex, which must include the top five (5) risk identified in their respective region's Jurisdictional Risk Assessment, to the existing Parish All Hazards plans that meets the Cities Readiness Initiative program deliverables. Planning leads will be further identified, verified and documented, and will participate in planning. This document should include a recent record of change page and revision date within the plan.
- Through planning with parish partners, possibly neighboring parishes and the Office of Public Health (OPH), the Parish will participate in the planning and implementation of three Point of Dispensing Site (POD) Drills in each CRI planning jurisdiction between August 1, 2025 and March 31, 2025. Suggested/Tentative schedule is as follows:
  - POD Drill #1 (Staff Call Down) to be conducted no later than March 31, 2025.
  - POD Drill #2 (Site Activation) to be conducted no later than March 31, 2025.
  - POD Drill #3 (Facility Set up) to be conducted no later than March 31, 2025.
- Through planning, with Parish partners, possibly neighboring parishes and the Office of Public Health, the Parish should participate in the planning and implementation of two (2) Table-top Exercises to address natural disasters and administrative preparedness no later than March 31, 2025.
- Identified Parish planning leads should participate in the Medical Countermeasure Response Readiness Framework for BP1 when scheduled.

### **DELIVERABLES:**

The contractor will provide:

- Written 48 Hour Mass Antibiotic Mass Dispensing plan annex to the Parish All Hazards Plan. This document should include a recent record of change page and revision date within the plan.



**Attachment A**  
**LAGOV 2000859297**  
**Terrebonne Parish CRI**  
**Statement of Work**

- Facilitation of at least four (4) in-person joint parish planning meetings to meet the deliverables of the CRI program and contract by March 31, 2025, supported by agendas, meetings, minutes, and sign-in sheets for each meeting and any other supporting documentation. A typed roll call cannot replace a sign in sheet and virtual meetings require prior approval.

Facilitation and participation in a total of three (3) Point of Dispensing Site Drills, the first no earlier than August 1, 2024, with the remaining drills completed no later than March 31, 2025, which will be supported by data collection spreadsheets for the call downs and data collection spreadsheets for drill based tools to assess staff call-downs, facility set up, staff activation and assembly and site activation and shall include an AAR/ corrective action plan. The AAR for each drill shall include a completed improvement plan.

- Participation in 2 TTX to demonstrate readiness for a 1) Natural Disaster and 2) Administrative Preparedness no later than March 31, 2025, which will may be supported by agendas, sign in sheets, notes, after action reports, and improvement plans. Areas of opportunity identified in the AAR shall be addressed and incorporated in the next annual review of the 48 hour plan to further improve response capacity.
- Invoice for all deliverables completed and submitted no later than March 31, 2025 but not prior to completion of all deliverables.
- 1 FSE/Real Event to demonstrate readiness for Pandemic Influenza (MVE)
- CRI recipients must participate in JRA surveys within your assigned LDH health region.
- CRI recipients must participate in an annual Integrated Preparedness Planning Workshop (IPPW) and work with the Public Health Emergency Response Coordinator (PHERC) in their respective LDH health region to develop a parish level multi-year Integrated Preparedness Plan (MYIPP).

**PERFORMANCE MEASURES:**

The contractor shall provide and maintain:

- By March 31, 2025, the Parish/Jurisdiction will facilitate and implement a staff notification, acknowledgement and assembly (staff call down) POD Drill that Parishes will conduct individually. The data collection spreadsheet for assessing call down capability will be completed no later than March 31, 2025 and this documentation shall be submitted once complete. An after action report and improvement plan should be completed as part of the exercise review.
- No later than March 31, 2025, the Parish/Jurisdiction will facilitate and implement a site activation notification acknowledgment and assembly POD Drill that each parish will conduct individually. The data collection spreadsheet for assessing site call down capability will be completed no later than March 31, 2025. This documentation shall be submitted by each parish once complete. An after action report and improvement plan should be completed as part of the exercise review.
- No later than March 31, 2025, the Parish/Jurisdiction will facilitate and implement a facility set up POD Drill that Parishes will conduct individually. The data collection spreadsheet for the drill based tool to assess facility set up will be completed no later than March 31, 2025 and this documentation shall be submitted once complete. An after

**Attachment A**  
**LAGOV 2000859297**  
**Terrebonne Parish CRI**  
**Statement of Work**

action report and corrective action plan should be completed as part of the exercise review.

- No later than March 31, 2025, the parish/jurisdiction will provide a written copy of its 48 Hour Mass Antibiotic Mass Dispensing plan annex to the Parish All Hazards Plan. The 48 Hour Mass Antibiotic Mass Dispensing will be reflective of collaborative planning which will include the following:
  - the discussion and identification of processes for a local 48 Hour Mass Antibiotic Mass Dispensing response;
  - list of participants, minutes and sign in sheets of conference calls and/or local planning meetings; and
  - documentation of identifying parish/jurisdiction's planning leads.

**MONITORING PLAN:**

The BCP SNS Coordinator or designee/successor will act as the contract monitor. Janika Malveaux currently holds the position of BCP SNS Consultant. The contract monitor will:

- Provide technical support and assistance to the Parish(s) during the development, revision, and finalization of the plan and exercise design.
- Review all documentation submitted by Parish planning leads and teams.
- Oversee the Public Health Emergency Response Coordinator (PHERC), who will coordinate and facilitate all contract deliverables.
- Oversee the PHERC that will provide monitoring of the contract deliverables and report to the state's contract monitor.
- Receive and review Parish 48 Hour Mass Antibiotic Mass Dispensing plan annexes and all supporting documents including data collection spreadsheets, After Action Reports, and improvement plans prior to March 31, 2025 to assure that all components are included.

**FEE FOR SERVICE:**

The contractor is to be paid upon submission of invoice with the following documentation:

- 48 hr. Mass Antibiotic Dispensing plan;
- Local planning meetings (agendas and sign in sheets) identifying parish/jurisdiction's planning leads; and
- Implementation and/or participation in staff call down, site activation, and facility set up, two table-top exercises, one full-scale exercise, and appropriate documentation submitted by March 31, 2025.

Upon availability of Cities Readiness Initiative funding the next program year; funding will be allocated according to the allocation model which will rank factors such as participation, performance and other criteria.

**Attachment B  
LAGOV 2000859297  
CRI-Terrebonne  
Fee Schedule**

**Fee Schedule**

<b>Deliverable</b>	<b>Performance Measure</b>	<b>Amount Due</b>
Written 48 Hour Mass Antibiotic Mass Dispensing plan annex to the Parish All Hazards Plan.	By March 31, 2025, the Parish/Jurisdiction will facilitate Written 48 Hour Mass Antibiotic Mass Dispensing plan annex to the Parish All Hazards Plan with a completed signature page.	\$5,959.75
Facilitation of at least four (4) joint parish planning meetings.  Participation in FSE planning meetings (IP, MP, and FP) for FSE scheduled for October 2024.	No later than March 31, 2025, the Parish will facilitate at least 4 joint parish planning meetings (1 per quarter) to meet the deliverables of the CRI program and contract by March 31, 2025, supported by agendas, meetings, minutes, and sign-in sheets for each meeting and any other supporting documentation	\$5,959.75
Facilitation and participation in a total of three (3) Point of Dispensing Site Drills.	Facilitation and participation in three (3) Point of Dispensing Site Drills, to be supported by data collection spreadsheets and an AAR/Corrective Action Plan. Drills included are facility set-ups, staff activation and assembly, and site activation. Drills are to be completed no earlier than August 1, 2024 and no later than March 31, 2025 with an anthrax or pandemic influenza scenario.	\$5,959.75
Participation in two Table-top exercises to demonstrate readiness for natural disasters and administrative preparedness.  Participation in one Full-scale exercise/Real World Event to demonstrate readiness for Pandemic Influenza (MVE).	Participation in two Table-top exercises to demonstrate readiness for natural disasters and administrative preparedness no later than March 31, 2025, which will be supported by sign in sheets, agendas, hand-outs, minutes/notes, after action reports and improvement plans.  Participation in one Full-scale exercise/Real World Event to demonstrate readiness for Pandemic Influenza (MVE) no later than March 31, 2025, which will be supported by sign in sheets, agendas, hand-outs, minutes/notes, after action reports and improvement plans.	\$5,959.75

**Total: \$ 23,839**

### **Equity, Diversity and Inclusion Statement**

The Louisiana Department of Health (LDH) characterizes equity, diversity and inclusion as representing the differences and similarities of all individuals while creating a work environment in which those same individuals are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the work of LDH in a safe and welcoming environment.

LDH values diversity in its workplace, vendor network, customers, and communities. As a state agency, LDH believes that diversity contributes to the success of Louisiana and society. LDH values the unique contributions of individuals with wide ranging backgrounds and experiences. and believes an inclusive culture allows our employees to contribute their best. Because of this, LDH is committed to equal opportunity and fair treatment for all.

This agency prohibits discrimination on the basis of age, race, color, gender, religion, ethnicity, disability, marital or family status, national origin, sexual orientation, veteran status, genetic information, medical condition, or any other non-merit factor. LDH is fully committed to being a model for equity, diversity, inclusion, belonging, and accessibility, where all team members are treated with dignity and respect. This principle extends to all decisions relating to recruitment, hiring, contracting, training, placement, advancement, compensation, benefits, and termination. By signing this contract, contractor acknowledges the following:

- a. That LDH values diversity in the workplace and that contractor agrees to value diversity in its workplace, further;
- b. That contractor is subject to uphold this Diversity and Inclusion Statement in actions related to the execution and/or fulfillment of this contract; and
- c. That subject to federal and/or state laws, contractor agrees not to discriminate on the basis of age, race, color, gender, religion, ethnicity, disability, marital or family status, national origin, sexual orientation, veteran status, genetic information, or medical condition, in any action related to the execution and/or fulfillment of this contract.

**LDH Liquidated Damages**

**Liquidated Damages**

- A. In some cases, the actual damage to State as a result of Contractor's failure to meet specific deliverables or other material obligations as set forth herein are difficult or impossible to determine with precise accuracy. Therefore, the parties agree that State may assess liquidated damages as set forth below; provided that State has given Contractor written notice thereof and an opportunity to cure in accordance with the terms as set forth below.
- B. ***Failure to Meet Performance Standards.*** Except to the extent Contractor's failure to meet the deliverables of the Contract is caused by or results from (i) any act or omission of any entity other than Contractor or its subcontractors; (ii) an event of force majeure; or (iii) other factors beyond the Contractor's reasonable control, State may assess to the Contractor liquidated damages in an amount not to exceed \$1,000 per occurrence per day, up to the 5th occurrence in any month. After the 5th occurrence in any month, and up to the 10th occurrence in any month, the Contractor's liquidated damages for that month will not exceed \$2,000 per occurrence per day for such additional occurrences. After the 10th occurrence in any month, the Contractor's liquidated damages for that month will not exceed \$10,000 per occurrence per day for such additional occurrences.
- C. Contractor shall ensure that there are no federal, state, or departmental audit findings in which Contractor has been found to have failed to comply with federal, state, or departmental legal requirements, policies, or procedures. The State may assess to the Contractor liquidated damages in an amount not to exceed fifty thousand dollar (\$50,000) per audit.
- D. The State, at its option, may collect any assessed liquidated damages from Contractor by deducting them from its monthly invoice payments or quarterly retainage payments to Contractor.



**OFFICE OF THE PARISH PRESIDENT**  
Terrebonne Parish Consolidated Government

P.O. Box **2768**  
Houma, Louisiana **70361-2768**

**JASON W. BERGERON**  
Parish President

EXHIBIT I  
PO 2000859297  
Terrebonne Parish  
Signature Authority

tpcg.org  
facebook.com/tpcg.org  
instagram.com/tpcgov

DEPARTMENT OF FINANCE

August 5, 2024

Ms. Glennis Gray  
**Louisiana Department of Health**  
Bureau for Community Preparedness  
8453 Veterans Memorial Blvd.  
Baton Rouge, LA 70807

Re: Signature of Authority for Cities Readiness Initiative Contract

Please be advised based on Terrebonne Parish Consolidated Government's structure, the Parish President, Mr. Jason W. Bergeron, and the Chief Administrative Officer, Mr. Noah Lirette, has the authority to sign the Cities Readiness Initiative contract. Please be advised that Mr. Jason W. Bergeron, Parish President of the Terrebonne Parish Consolidated Government, and/or Mr. Noah Lirette, Chief Administrative Officer of Terrebonne Parish Consolidated Government, are the legal signing authority for any documents relative to the Terrebonne Parish Consolidated Government. If I can be of further assistance, please feel free to contact me at (985) 873-6459.

Sincerely,

Kandace Mauldin,  
Chief Financial Officer  
Terrebonne Parish Consolidated Government



**OFFICE OF THE PARISH PRESIDENT**

Terrebonne Parish Consolidated Government

P.O. Box **2768**  
Houma, Louisiana **70361-2768**

**JASON W. BERGERON**  
Parish President

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facebook.com/tpcg.org  
instagram.com/tpcgov

**DEPARTMENT OF FINANCE**

August 5, 2024

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Sincerely,

Kandace Mauldin,  
Chief Financial Officer  
Terrebonne Parish Consolidated Government



Monday, October 14, 2024

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**Item Title:**

2024 EMPG Grant

**Item Summary:**

**RESOLUTION:** Authorizing the Parish President to execute the Emergency Management Performance Grant – FY 2024 No. EMT-2024-EP-00001-S01 from the Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP) for operational expenses of the Terrebonne Parish Office of Homeland Security and Emergency Preparedness.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
2024 EMPG Executive Summary	10/4/2024	Cover Memo
2024 EMPG Resolution	10/4/2024	Cover Memo
2024 EMPG Grant	10/4/2024	Cover Memo





**EXECUTIVE SUMMARY**

(REQUIRED FOR ALL SUBMISSIONS)

**PROJECT TITLE**

**Emergency Management Performance Grant – Fiscal Year 2024**

**PROJECT SUMMARY (200 WORDS OR LESS)**

The U.S. Department of Homeland Security (DHS): Federal Emergency Management Agency (FEMA) provide grants to States to assist State, local, and tribal governments in preparing for all hazards, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (42 U.S.C. 5121 et seq.). Title VI of the *Stafford Act* authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the Federal Government, States, and their political subdivisions. The Federal Government, through the EMPG Program, provides necessary direction, coordination, and guidance, and provides necessary assistance, as authorized in this title so that a comprehensive emergency preparedness system exists for all hazards.

**PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)**

Each year the Terrebonne Parish Office of Homeland Security and Emergency Preparedness has the opportunity to obtain funding from the Emergency Management Performance Grant. This grant requires a 50% federal cost share which is paid for by the Louisiana Governor's Office of Homeland Security and Emergency Preparedness. The award this year is \$58,077.62. The Parish's OHSEP can only utilize these funds for planning, organizational expenses, training, equipment purchases, and exercises. As in the past, these funds will be utilized to supplement the operations of the Parish's Office of Homeland Security and Emergency Preparedness.

**TOTAL EXPENDITURE**

\$58,077.62

**AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)**

ACTUAL

ESTIMATED

**IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)**

NO

YES

IF YES AMOUNT BUDGETED:

N/A

**COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)**

PARISHWIDE

1 2 3 4 5 6 7 8 9

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**RESOLUTION NO. \_\_\_\_\_**

OFFERED BY:  
SECONDED BY:

**A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO EXECUTE THE EMERGENCY MANAGEMENT PERFORMANCE GRANT - FY 2024 NO. EMT-2024-EP-00001-S01 FROM THE GOVERNOR’S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS (GOHSEP) FOR OPERATIONAL EXPENSES OF THE TERREBONNE PARISH OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS.**

**WHEREAS**, the Parish has received a grant from the Governor’s Office of Homeland Security and Emergency Preparedness in the amount of \$58,077.62, which the period of this grant expires September 30, 2026, and

**WHEREAS**, the Parish agrees to apply said funds towards salaries or expenses related directly to the operations of the Parish’s Office of Emergency Preparedness Department

**NOW THEREFORE, BE IT RESOLVED**, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, does authorize Parish President Jason W. Bergeron to execute any and all documents relative to this grant.

UPON VOTE TAKEN, THERE WAS RECORDED:

YEAS: \_\_\_\_\_  
NAYS: \_\_\_\_\_  
NOT VOTING: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

The Chairman of the Terrebonne Parish Council declared this Resolution ADOPTED / NOT ADOPTED on this \_\_\_\_ day of October, 2024.

\_\_\_\_\_  
CHAIRMAN

I, Tammy Triggs, Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the \_\_\_\_\_ on the \_\_\_\_\_ day of October, 2024 and subsequently ratified by the Assembled Council in Regular Session on the \_\_\_\_ day of October, 2024 at which meeting a quorum was present.

\_\_\_\_\_  
TAMMY TRIGGS, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

## Mary Lajaunie

---

**From:** GOHSEP Grants <no-reply@gohsepgrants.la.gov>  
**Sent:** Tuesday, October 1, 2024 9:05 AM  
**To:** Mary Lajaunie  
**Subject:** Funding Allocation & Grant Agreement Notification

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

### SENT ON BEHALF OF JACQUES THIBODEAUX, DIRECTOR

#### Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

Congratulations, GOHSEP is pleased to announce the awards for the below funding opportunity.

- **Fiscal Year (FY) 2024**
- **Emergency Management Performance Grant (EMPG)**

Applicant Name:

- Terrebonne Parish Consolidated Government

Award Amount is:

- \$58,077.62

The period of performance for this grant award is:

- **Oct 1, 2023 through Sep 30, 2026**

To accept this grant award, the Authorized Agent must complete the **identification** of grant contacts, **FFATA**, and **certification** they have reviewed and will comply with the grant special conditions, federal agreement articles and grant guidance.

Please log in to [GOHSEPGrants.la.gov](https://GOHSEPGrants.la.gov) to complete the award acceptance by accessing the Funding Agreement webpage at: <https://GOHSEPGrants.la.gov/app/#178882>

Award acceptance must be completed in the [GOHSEPGrants.la.gov](https://GOHSEPGrants.la.gov) site by **November 1, 2024**.

Once the grant acceptance process is completed, the grant contacts will be notified to complete the project application process and the procedures to seek reimbursement.

Thank you for your commitment towards emergency management activities and we look forward to our continued partnership.

If you have any questions, please contact Shera Adams, Preparedness Grants Section Chief, via email at [shera.adams@la.gov](mailto:shera.adams@la.gov)

**NOTE:** This is an automated email sent by Louisiana GOHSEP from <https://GOHSEPGrants.la.gov>  
**Please do not reply to this email.** CAUTION: This email originated from outside your organization.  
Exercise caution when opening attachments or clicking links, especially from unknown senders.



Monday, October 14, 2024

---

**Item Title:**

Resolution to award the Request for Proposal (RFP) # 24-LOCATE-26 Utility Locate Services for the Terrebonne Parish Consolidated Government, Utilities Department to USIC Locating Services LLC.

**Item Summary:**

**RESOLUTION:** Concurring with Parish Administration to award the Request for Proposal (RFP) # 24-LOCATE-26 Utility Locate Services for the Terrebonne Parish Consolidated Government, Utilities Department to USIC Locating Services LLC.

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Exec Summary	10/9/2024	Executive Summary
Resolution	10/9/2024	Resolution
back up	10/9/2024	Backup Material



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

RESOLUTION: to award the Request for Proposal #24-LOCATE-26 Utility Locate Services for the Terrebonne Parish Consolidated Government, Utilities Department to USIC Locating Services LLC.

### PROJECT SUMMARY (200 WORDS OR LESS)

Authorization to award the RFP for Utility Locate Services.

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

Contractor is to provide utility locates according to specifications provided to them from Terrebonne Parish Consolidated Government. All work shall be performed by knowledgeable personnel who have been trained to perform this work safely and effectively.

### TOTAL EXPENDITURE

See attached

#### AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

#### IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A	NO	<u>YES</u>	IF YES AMOUNT BUDGETED:

### COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE	1	2	3	4	5	6	7	8	9
------------	---	---	---	---	---	---	---	---	---

Sharon Ellis  
Sharon Ellis, Purchasing/Warehouse Manager

10/07/2024  
Date

**OFFERED BY:**  
**SECONDED BY:**

**RESOLUTION NO.** \_\_\_\_\_

**RESOLUTION** to award the Request for Proposal (RFP) # 24-LOCATE-26 Utility Locate Services for the Terrebonne Parish Consolidated Government, Utilities Department to USIC Locating Services LLC.

**WHEREAS**, on September 5, 2024, proposals were received by the Terrebonne Parish Consolidated Government, for RFP # 24-LOCATE-26 Utility Locate Services, and

**WHEREAS**, after careful review by the Evaluation Committee it has been determined that the proposal received from USIC Locating Services, LLC should be accepted as per the attached documents, and

**WHEREAS**, the Parish Administration has concurred with the recommendation of the proposed RFP # 24-LOCATE-26 Utility Locate Services as per the attached forms, and

**NOW THEREFORE BE IT RESOLVED**, that the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government, awards the above mentioned to USIC Locating Services LLC and that the Parish President and/or his designee and all other appropriate parties be and they are hereby, authorized to execute any and all contract documents associated therewith.

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING:

ABSENT:

EXHIBIT A

PROPOSAL OF: USIC Locating Services, LLC  
COMPANY

9045 N. River Rd. STE 200 Indianapolis, IN 46240  
ADDRESS

PROPOSAL FOR  
#24-LOCATE-26 Utility Locate Services

TO: TERREBONNE PARISH CONSOLIDATED GOVERNMENT- UTILITIES  
P.O. BOX 2768  
HOUMA, LOUISIANA 70361

PROPOSER will furnish all services required or necessary in accordance with the Terrebonne Parish Consolidated Government, Utilities Department Specification, Terms and Conditions set forth herein at the following rate(s):

TOTAL BASE BID: For all work/services required by this proposal (including any and all unit prices) \_\_\_\_\_  
See below document for pricing \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

SUBMITTED BY: Trent Bowers

AUTHORIZED SIGNATURE: 

TITLE: CCO

DATE: 9.3.24

TELEPHONE 317.607.5372

EMAIL Sales@usicllc.com

Proposers must acknowledge all addenda. The Proposer acknowledges receipt of the following **ADDENDA:** (Enter the number the Designer has assigned to each of the addenda that the Proposer is acknowledging) \_\_\_\_\_



**USIC Pricing Proposal for Terrebonne Parish Consolidated Government**

*Pricing*

• Site Visit	\$15.90
• 500' Footage	\$15.90
• Additional Footage (500')	\$15.90
• Emergency Ticket	\$66.97
• After Hours	\$66.97
• Special Project	\$19.25
• Watch & Protect	\$19.25
• Damage Investigation	\$325.00

---

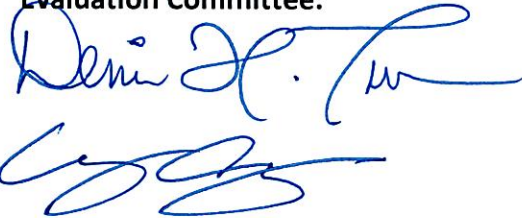
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**Request for Proposals (Score Sheet)**

**RFP: #24-LOCATE-26 Utility Locate Services**  
**Proposal Due Date: September 5, 2024, 2:00 PM**

<b>Firms</b>		USIC Locating Services, LLC
<b>Evaluation Criteria</b>	<b>Points</b>	<b>Score</b>
General Professional Impression	0-10	10
Quality and successful completion of projects of similar size and cost	0-15	0
Capacity to perform the work	0-20	15
Time, schedule and past experience at quality and timely completion of work	0-25	20
Cost Proposal	0-30	30
<b>Total Possible Points</b>	<b>100</b>	<b>75</b>

**Evaluation Committee:**



Reviewed: Sharonellis



Monday, October 14, 2024

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**Item Title:**

Resolution to award the Request for Proposal (RFP) # 24-CUSTSV-25 Meter Reading Service for the Terrebonne Parish Consolidated Government, Finance Department/Customer Service Division to Olameter Corporation.

**Item Summary:**

**RESOLUTION:** Concurring with the Parish Administration to award the Request for Proposal (RFP) # 24-CUSTSV-25 Meter Reading Service for the Terrebonne Parish Consolidated Government, Finance Department/Customer Service Division to Olameter Corporation.

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Exec Summary	10/9/2024	Executive Summary
Resolution	10/9/2024	Resolution
back up	10/9/2024	Backup Material



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

RESOLUTION: to award the Request for Proposal #24-CUSTSV-25 Meter Reading Service for the Terrebonne Parish Consolidated Government, Finance Department/Customer Service Division to Olameter Corporation.

### PROJECT SUMMARY (200 WORDS OR LESS)

Authorization to award the RFP for Meter Reading Service.

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

Contractor is to provide labor, materials, equipment and other items or services applicable to provide meter reading services (gas and electric) for Terrebonne Parish, Louisiana.

### TOTAL EXPENDITURE

\$32,836.34 per month

#### AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

#### IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT  
BUDGETED:

### COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

5

6

7

8

9

*Sharon Ellis*

Sharon Ellis, Purchasing/Warehouse Manager

10/07/2024

Date

**OFFERED BY:**  
**SECONDED BY:**

**RESOLUTION NO.** \_\_\_\_\_

**RESOLUTION** to award the Request for Proposal (RFP) # 24-CUSTSV-25 Meter Reading Service for the Terrebonne Parish Consolidated Government, Finance Department/Customer Service Division to Olameter Corporation.

**WHEREAS**, on September 19, 2024, proposals were received by the Terrebonne Parish Consolidated Government, for RFP # 24-CUSTSV-25 Meter Reading Service, and

**WHEREAS**, after careful review by the Evaluation Committee it has been determined that the proposal received from Olameter Corporation should be accepted as per the attached documents, and

**WHEREAS**, the Parish Administration has concurred with the recommendation of the proposed RFP # 24-CUSTSV-25 Meter Reading Service as per the attached forms, and

**NOW THEREFORE BE IT RESOLVED**, that the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government, awards the above mentioned to Olameter Corporation and that the Parish President and/or his designee and all other appropriate parties be and they are hereby, authorized to execute any and all contract documents associated therewith.

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING:

ABSENT:

PROPOSED FEES

ATTACHMENT B FEE PROPOSAL FORM

I have read and understand the requirements of this Request for Proposal (RFP) and agree to provide the required **Meter Reading Services** in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material, and equipment to provide the **Meter Reading Services** as outlined including any travel or per diem expenses and any other miscellaneous expenses involved.

The fee(s) for providing the **Meter Reading Services** requested are:

*The specified quantities are for proposal submittal only. Terrebonne Parish Consolidated Government reserves the right to increase or decrease quantities at its sole discretion.*

- Cost is based upon monthly meter reading services

Description	Qty	Unit Cost	Total
Gas Meters	14,952	1.146	17,134.99
Electric Meters	13,701	1.146	15,701.35

TOTAL WRITTEN BASE AMOUNT: (per month (gas & electric)) \$32,836.34

Thirty-two thousand Eight hundred Thirty-six and 34/100 Dollars

Proposers should acknowledge all addenda. The Proposer acknowledges receipt of the following **ADDENDA**: (Enter the number TPCG has assigned to each of the addenda that the Proposer is acknowledging) Addendum 1, Addendum 2, Addendum 3.

SUBMITTED BY: Rachel Fuller, Vice President - U.S. Operations

PROPOSER: Olameter Corporation

SIGNED: Rachel Fuller

NAME (PRINT): Rachel Fuller

TITLE:       Vice President, U.S. Operations      

ADDRESS:       N8 W22350 Johnson Drive, Suite A10      

CITY / STATE:       Waukesha, WI 53186      

TELEPHONE: (   318   )   801-8013      

FAX: (        )       

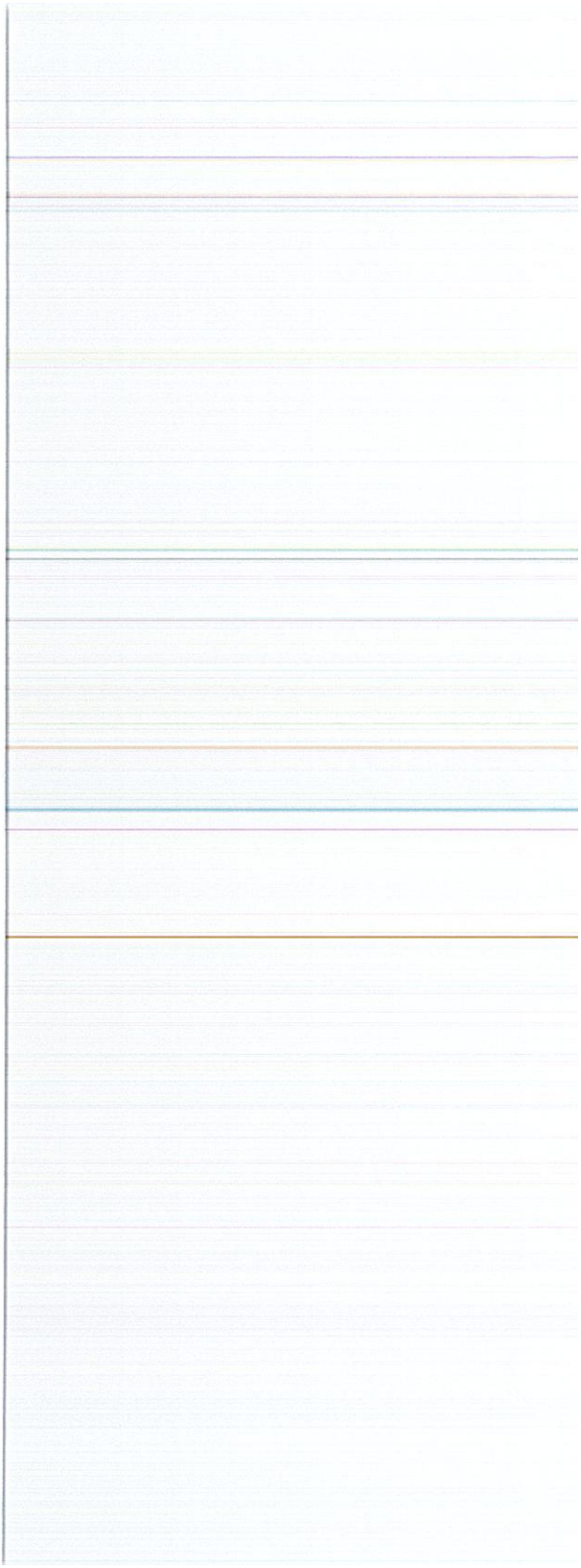
EMAIL ADDRESS:       Rachel.Fuller@olameter.com      

25

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Terrebonne Parish Consolidated Government      Meter Reading Services      14

   RFP #24-CUSTSV-25



**ATTACHMENT B FEE PROPOSAL FORM**

I have read and understand the requirements of this Request for Proposal (RFP) and agree to provide the required **Meter Reading Services** in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material, and equipment to provide the **Meter Reading Services** as outlined including any travel or per diem expenses and any other miscellaneous expenses involved.

The fee(s) for providing the **Meter Reading Services** requested are:

*The specified quantities are for proposal submittal only. Terrebonne Parish Consolidated Government reserves the right to increase or decrease quantities at its sole discretion.*

- Cost is based upon monthly meter reading services

Description	Qty	Unit Cost	Total
Gas Meters	14,952	\$1.85	\$27,661.20
Electric Meters	13,701	\$1.85	\$25,346.85

**TOTAL WRITTEN BASE AMOUNT: (per month (gas & electric)) Fifty three thousand eight and five cents**

Proposers should acknowledge all addenda. The Proposer acknowledges receipt of ~~the~~ <sup>the</sup> text here following **ADDENDA**: (Enter the number TPCG has assigned to each of the addenda that the Proposer is acknowledging) 085510, 110624, 142211.

SUBMITTED BY: \_\_\_\_\_

PROPOSER: Bermex, Inc. \_\_\_\_\_

SIGNED:  \_\_\_\_\_

NAME (PRINT): Kenny Murphy \_\_\_\_\_



TITLE: President \_\_\_\_\_

ADDRESS: 4500 Courthouse Blvd Suite #150 \_\_\_\_\_

CITY / STATE: Stow, Ohio 44224 \_\_\_\_\_

TELEPHONE: (614 ) 649-5097 \_\_\_\_\_

FAX: ( \_\_\_\_\_ ) \_\_\_\_\_

EMAIL ADDRESS: kmurphy@bermexinc.com \_\_\_\_\_

**ATTACHMENT B FEE PROPOSAL FORM**

I have read and understand the requirements of this Request for Proposal (RFP) and agree to provide the required **Meter Reading Services** in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material, and equipment to provide the **Meter Reading Services** as outlined including any travel or per diem expenses and any other miscellaneous expenses involved.

The fee(s) for providing the **Meter Reading Services** requested are:

*The specified quantities are for proposal submittal only. Terrebonne Parish Consolidated Government reserves the right to increase or decrease quantities at its sole discretion.*

- Cost is based upon monthly meter reading services

Description	Qty	Unit Cost	Total
Gas Meters	14,952	\$1.25	\$18,690.00
Electric Meters	13,701	\$1.25	\$17,126.25

**TOTAL WRITTEN BASE AMOUNT: (per month (gas & electric))** \$35,816.25

Proposers should acknowledge all addenda. The Proposer acknowledges receipt of the following **ADDENDA**: (Enter the number TPCG has assigned to each of the addenda that the Proposer is acknowledging) Addenda 1-Doc.0822224, Addenda 2-Doc.090324, & Addenda 3-Doc.090924

SUBMITTED BY: Texas Meter & Device Company, LLC

PROPOSER: Layton Lively

SIGNED: 

NAME (PRINT): Layton Lively

TITLE: Chief Operating Officer \_\_\_\_\_

ADDRESS: 5866 N. State Hwy 6 \_\_\_\_\_

CITY / STATE: Waco, TX 76712 \_\_\_\_\_

TELEPHONE: ( 254 ) 799.0261 \_\_\_\_\_

FAX: ( \_\_\_\_\_ ) \_\_\_\_\_

EMAIL ADDRESS: mandie.storer@texasmeter.com \_\_\_\_\_

**ATTACHMENT B FEE PROPOSAL FORM**

I have read and understand the requirements of this Request for Proposal (RFP) and agree to provide the required **Meter Reading Services** in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material, and equipment to provide the **Meter Reading Services** as outlined including any travel or per diem expenses and any other miscellaneous expenses involved.

The fee(s) for providing the **Meter Reading Services** requested are:

*The specified quantities are for proposal submittal only. Terrebonne Parish Consolidated Government reserves the right to increase or decrease quantities at its sole discretion.*

- Cost is based upon monthly meter reading services

Description	Qty	Unit Cost	Total
Gas Meters	14,952	\$1.90	\$28,408.80
Electric Meters	13,701	\$1.90	\$26,031.90

**\*NOTE: \$7,500 Setup Fee to be invoiced at NTP or otherwise agreed between SSS and Utility. This is in addition to the base amount listed below.**

**TOTAL WRITTEN BASE AMOUNT: (per month (gas & electric))**  Fifty-four thousand

four hundred forty dollars and seventy cents\*

Proposers should acknowledge all addenda. The Proposer acknowledges receipt of the following **ADDENDA:** (Enter the number TPCG has assigned to each of the addenda that the Proposer is acknowledging)  1, Q/A's, 2,3

SUBMITTED BY:  Tim Moore

PROPOSER:  Second Sight Systems

SIGNED:  Tim Moore

NAME (PRINT):  Tim Moore

TITLE: VP of Business Development

ADDRESS: 12949 Maurer Industrial Dr

CITY / STATE: Saint Louis, MO 63127

TELEPHONE: ( 816 ) 769.6000 / 636.789.9999

FAX: ( 636 ) 789-9998

EMAIL ADDRESS: tim.moore@sssr.com

**Request for Proposals(Score Sheet)**  
**#24-CUSTSV-25 Reading Meter Service**  
**Due Date September 19, 2024 at 2:00 pm**

Firms		Bermex, Inc.	Second Sight Systems	Olameter Corp	Texas Meter & Device
Evaluation Criteria	Points	Score	Score	Score	Score
Completeness and conformity of the reply to the RFP	10	10	10	10	10
Company Stability, resources to support effort	10	9	8	10	10
Expreience and Qualifications	15	15	12	15	14
Approach methodology proposed to use to meet requirements of RFP	15	15	15	15	14
Implementation/Operational Plan	15	15	14	15	15
Risk / Factor	10	8	0	9	8
Service and Support Requirements	15	12	15	15	14
Cost	10	6	0	10	9
<b>Total</b>	<b>100</b>	<b>90</b>	<b>74</b>	<b>99</b>	<b>94</b>

Evaluation Committee:

*[Signature]* 9/30/24  
 Sharon Ellis  
 Dia n Benz



Monday, October 14, 2024

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**Item Title:**

Resolution to Award the RFP for Employee Benefits Producer of Record to Clesi & Burns

**Item Summary:**

**RESOLUTION:** To Award the Request for Proposal (RFP) for Employee Benefits Producer of Record for Terrebonne Parish Consolidated Government's Employee Benefits

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Executive Summary	10/10/2024	Executive Summary
Resolution	10/10/2024	Resolution
Score Sheet	10/10/2024	Backup Material



## EXECUTIVE SUMMARY

PROJECT TITLE
<b>RESOLUTION:</b> To Award the Request for Proposal (RFP) for Employee Benefits Producer of Record for Terrebonne Parish Consolidated Government's Employee Benefits

PROJECT SUMMARY (200 WORDS OR LESS)
<p>TPCG received a total of 8 reposes to this Employee Benefits RFP. After careful review by the Evaluation Committee and presentations given be proposers, it has been determined that the proposal from Clesi &amp; Burns was the most advantageous for Terrebonne Parish and should be accepted.</p>

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
<p>To secure professional and cost-effective management of employee benefits for the parish, supporting both administrative efficiency and employee welfare</p>

TOTAL EXPENDITURE				
N/A				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
ACTUAL	ESTIMATED			
IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)				
N/A	NO	YES	IF YES AMOUNT BUDGETED:	

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
PARISHWIDE	1	2	3	4	5	6	7	8	9

\_\_\_\_\_  
 Noah J. Lirette, Chief Administrative Officer

\_\_\_\_\_  
 Date 10/10/2024



RESOLUTION to award the Request for Proposal (RFP) for Employee Benefits Producer of Record for Terrebonne Parish Consolidated Government's Employee Benefits

WHEREAS Terrebonne Parish Consolidated Government 's (TPCG) Risk Management Department received proposals for Employee Benefits Producer of Record on August 07, 2024, and

WHEREAS after careful review by the Evaluation Committee and presentations given by proposers, it has been determined that the proposal from Clesi & Burns was the most advantageous for the Parish and should be accepted, and

WHEREAS Administration and the Risk Management Department has concurred with the recommendation of the appointment of Clesi & Burns as Producer of Record for Terrebonne Parish for employee benefits services; and

WHEREAS, such services would begin October 16, 2024, and continue until terminated or replaced by subsequent action of the Terrebonne Parish Council;

NOW THEREFORE BE IT RESOLVED, by the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government awards the above-mentioned appointment of Clesi & Burns as Employee Benefits Producer/Broker of Record and the Parish President and/or his designee are hereby authorized to execute any and all contract documents.



## EMPLOYEE BENEFITS RFP SCORING SHEET

CRITERIA	POSSIBLE POINTS	ALFORD & ASSOCIATES	ALLIANT INSURANCE SERVICES	BROWN & BROWN	CLESI & BURNS	LOCKTON	SLFS/ GALLAGHER	HUB INTERNATIONAL
Proposed annual fee/method of compensation for services	25	17	15	23	25	21	19	23
Degree to which proposal responds to the needs and this request (responsiveness, preciseness, thoroughness, etc.)	20	20	20	20	20	20	20	20
Evidence of the ability to provide service in a prompt, thorough, and professional manner	10	10	10	10	10	10	10	10
Experience, professional credentials, reputation, and personalities of those who will be servicing our account	15	15	15	15	15	15	15	15
Availability and accessibility of the broker and support staff	10	10	10	10	10	10	10	10
Ability to reach a wide array of insurance markets	10	10	10	10	10	10	10	10
Conceptual approach and ideas related to service, as well as how our account will be managed	10	10	10	10	10	10	10	10
<b>TOTAL</b>	<b>100</b>	<b>92</b>	<b>90</b>	<b>98</b>	<b>100</b>	<b>96</b>	<b>94</b>	<b>98</b>



Monday, October 14, 2024

---

**Item Title:**

Ordinance to declare surplus item with a value of \$5,000 or greater

**Item Summary:**

Consider the introduction of an ordinance declaring a Generac Generator without transfer switch from the Utilities Department having a value of \$5,000.00 as surplus and authorizing said item to be disposed of by any legally approved methods and calling a public hearing October 30, 2024, at 5:30 p.m.

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Executive Summary	10/1/2024	Executive Summary
Ordinance	10/1/2024	Ordinance
Back up	10/1/2024	Backup Material



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

ORDINANCE: Declaring (1) Generac Generator without transfer switch from Utilities Department having a value greater than \$5,000, as surplus.

### PROJECT SUMMARY (200 WORDS OR LESS)

Declaring (1) Generac Generator without transfer switch from Utilities Department with a value greater than \$5,000 as surplus and to acquire authorization to dispose of items through legally approved methods.

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

To legally dispose of surplus / obsolete equipment no longer needed by departments/divisions. To generate revenue, provide donations to nonprofit organizations, recycle when applicable, and dispose of damaged equipment.

### TOTAL EXPENDITURE

Anticipated Revenue: \$5,000.00

#### AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

#### IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT  
BUDGETED:

N/A

### COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

5

6

7

8

9

*Sharon Ellis*

Sharon Ellis, Purchasing Manager

October 1, 2024

Date

ORDINANCE NO: \_\_\_\_\_

An Ordinance to declare equipment with a value of Five Thousand Dollars (\$5,000.00) or greater from Utilities Department as described in the attached Exhibit "A" as surplus and authorize said item to be disposed of by public bid, negotiated sale, junking, or any other legally approved method.

SECTION I

WHEREAS, the movable properties listed in the attached Exhibit "A" each have a value of \$5,000.00 or greater as indicated by the value set out next to the item; and

SECTION II

NOW THEREFORE BE IT ORDAINED that the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, does hereby declare the movable property listed in the attached Exhibit "A" as surplus and that the Parish Administration is authorized to dispose of said items by public bid, negotiated sale, junking or any other legally approved method.

SECTION III

If any word, clause, phrase, section, or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections, and other portions of this ordinance shall remain in force and effect, the provisions of this ordinance hereby being declared to be severable.

SECTION IV

This ordinance shall become effective upon approval by the Parish President, or Administration, or as otherwise provided in Section 2-13 (b) of the Home Rule Charter for a Consolidated Government for Terrebonne Parish, whichever occurs sooner.

This ordinance, having been introduced and laid on the table for two weeks, was voted upon as follows:

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING:

ABSENT:

The Chairman declared the ordinance adopted this \_\_\_\_\_th day of \_\_\_\_\_, 2024.

**Exhibit "A"**  
**Surplus 2024**  
**(Value of \$5,000.00 or Greater)**

**Utilities:**

1—Generac 150 KW SD150 Diesel Emergency Generator w/o Automatic Transfer switch

# REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the Utilities Department.

Note: For condition of items use one of the following:  
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
<u>Generator</u>	<u>1</u>	<u>\$5,000.</u>	<u>Poor</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Generac 150 kw SD150 Diesel Emergency generator

ITEM IS LOCATED AT: 301 Plant Road

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: \_\_\_\_\_

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: \_\_\_\_\_

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: \_\_\_\_\_

Contact Person \_\_\_\_\_

Authorized by Dept. Head: \_\_\_\_\_

[Signature]  
Signature

Phone \_\_\_\_\_

Date

9/30/24

Fleet Maintenance Supervisor: \_\_\_\_\_  
(Vehicles/Heavy Equipment Only)

Signature

Date



Monday, October 14, 2024

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**Item Title:**

2024 Various Items for Budget Amendment

**Item Summary:**

Consider the introduction of an Ordinance to amend the 2024 Adopted Operating Budget and 5-Year Capital Outlay Budget of the Terrebonne Parish Consolidated Government for the following items and to provide for related matters.

- I. Animal Shelter HVAC, \$43,752
  - II. Utility Fund, \$381,000
  - III. Houma Police Department, \$3,458
  - IV. Section 8 Housing Voucher Program, \$674,181
  - V. Houma Police Department, \$895
  - VI. Brady Road Bridge Replacement, \$375,000
  - VII. Bayou Terrebonne Clear/Snag Project, \$600,000
  - VIII. American Rescue Plan, \$2,854,058
  - IX. Emergency Preparedness Department-EMPG, \$17,500
- and calling a public hearing on said matter on October 30, 2024 at 6:30 pm

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
2024 Various Items for Budget Amendment	10/10/2024	Executive Summary
2024 Various Items for Budget Amendment	10/10/2024	Ordinance
2024 Various Items for Budget Amendment	10/10/2024	Backup Material





## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

Ordinance for a Budget Amendment

### PROJECT SUMMARY (200 WORDS OR LESS)

AN ORDINANCE TO AMEND THE 2024 ADOPTED OPERATING BUDGET AND 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.

- I. Animal Shelter HVAC, \$43,752
- II. Utility Fund, \$381,000
- III. Houma Police Department, \$3,458
- IV. Section 8 Housing Voucher Program, \$674,181
- V. Houma Police Department, \$895
- VI. Brady Road Bridge Replacement, \$375,000
- VII. Bayou Terrebonne Clear/Snag Project, \$600,000
- VIII. American Rescue Plan, \$2,854,058
- IX. Emergency Preparedness Department-EMPG, \$17,500

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

See above

### TOTAL EXPENDITURE

N/A

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT  
BUDGETED:

### COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

5

6

7

8

9

/s/ Kayla Dupre

October 10, 2024

Signature

Date

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND THE 2024 ADOPTED OPERATING BUDGET AND 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.

- I. Animal Shelter HVAC, \$43,752
- II. Utility Fund, \$381,000
- III. Houma Police Department, \$3,458
- IV. Section 8 Housing Voucher Program, \$674,181
- V. Houma Police Department, \$895
- VI. Brady Road Bridge Replacement, \$375,000
- VII. Bayou Terrebonne Clear/Snag Project, \$600,000
- VIII. American Rescue Plan, \$2,854,058
- IX. Emergency Preparedness Department-EMPG, \$17,500

#### SECTION I

WHEREAS, Administration is requesting funding of \$43,752 for the Animal Shelter HVAC repairs, and

WHEREAS, the funding is from the Sales Tax Revenue Fund, fund balance.

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2024 Adopted Operating Budget and 5-Year Capital Outlay Budget be amended for the Animal Shelter. (Attachment A)

#### SECTION II

WHEREAS, Administration is requesting funding of \$381,000 for the Utility Fund, and

WHEREAS, the funding is from the Utility Fund, net position.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2024 Adopted Operating Budget be amended for the Utility Fund. (Attachment B)

#### SECTION III

WHEREAS, the Houma Police Department received \$3,458 reimbursement for damages that occurred to Unit #344, and

WHEREAS, this reimbursement needs to be reflected in the Auto and Truck Repairs account.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2024 Adopted Operating Budget be amended for the Houma Police Department. (Attachment C)

#### SECTION IV

WHEREAS, the Section 8 Housing Choice Voucher Program has been awarded additional funding of \$674,181, and

WHEREAS, the funding will be used for housing assistance payments during the months of November and December 2024.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2024 Adopted Operating Budget be amended for the Section 8 Housing Choice Voucher Program. (Attachment D)

## SECTION V

WHEREAS, the Houma Police Department received \$895 reimbursement for damages that occurred to Unit #367, and

WHEREAS, this reimbursement needs to be reflected in the Auto and Truck Repairs account.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2024 Adopted Operating Budget be amended for the Houma Police Department. (Attachment E)

## SECTION VI

WHEREAS, the State of Louisiana, Division of Administration Facility Planning and Control and Terrebonne Parish Consolidated Government Control entered into a Cooperative Endeavor Agreement where the state is providing funding for the Brady Road Bridge Replacement, and

WHEREAS, the Cooperative Endeavor Agreement with Facility Planning provides State Funds of an additional \$375,000 and

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government that the 2024 Adopted Operating Budget and 5-Year Capital Outlay Budget be amended for the Brady Road Bridge Replacement. (Attachment F)

## SECTION VII

WHEREAS, Administration is requesting funding for the Bayou Terrebonne Clear/Snag Project in the amount of \$600,000, and

WHEREAS, the funding source is from Drainage fund balance.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2024 Adopted Operating Budget and 5-Year Capital Outlay Budget be amended for Bayou Terrebonne Clear/Snag Project. (Attachment G)

## SECTION VIII

WHEREAS, on March 11, 2021, the American Rescue Plan Act was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds and

WHEREAS, this program is intended to provide support to State, territorial, local and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses, and

WHEREAS, Terrebonne Parish was allotted \$44,803,757, and

WHEREAS, Terrebonne Parish is required to have all funding obligated by December 31, 2024, and spent by December 31, 2026, and

WHEREAS, this time constraint requires some funding to be reallocated to other projects to ensure all funding is obligated and expended accordingly.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2024 Adopted Operating Budget, 5-Year Capital Outlay Budget be amended for the American Rescue Plan. (Attachment H)

## SECTION IX

WHEREAS, the Parish has been awarded \$17,500 for the Emergency Management Performance Grant Program - 2022 from the State of Louisiana, Governor's Office of Homeland Security and Emergency Preparedness, and

WHEREAS, the dollars will be reimbursement for the operations associated with the Office of Emergency Preparedness including daily duties conducted by the office staff.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2024 Adopted Operating Budget of the Terrebonne Parish Consolidated Government be amended for the Emergency Preparedness Department. (Attachment I)

## SECTION X

If any work, clause, phrase, section, or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections, and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

## SECTION XI

This Ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13(b) of the Home Rule Charter for a Consolidated Government for Terrebonne Parish, whichever occurs sooner.

Prepared By: Finance Department  
PC File: 2024-Various Items – R  
Date Prepared: 10/9/24 BA #19

**ATTACHMENT A - Animal Shelter**

	<b>2024</b>		
	<b>Adopted</b>	<b>Change</b>	<b>Amended</b>
Animal Shelter HVAC	150,000	43,752	193,752
Transfer from Sales Tax Revenue Fund	(470,000)	(43,752)	(513,752)
Transfer to Capital Projects Fund	470,000	43,752	513,752
Fund Balance (decrease)	n/a	(43,752)	n/a

**ATTACHMENT B - Utility Fund**

	<b>2024</b>		
	<b>Adopted</b>	<b>Change</b>	<b>Amended</b>
Other Contracts & Leases	94,300	322,000	416,300
Communication Equip Services	23,000	20,000	43,000
Other Fees	110,500	39,000	149,500
Net Position (decrease)	n/a	(381,000)	n/a

**ATTACHMENT C - Houma Police Department**

	<b>2024</b>		
	<b>Adopted</b>	<b>Change</b>	<b>Amended</b>
Compensation Property Damage	(31,979)	(3,458)	(35,437)
Auto & Truck Repairs	131,979	3,458	135,437

**ATTACHMENT D - Section 8**

	<b>2024</b>		
	<b>Adopted</b>	<b>Change</b>	<b>Amended</b>
Voucher Program	(3,730,517)	(674,181)	(4,404,698)
4715 Housing Asst Payments	3,376,288	674,181	4,050,469

**ATTACHMENT E - Houma Police Department**

	<b>2024</b>		
	<b>Adopted</b>	<b>Change</b>	<b>Amended</b>
Compensation Property Damage	(35,437)	(895)	(36,332)
Auto & Truck Repairs	135,437	895	136,332

**ATTACHMENT F - Brady Road Bridge Replacement**

	<b>2024</b>		
	<b>Adopted</b>	<b>Change</b>	<b>Amended</b>
FP&C Brady Road Bridge Replacement	(6,685,000)	(375,000)	(7,060,000)
Brady Road Bridge Replacement	8,735,789	375,000	9,110,789

**ATTACHMENT G - Bayou Terrebonne Clear/Snag**

	<b>2024</b>		
	<b>Adopted</b>	<b>Change</b>	<b>Amended</b>
Bayou Terrebonne Clear/Snag	8,045,096	600,000	8,645,096
Transfer from Drainage		(600,000)	(600,000)
Transfer to P/W Drainage Constr		600,000	600,000
Fund Balance (Decrease)	n/a	(600,000)	n/a

**ATTACHMENT H - American Rescue Plan**

	<b>2024</b>		
	<b>Adopted</b>	<b>Change</b>	<b>Amended</b>
Courthouse & Annex HVAC system	2,500,000	1,059,180	3,559,180
HVAC System - Govt Towers	1,500,000	794,878	2,294,878
City Court HVAC System	240,000	(219,695)	20,305
Municipal Aud HVAC	485,100	(123,270)	361,830
Dumas HVAC System	100,000	(92,202)	7,798
Houma Heights Fitness Park	365,042	(303,567)	61,475
Airbase Adaptive Park	400,000	(400,000)	-
Village East Community Center	348,825	(348,825)	-
American Rescue Plan		(366,499)	(366,499)
Montegut Boat Launch #2	275,000	(275,000)	-
Marina Repairs	500,000	(500,000)	-
Kayak/Canoe at Mandalay Park	300,000	(300,000)	-
Mental Health Center	400,000	1,000,000	1,400,000
Centralized Purchasing	-	(200,000)	(200,000)
Capital Projects Control Fund	-	366,499	366,499
Fund Balance	n/a	(91,499)	n/a
American Rescue Plan	-	200,000	200,000
Net Position	n/a	(200,000)	n/a

**ATTACHMENT I - General Fund**

	<b>2024</b>		
	<b>Adopted</b>	<b>Change</b>	<b>Amended</b>
Ofc of Emergency Preparedness	(58,078)	(17,500)	(75,578)
CRI Supplies	52,405	17,500	69,905

Section I

**Kayla Dupre**

---

**From:** Ernest Brown  
**Sent:** Monday, September 30, 2024 3:33 PM  
**To:** Kayla Dupre  
**Cc:** Valerie Robinson  
**Subject:** FW: Animal Shelter Tour follow-up

Kayla,

Did you get a chance to speak Kandace on this?

Ernest

659-441-8911-JD

**From:** Valerie Robinson <[vrobinson@tpcg.org](mailto:vrobinson@tpcg.org)>  
**Sent:** Monday, September 30, 2024 3:31 PM  
**To:** Ernest Brown <[ebrown@tpcg.org](mailto:ebrown@tpcg.org)>  
**Subject:** RE: Animal Shelter Tour follow-up

from Fd 655

18757  
15000  
            
\$ 43,757

Ernest,

Following up on this. The parts should be in within the next 2 weeks. Thanks!



**VALERIE ROBINSON**  
Animal Shelter Manager

Department of Utilities  
985.873.6709 | [tpcg.org](https://www.tpcg.org)

**From:** Valerie Robinson  
**Sent:** Tuesday, September 24, 2024 1:02 PM  
**To:** Ernest Brown <[ebrown@tpcg.org](mailto:ebrown@tpcg.org)>  
**Subject:** RE: Animal Shelter Tour follow-up

I would defer to Kandace on the funding of this capital project. The bid came in over the projected amount and that was only after we broke up the work to attract bidders after a few unsuccessful bids. The engineering work of commissioning and balancing/testing was pulled out of the scope for that reason but is still necessary for completion of the project. After the HVAC repairs and commission/T&B are complete, the repair of the building damage caused by the HVAC problems is also necessary (there is still mold/moisture ceiling and walls) to complete the project. See below.

**Minimum to Complete Project:**

- \$148,530 – Repair work to HVAC systems (base bid being circulated for authorization)
- \$28,752 – Testing/balancing/commissioning of system after repair (HVAC engineering proposal from Matrix)
- \$15,000 - Construction work to repair damage to building (mold/tiles/etc.)

**Alternates to the Project:**

- \$25,000 - Energy Recovery Wheels and Filter Media parts
- \$20,000 - Indoor Air Quality sensors (to monitor air quality going forward)



**VALERIE ROBINSON**  
Animal Shelter Manager

Department of Utilities  
📞 985.873.6709 | 🌐 [tpcg.org](http://tpcg.org)

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**From:** Ernest Brown <[ebrown@tpcg.org](mailto:ebrown@tpcg.org)>  
**Sent:** Tuesday, September 24, 2024 12:53 PM  
**To:** Valerie Robinson <[vrobinson@tpcg.org](mailto:vrobinson@tpcg.org)>  
**Subject:** FW: Animal Shelter Tour follow-up

Do you have any budgetary options for his service?

---

**From:** Kayla Dupre <[kdupre@tpcg.org](mailto:kdupre@tpcg.org)>  
**Sent:** Tuesday, September 24, 2024 11:10 AM  
**To:** Ernest Brown <[ebrown@tpcg.org](mailto:ebrown@tpcg.org)>  
**Cc:** Kandace Mauldin <[kmauldin@tpcg.org](mailto:kmauldin@tpcg.org)>; Valerie Robinson <[vrobinson@tpcg.org](mailto:vrobinson@tpcg.org)>  
**Subject:** RE: Animal Shelter Tour follow-up

I am showing there is \$1,259 left in the HVAC account (659-442-8911-20). Where are you wanting to charge the \$28,752?





**KAYLA DUPRE**  
Comptroller

---

Department of Finance,  
Accounting Division  
📞 985.873.6452 | 🌐 [tpcg.org](http://tpcg.org)

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**From:** Ernest Brown <[ebrown@tpcg.org](mailto:ebrown@tpcg.org)>  
**Sent:** Tuesday, September 24, 2024 10:34 AM  
**To:** Kayla Dupre <[kdupre@tpcg.org](mailto:kdupre@tpcg.org)>  
**Cc:** Valerie Robinson <[vrobinson@tpcg.org](mailto:vrobinson@tpcg.org)>  
**Subject:** FW: Animal Shelter Tour follow-up

Kayla,

Before we request approval from administration, can you confirm that we will have funding for to perform professional services with Matrix HVAC in the amount of \$28,752.00?

Ernest

---

**From:** Valerie Robinson <?>  
**Sent:** Tuesday, September 24, 2024 10:06 AM  
**To:** Ernest Brown <[ebrown@tpcg.org](mailto:ebrown@tpcg.org)>  
**Subject:** FW: Animal Shelter Tour follow-up

Hi Ernest,

The parts for the HVAC job should be in within the next 3 weeks and the contractor is prepared to begin work immediately. Can you assist with getting approval needed to move forward with securing Matrix engineering for commissioning and testing/balancing work that needs to be done? Their proposal is attached.

Thanks!



**VALERIE ROBINSON**  
Animal Shelter Manager

Department of Utilities  
985.873.6709 |  [tpcg.org](http://tpcg.org)

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**From:** Valerie Robinson <[vrobinson@tpcg.org](mailto:vrobinson@tpcg.org)>  
**Sent:** Friday, August 2, 2024 9:51 AM  
**To:** Jason Bergeron <[jason@tpcg.org](mailto:jason@tpcg.org)>; Noah Lirette <[noah@tpcg.org](mailto:noah@tpcg.org)>  
**Cc:** Ernest Brown <[ebrown@tpcg.org](mailto:ebrown@tpcg.org)>; Kandace Mauldin <[kmauldin@tpcg.org](mailto:kmauldin@tpcg.org)>  
**Subject:** FW: Animal Shelter Tour follow-up

Good morning!

We are requesting to move forward with engaging Matrix to provide professional services for the commissioning and testing/balancing for the HVAC project. The recommendation is that they be on-site while the HVAC repair work is underway to ensure the project is done in accordance with the bid scope and to avoid unnecessary delays. Their proposal is attached.

I am also working on obtaining an estimate on the building repairs (ceiling tiles/mold removal/etc.) and will send that update as soon as I have it.

If you have any questions or require additional information, please feel free to contact me.



**VALERIE ROBINSON**  
Animal Shelter Manager

Department of Utilities  
985.873.6709 |  [tpcg.org](http://tpcg.org)

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**From:** Valerie Robinson  
**Sent:** Tuesday, July 23, 2024 10:29 AM  
**To:** Jason Bergeron <[jason@tpcg.org](mailto:jason@tpcg.org)>  
**Cc:** Ernest Brown <[ebrown@tpcg.org](mailto:ebrown@tpcg.org)>; Noah Lirette <[noah@tpcg.org](mailto:noah@tpcg.org)>; Ryan Page <[ryan@tpcg.org](mailto:ryan@tpcg.org)>  
**Subject:** RE: Animal Shelter Tour follow-up

Good morning!

Matrix indicated that they are confident that once the existing equipment is operating per design and the air exchange is corrected, the building will be conditioned correctly and there won't be condensation and/or mold issues. Further, the pressurization controls and the IAQ monitors they recommend installing will assist staff in knowing if anything goes wrong with the equipment so that the equipment can be evaluated quickly and well before any condensation/mold issues arise. They also stressed the importance of proper maintenance based on the manufacturer's recommendations from qualified technicians.



**VALERIE ROBINSON**  
Animal Shelter Manager

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Department of Utilities

📞 985.873.6709 | 🌐 [tpcg.org](http://tpcg.org)

---

**From:** Jason Bergeron <[jason@tpcg.org](mailto:jason@tpcg.org)>

**Sent:** Monday, July 22, 2024 5:17 PM

**To:** Valerie Robinson <[vrobinson@tpcg.org](mailto:vrobinson@tpcg.org)>

**Cc:** Ernest Brown <[ebrown@tpcg.org](mailto:ebrown@tpcg.org)>; Noah Lirette <[noah@tpcg.org](mailto:noah@tpcg.org)>; Ryan Page <[ryan@tpcg.org](mailto:ryan@tpcg.org)>

**Subject:** RE: Animal Shelter Tour follow-up

They think this maintenance will fix the mold issue?

Thank you,



**JASON W. BERGERON**  
Parish President

---

Terrebonne Parish  
📞 985.873.6401 | 🌐 [tpcg.org](http://tpcg.org)

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**From:** Valerie Robinson <[vrobinson@tpcg.org](mailto:vrobinson@tpcg.org)>

**Sent:** Monday, July 22, 2024 4:05 PM

**To:** Jason Bergeron <[jason@tpcg.org](mailto:jason@tpcg.org)>

**Cc:** Ernest Brown <[ebrown@tpcg.org](mailto:ebrown@tpcg.org)>; Noah Lirette <[noah@tpcg.org](mailto:noah@tpcg.org)>; Ryan Page <[ryan@tpcg.org](mailto:ryan@tpcg.org)>  
**Subject:** RE: Animal Shelter Tour follow-up

Good afternoon,

Thanks for taking a personal interest in seeing the HVAC project move forward to completion as quickly as possible. I spoke with Matrix and they explained that the lack of insulation is likely due to the building's design, and while insulation could help, it is not an issue or is it contributing to or creating the problems. They indicated that it may help save some energy dollars once we are operating as designed but would likely be down the list of priorities, from an engineering perspective. They explained that the major issue stems from the HVAC systems not working properly which has the building at a large negative pressure (over 5,000 CFM's) instead of a positive or neutral pressure. He emphasized the importance of balancing/testing based on the specific design of the building and proper maintenance of the systems to prevent reoccurrence going forward. Additionally, Matrix offered to meet via phone, zoom, or in person to answer further questions or provide clarification on their findings/recommendations.

The mold/building damage is not addressed in this bid. This bid only covers the HVAC repairs. There were challenges with getting companies to bid on all necessary components of the project which forced us to break the project into multiple parts in an effort to get the project off the ground. We will need to secure a company to repair the building once all of the HVAC issues, commissioning/testing/balancing, etc. are resolved.

After the HVAC repair work is completed, the plan is to have Matrix perform the commissioning/testing/balancing/etc. to verify the repair job was completed according to the scope, that the machines are working properly, and that the negative pressure throughout the building has resolved. Then, we will need to secure a company to repair the mold/damage. Afterwards, we will need to secure a company for the quarterly maintenance and purchase the additional parts and indoor air quality sensors to prevent issues going forward. In short, we will need additional funding to complete the full project. Below is an estimate of the project costs:

Estimated costs for project:

- \$148,530 – Repair work to HVAC systems (base bid being circulated for authorization)
- \$28,752 – Testing/balancing/commissioning of system after repair (HVAC engineering proposal from Matrix)
- \$10,000 - Annual maintenance
- \$25,000 - Energy Recovery Wheels and Filter Media parts
- \$20,000 - Indoor Air Quality sensors (to monitor air quality going forward)
- \$20,000 - construction work to repair damage to building (mold/tiles/etc.)

Please let me know if you have any questions or need further information. I'm happy to help in any capacity.



**VALERIE ROBINSON**  
Animal Shelter Manager

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Department of Utilities  
📞 985.873.6709 | 🌐 [tpcg.org](http://tpcg.org)

**From:** Jason Bergeron <[jason@tpcg.org](mailto:jason@tpcg.org)>  
**Sent:** Monday, July 22, 2024 10:59 AM  
**To:** Valerie Robinson <[vrobins@tpcg.org](mailto:vrobins@tpcg.org)>  
**Cc:** Ernest Brown <[ebrown@tpcg.org](mailto:ebrown@tpcg.org)>; Noah Lirette <[noah@tpcg.org](mailto:noah@tpcg.org)>; Ryan Page <[ryan@tpcg.org](mailto:ryan@tpcg.org)>  
**Subject:** RE: Animal Shelter Tour follow-up

Thanks for the tour and information. I enjoyed the visit. When we met, we discussed you getting with Matrix to have the conversation about the lack of insulation. Let me know what you find out.

The sound walls are basically performing the same task of what a firewall would do in reference to isolating an area for the HVAC system. When you have an area that is humid and/or has mold, I would compare that to a similar issue not having a problem. With mold, there as to be moisture, but sometimes that moisture is created from the condensation of the temperature change from hot to cold.

It is my understanding that the HVAC issues will be resolved with the bid that we are moving forward with. Did they say it would also address the mold issue?

Thank you,



**JASON W. BERGERON**  
Parish President

Terrebonne Parish  
985.873.6401 ● [tpcg.org](http://tpcg.org)

**From:** Valerie Robinson <[vrobins@tpcg.org](mailto:vrobins@tpcg.org)>  
**Sent:** Wednesday, July 17, 2024 2:39 PM  
**To:** Jason Bergeron <[jason@tpcg.org](mailto:jason@tpcg.org)>; Noah Lirette <[noah@tpcg.org](mailto:noah@tpcg.org)>; Ryan Page <[ryan@tpcg.org](mailto:ryan@tpcg.org)>  
**Cc:** Ernest Brown <[ebrown@tpcg.org](mailto:ebrown@tpcg.org)>  
**Subject:** Animal Shelter Tour follow-up

Hello!

My team and I are **incredibly grateful** to each of you for giving your time yesterday to learn about the Animal Shelter and its functions, successes, and challenges. As a follow-up, I have included some additional information on topics we discussed.

#### **HVAC**

When the major condensation problems began last year, I reached out to Perez, the principal architect. We hosted a meeting at the Animal Shelter with Perez's President, TPCG Engineering, David Drury, and Sealand Mechanical to discuss next steps. Perez contacted the Mechanical Engineer on this project (EMB Consulting) whose business has since dissolved and he only offered to ask his current employer (out of this area) if they would be interested in this project. (See attached email)

After some discussion, we hired Matrix, a local engineering firm that specializes in HVAC systems. They have been the most helpful thus far with providing testing, information, and recommendations including a scope of work to move the HVAC repair project forward. A bid was opened multiple times with no bidders so we narrowed the scope of work and received a bid on the project at the end of June. We are recommending to accept the base bid at this time to get the HVAC repairs underway ASAP, but will need funding to complete the remainder of the work after the HVAC repairs are completed (maintenance, building damage repairs, etc). (See attached email).

I have also attached the HVAC engineering report and the drawing for the “Sound walls” for the building, as requested. I took a quick peek above our drop ceiling today and the “Sound Walls” outlined in the attached plan extend (with sheetrock) to the roof of the building. Jeanne forwarded the fire walls which is different from the sound walls.

### **Staffing**

Thanks for sharing a brief update on the hiring/staffing status and vision moving forward. I shared our existing challenges with being understaffed for the volume of animals in our care, but wanted to provide some independent information with regard to “Capacity for Care”, the national standards of care for animal shelters. (See attached)

Reference: ASV Guidelines for Standards of Care in Animal Shelters  
<https://jsmcah.org/index.php/jasv/article/view/42/19> (ref page 8)

### **Community Cats**

Sharing some more info about Community Cat programs to further our discussions. As you probably have noticed, I’m happy to chat more about this (or any animal-related) topic if you need/want. 😊

[www.tpcg.org/communitycats](http://www.tpcg.org/communitycats)

<https://www.alleycat.org/resources/the-vacuum-effect-why-catch-and-kill-doesnt-work/>

Please let me know if you have any questions or need more information. Again, I appreciate your time, attention and all that you do for our community!



**VALERIE ROBINSON**  
Animal Shelter Manager

---

Department of Utilities

📞 985.873.6709 | 🌐 [tpcg.org](http://tpcg.org)

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY  
AUGUST 31, 2024 - MONTH LAST CLOSED

10/04/24

ACCT: 659-442-8911-20

CAPITAL PROJECTS CONTRL  
ANIMAL CONTROL  
ANIMAL SHELTER HVAC

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	150,000	210.58	148,530	1,259
CLOSED:				
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	0	.00	N/A	0
2022	0	.00	N/A	0
2023	0	.00	N/A	0

ENTER = CONTINUE      CF04 = DSP DETAIL      CF05 = DSP INV JE  
 CF01 = EXIT      CF02 = INPUT SCR      CF06 = DSP ENCUMBRANCE      CF08 = PRT DETAIL

*Section II*

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

9/30/24

AUGUST 31, 2024 - MONTH LAST CLOSED

ACCT: 301-807-8325-01

UTILITY MAINT & OPER FD  
UTILITY ADMINISTRATION  
OTHER CONTRACTS & LEASES

----- MONTHLY ACTIVITY -----		----- MONTHLY ACTIVITY -----	
2023	BUDGET	2024	BUDGET
	ACTUAL		ACTUAL
BEG:	.00	BEG:	.00
JAN:	1,652.48	JAN:	7,858
FEB:	1,777.68	FEB:	7,858
MAR:	1,350.64	MAR:	7,858
APR:	2,558.60	APR:	7,858
MAY:	2,114.57	MAY:	7,858
JUN:	3,051.16	JUN:	7,858
JUL:	2,477.79	JUL:	7,858
AUG:	3,478.63	AUG:	7,858
SEP:	2,041.19	SEP:	7,858
OCT:	876.82	OCT:	7,858
NOV:	11,437.73	NOV:	7,858
DEC:	94,794.79	DEC:	7,862
TOTAL	58,300	TOTAL	94,300

CF01 = EXIT   CF02 = INPUT   CF04 = DSP DET   CF06 = DSP ENC   CF08 = PRT DETAIL

*NOV*  
*SEP+OCT*      142,000

215,683

(94,300)

321,383

*BA*



AUGUST 31, 2024 - MONTH LAST CLOSED

ACCT: 301-807-8316-01

UTILITY MAINT & OPER FD

UTILITY ADMINISTRATION

COMMUNICATION EQUIP SERVICES

----- MONTHLY ACTIVITY -----		----- MONTHLY ACTIVITY -----			
2023,	BUDGET	ACTUAL	2024,	BUDGET	ACTUAL
BEG:		.00	BEG:		.00
JAN:	3,333	2,532.42	JAN:	1,916	3,542.72
FEB:	3,333	2,205.55	FEB:	1,916	303.94
MAR:	3,333	3,041.03	MAR:	1,916	4,531.55
APR:	3,333	3,476.20	APR:	1,916	4,348.17
MAY:	3,333	3,946.42	MAY:	1,916	4,186.54
JUN:	3,333	3,554.37	JUN:	1,916	3,931.86
JUL:	3,333	3,978.71	JUL:	1,916	4,136.00
AUG:	3,333	3,610.41	AUG:	1,916	3,655.13
SEP:	3,333	4,398.50	SEP:	1,916	3,415.23
OCT:	3,333	2,267.31	OCT:	1,916	380.85
NOV:	3,333	3,552.12	NOV:	1,916	
DEC:	3,337	4,774.73	DEC:	1,924	
TOTAL	40,000	41,337.77	TOTAL	23,000	32,431.99

CF01 = EXIT CF02 = INPUT CF04 = DSP DET CF06 = DSP ENC CF08 = PRT DETAIL

OCT - ALL

10,500

4,293.2

(7,300)

1993.2

ACCT: 301-807-8349-01

UTILITY MAINT & OPER FD  
UTILITY ADMINISTRATION  
OTHER FEES

----- MONTHLY ACTIVITY -----		----- MONTHLY ACTIVITY -----	
2023	BUDGET	2024	BUDGET
	ACTUAL		ACTUAL
BEG:	.00	BEG:	.00
JAN:	10,183.83	JAN:	9,208
FEB:	11,883.33	FEB:	9,208
MAR:	11,720.39	MAR:	9,208
APR:	25,218.52	APR:	9,208
MAY:	11,944.66	MAY:	9,208
JUN:	12,009.05	JUN:	9,208
JUL:	12,980.85	JUL:	9,208
AUG:	11,984.20	AUG:	9,208
SEP:	12,223.40	SEP:	9,208
OCT:	11,979.37	OCT:	9,208
NOV:	12,427.74	NOV:	9,208
DEC:	17,823.13	DEC:	9,212
TOTAL	162,378.47	TOTAL	110,500

CF01 = EXIT CF02 = INPUT CF04 = DSP DET CF06 = DSP ENC CF08 = PRT DETAIL

107,833  
 40,889  
148,722  
 110,500  
38,222

Oct-Dec

301-807

DO BH

**Skyla Galjour**

---

**From:** Ernest Brown  
**Sent:** Monday, August 12, 2024 10:02 AM  
**To:** Karen Domingue; Skyla Galjour  
**Cc:** Kayla Dupre  
**Subject:** RE: Acct #301-807-8341-01

Approved

**From:** Karen Domingue <kdomingue@tpcg.org>  
**Sent:** Friday, August 9, 2024 10:19 AM  
**To:** Skyla Galjour <sgaljour@tpcg.org>; Ernest Brown <ebrown@tpcg.org>  
**Cc:** Kayla Dupre <kdupre@tpcg.org>  
**Subject:** RE: Acct #301-807-8341-01

Ernest,

Please send approval to move \$2,000 from 301-807-8349-01 to 301-807-8341-01.

Thank you kindly and have a great day,



**KAREN DOMINGUE**  
Utilities Office Manager

Department of Utilities  
985.873.6755 | tpcg.org

**From:** Skyla Galjour <sgaljour@tpcg.org>  
**Sent:** Friday, August 9, 2024 9:41 AM  
**To:** Ernest Brown <ebrown@tpcg.org>  
**Cc:** Karen Domingue <kdomingue@tpcg.org>; Kayla Dupre <kdupre@tpcg.org>  
**Subject:** Acct #301-807-8341-01

Good morning,

Acct #301-807-8341-01, Legal Fees is overbudget by \$419.

Please let me know how much and where you would like to get the money from to cover expenses through the end of the year.

Thanks!



**Skyla Galjour**  
Budget Assistant

---

Department of Finance  
📞 985.873.6733 | 🌐 [tpcg.org](http://tpcg.org)

ACCT: 301-807-8349-01

UTILITY MAINT & OPER FD  
UTILITY ADMINISTRATION  
OTHER FEES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	110,500	88,756.63	5,545	16,198
CLOSED:				
2018	110,500	140,389.41	N/A	29,889-
2019	104,500	147,515.42	N/A	43,015-
2020	105,500	137,664.56	N/A	32,165-
2021	120,500	148,912.32	N/A	28,412-
2022	110,500	174,641.21	N/A	64,141-
2023	110,500	162,378.47	N/A	51,878-

ENTER = CONTINUE      CF04 = DSP DETAIL      CF05 = DSP INV JE  
 CF01 = EXIT      CF02 = INPUT SCR      CF06 = DSP ENCUMBRANCE      CF08 = PRT DETAIL

ACCT: 301-807-8341-01

UTILITY MAINT & OPER FD  
 UTILITY ADMINISTRATION  
 LEGAL FEES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	2,000	2,418.88	0	419-
CLOSED:				
2018	2,000	394.45	N/A	1,606
2019	5,500	4,749.95	N/A	750
2020	12,000	12,166.73	N/A	167-
2021	6,000	5,937.80	N/A	62
2022	5,000	4,229.95	N/A	770
2023	2,000	11,935.80	N/A	9,936-

ENTER = CONTINUE      CF04 = DSP DETAIL      ACCOUNT EXCEEDS BUDGET AMOUNT      CF05 = DSP INV JE  
 CF01 = EXIT      CF02 = INPUT SCR      CF06 = DSP ENCUMBRANCE      CF08 = PRT DETAIL

301-807

**Skyla Galjour**

**From:** Ernest Brown  
**Sent:** Tuesday, July 30, 2024 9:45 AM  
**To:** Karen Domingue  
**Cc:** Kayla Dupre; Skyla Galjour  
**Subject:** RE: Zoom phone subscriptions

Approved

**From:** Karen Domingue <kdomingue@tpcg.org>  
**Sent:** Tuesday, July 30, 2024 9:22 AM  
**To:** Kayla Dupre <kdupre@tpcg.org>; Skyla Galjour <sgaljour@tpcg.org>  
**Cc:** Ernest Brown <ebrown@tpcg.org>  
**Subject:** FW: Zoom phone subscriptions

*NO FDU*

Ernest,

Please send approval.

Please move \$10,000 from ~~301-807-8349-01~~ to 301-807-8316-01

Thank you kindly and have a great day,



**KAREN DOMINGUE**  
Utilities Office Manager

Department of Utilities  
985.873.6755 | tpcg.org

**From:** Amy Stein <[astein@tpcg.org](mailto:astein@tpcg.org)>  
**Sent:** Tuesday, July 30, 2024 8:10 AM  
**To:** Karen Domingue <[kdomingue@tpcg.org](mailto:kdomingue@tpcg.org)>  
**Cc:** Ernest Brown <[ebrown@tpcg.org](mailto:ebrown@tpcg.org)>  
**Subject:** Zoom phone subscriptions

Good morning,

Please provide an account number to charge for the Zoom phone subscriptions. This is a yearly fee that will be through 3/22/2025. The prorated cost for this year is \$2,437.36.

JUNE 30, 2024 - MONTH LAST CLOSED

ACCT: 301-807-8349-01

UTILITY MAINT & OPER FD  
UTILITY ADMINISTRATION  
OTHER FEES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	110,500	76,520.05	5,545	28,435
CLOSED:				
2018	110,500	140,389.41	N/A	29,889-
2019	104,500	147,515.42	N/A	43,015-
2020	105,500	137,664.56	N/A	32,165-
2021	120,500	148,912.32	N/A	28,412-
2022	110,500	174,641.21	N/A	64,141-
2023	110,500	162,378.47	N/A	51,878-

ENTER = CONTINUE      CF04 = DSP DETAIL      CF05 = DSP INV JE  
CF01 = EXIT      CF02 = INPUT SCR      CF06 = DSP ENCUMBRANCE      CF08 = PRT DETAIL



JUNE 30, 2024 - MONTH LAST CLOSED

ACCT: 301-807-8316-01

UTILITY MAINT & OPER FD  
 UTILITY ADMINISTRATION  
 COMMUNICATION EQUIP SERVICES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	23,000	22,117.81	6,857	5,975--
CLOSED:				
2018	28,400	25,337.68	N/A	3,062
2019	28,500	26,213.25	N/A	2,287
2020	26,200	26,909.43	N/A	709--
2021	41,000	40,956.18	N/A	44
2022	39,000	46,681.28	N/A	7,681--
2023	40,000	41,337.77	N/A	1,338--

ENTER = CONTINUE      CF04 = DSP DETAIL      ACCOUNT EXCEEDS BUDGET AMOUNT      CF05 = DSP INV JE  
 CF01 = EXIT      CF02 = INPUT SCR      CF06 = DSP ENCUMBRANCE      CF08 = PRT DETAIL

TRAPP

Trapp Cadillac Chevrolet  
200 S Hollywood Dr Houma, LA, 70360  
(985)876 - 6570

Payment Advice  
\$238.56

Check #: 400992  
Created by: AMY LEGER  
09/17/24 | 10:37 AM

Customer: 37422-TERREBONNE PARISH CONSOLIDATED GOVERNMENT

*Inv# 273*

Invoice Number	Amount	Comments
REIMBURSEMENT ON TOW	\$238.56	-

Posting Lines

GL Account	Amount	Control	Control Description	Control2	Posting Description
202E	-\$238.56	400992		37422 - TERREBON NE PARISH CONSOLID ATED GOVERNME NT	
263	\$238.56	963491			

*acct #  
204-211-8421-06  
Towing & Recovery  
204-000-6499-00*

TRAPP

TRAPP CADILLAC  
CHEVROLET  
200 S Hollywood Dr  
Houma, LA 70360  
(985) 876 - 6570

4UU992

DATE
17SEP24

PAY THIS AMOUNT	
*****238	DOLLARS
56	CENTS

AMOUNT OF CHECK
*****238.56

TO  
THE  
ORDER  
OF

TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
PO BOX 2768  
HOUMA, LA 70361

VOID AFTER 90 DAYS

BY

*[Signature]*  
BY *Charles Parker*  
AUTHORIZED SIGNATURE

⑈0000400992⑈ ⑆065402889⑆ 02299⑈

PROGRESSIVE  
PO BOX 2930  
CLINTON, IA 52733-2930

*Section III*

**PROGRESSIVE®**

TERREBONNE PARISH CONSOLIDATED HOUM  
500 HONDURAS ST  
HOUMA, LA 70360

DRAFT NUMBER: 6011699498

AMOUNT:

\$\*\*\*\*\*3,458.39

ISSUE DATE: August 26, 2024

*204-660-6917-00*

*unit 344*

*204-711-8421-01*

Form 2721 (06/15)

KEEP THIS TOP PORTION FOR YOUR RECORDS

**PROGRESSIVE®**

PAYABLE THROUGH  
PNC BANK, N.A. 070  
ASHLAND, OH  
1-877-448-9544

VOID IF NOT PRESENTED WITHIN 90 DAYS

DRAFT NUMBER:  
**6011699498**

56-389

412

CLAIM NUMBER: 24-407618002  
NAME: TERREBONNE PARISH CO PD,  
NSOLIDATED HOUM A

**August 26, 2024**

PAY EXACTLY

\$\*\*\*\*\*3,458.39

**THREE THOUSAND FOUR HUNDRED FIFTY EIGHT AND 39/100 \*\*\*\*\***

PAY TO  
THE ORDER  
OF:  
TERREBONNE PARISH CONSOLIDATED HOUM

Progressive Paloverde Insurance Company

BY:  AUTHORIZED SIGNATURE

⑈6011699498⑈ ⑈041203895⑈ 4130198412⑈

Progressive  
PO Box 2930  
Clinton, IA 52733-2930



506553 21100 CMBPI01W 067 021100

TERREBONNE PARISH CONSOLIDATED HOUM  
500 HONDURAS ST  
HOUMA, LA 70360



*Unit B 44*

ADVISE FOR PAYMENT 6011699498			
<b>Payee:</b> TERREBONNE PARISH CONSOLIDATED HOUM	<b>Payment Date</b>	08/26/2024	
	<b>Total Payment Amount</b>	\$3,458.39	
	<b>Total Number of Invoices</b>	1	

If you have any questions regarding this payment, please call us at 1-800-274-4499.

Details						
<b>Claim Number:</b>	<b>Name:</b>	<b>Date of Loss:</b>	<b>Invoice Number:</b>	<b>Company:</b>	<b>Service Dates</b>	<b>Payment Amount</b>
24407618002	TERREBONNE PARISH CO PD, NSOLIDATED HOUM A	06/20/2024	131712009	Progressive Faloverde Insurance Company		
<b>Type</b>	<b>Description</b>	<b>*Coverage</b>	<b>Reference</b>	<b>Identifier</b>	<b>Deductible</b>	<b>Payment Amount</b>
Repair	Estimate	PD	CLM #12132	23 DODGE DURANGO 591815	N/A \$0.00	\$3,458.39

<b>Total Payment Amount</b>	\$3,458.39
-----------------------------	------------

\*Full Description of Coverage:  
PD - Property Damage Liability

Claim Payment Detail ( 24-407618002 )

Payment Information

Disbursement Number: 225040729 **Total Amount:** \$3,458.39  
 Draft Number: 6011699498 **Invoice Number:** 131712009  
 Pay to the Order of: TERREBONNE PARISH CONSOLIDATED HOUM  
 Mailing Address: 500 HONDURAS ST  
 HOUMA, LA 70360 USA  
 In Payment Of: Progressive Invoice Number: 131712009

Reviewed Summary

Issuing Rep: AJD0004 **Approved By:**  
 Issue Date: 08-26-24 **Review Date:**  
 Last Updated Rep: AJD0004 **Reviewed By:**

Bank Information

Type: Loss **Bank Code:** 1CD  
 Stop Reason: **Cleared:** 09-18-24  
 Stop Date:

Exposure Detail: PD

Party Name: TERREBONNE PARISH CO, PD NSOLI... **Amount Paid:** \$3,458.39  
 Property Description: 23 DODGE DURANGO **Deductible Taken:** \$0.00  
 Payment Type: SUPPLEMENTAL PAYMENT **Property Damage:** \$3,458.39  
**Rental:** \$0.00

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY  
AUGUST 31, 2024 - MONTH LAST CLOSED

10/04/24

ACCT: 204-000-6912-00

PUBLIC SAFETY FUND  
NO DEPARTMENT NAME  
COMPENSATION PROPERTY DAMAGE

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	31,979	36,186.98-	0	4,208
CLOSED:				
2018	12,970	17,309.08-	N/A	4,339
2019	1,566	20,953.28-	N/A	19,387
2020	11,474	24,434.58-	N/A	12,961
2021	9,293	12,698.61-	N/A	3,406
2022	44,432	49,457.24-	N/A	5,025
2023	33,804	38,599.43-	N/A	4,795

ENTER = CONTINUE                      CF04 = DSP DETAIL                      CF05 = DSP INV JE  
CF01 = EXIT    CF02 = INPUT SCR    CF06 = DSP ENCUMBRANCE    CF08 = PRT DETAIL

ACCT: 204-211-8421-01

PUBLIC SAFETY FUND  
POLICE  
AUTO & TRUCK REPAIRS

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	131,979	135,624.88	4,531	8,177-
CLOSED:				
2018	73,000	68,812.21	N/A	4,188
2019	99,571	92,737.55	N/A	6,833
2020	151,715	144,722.81	N/A	6,992
2021	92,716	74,482.79	N/A	18,233
2022	160,633	153,762.63	N/A	6,870
2023	105,952	107,220.10	N/A	1,268-

ENTER = CONTINUE      ACCOUNT EXCEEDS BUDGET AMOUNT  
 CF01 = EXIT      CF02 = INPUT SCR      CF04 = DSP DETAIL      CF05 = DSP INV JE  
 CF06 = DSP ENCUMBRANCE      CF08 = PRT DETAIL

# Section III

## Terrebonne Parish Consolidated Government 2024 Budget Amendment Section 8 Voucher Program

This amendment is to add \$674,181, funds to be received from HUD to the Section 8 Voucher program to cover the housing assistance payments for November and December 2024. These funds are needed due to increase in clients/housing leases.

		<b>Current</b>	<b>Change</b>	<b>Revised</b>
219-000-6313-02	Voucher Program	(3,730,517)	(674,181)	(4,404,698)
219-602-8353-01	4715 Housing Asst Payments	3,376,288	674,181	4,050,469





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Financial Management Center  
2380 McGee Street, Suite 400  
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

September 17, 2024

LA211  
TERREBONNE PARISH CONSOLIDATED GOVT  
P O BOX 2768  
HOUMA, LA 70361

Dear Executive Director:

SUBJECT: Section 8 Housing Choice Voucher Program - Award of Additional Funding  
Point of Obligation Letter

This letter is to notify you that HUD will be providing your agency additional Housing Voucher program funds. The amount of funds being obligated and the purpose of such funds are reflected in the table below.

Program Funding	Budget Authority Assigned	Purpose of Funding
VO	\$674,181	Nov-Dec Adv HAP

Your executed copy of the notice to amend the Consolidated Annual Contributions Contract (CACC) with revised funding exhibits reflecting the changes described above will be transmitted under separate cover. That letter will contain all information related to this funding including increment number, effective/expiration dates and units, if applicable.

If you have any questions, please contact your Financial Analyst.

Sincerely,

**Nebyu F. Tilahun**  
Digitally signed by Nebyu F. Tilahun  
DN: CN = Nebyu F. Tilahun, C = US,  
OU = Financial Management Center,  
OU = Division Director  
Reason: I am approving this document

Division Director

Memo Reference: 24-230

ACCT: 219-000-6313-02

SECTION 8 VOUCHER  
 NO DEPARTMENT NAME  
 VOUCHER PROGRAM

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	3,730,517	3,737,592.00-	0	7,075
CLOSED:				
2018	2,650,565	2,458,029.65-	N/A	192,535-
2019	2,623,658	2,728,222.26-	N/A	104,564
2020	2,568,449	2,732,441.00-	N/A	163,992
2021	2,808,832	2,809,572.00-	N/A	740
2022	2,851,344	1,700,113.00-	N/A	1,151,231-
2023	3,320,765	3,203,649.51-	N/A	117,115-

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT SCR

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

ACCT: 219-602-8353-01

SECTION 8 VOUCHER

HCV - HAP

4715 HOUSING ASST PAYMENTS

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	3,376,288	3,344,188.26	238,823-	270,923
CLOSED:				
2018	2,381,585	2,311,616.39	N/A	69,969
2019	2,297,856	2,432,803.69	N/A	134,948-
2020	2,338,436	2,446,050.39	N/A	107,614-
2021	2,525,429	2,495,691.16	N/A	29,738
2022	2,567,709	2,267,646.96	N/A	300,062
2023	2,598,989	3,340,901.89	N/A	741,913-

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

CF02 = INPUT SCR

*Section IV*



P.O. BOX 6097  
HOUMA, LOUISIANA  
70361  
985-868-5050



P.O. BOX 2768  
HOUMA, LOUISIANA  
70361  
985-868-3000

TERREBONNE PARISH  
CONSOLIDATED GOVERNMENT

RISK MANAGEMENT

**Memorandum**

**TO:** Customer Service  
**FROM:** LouEllen Pellegrin  
Insurance Technician /Risk Management  
**DATE:** October 4, 2024  
**SUBJECT:** Recovery for damages to HPD unit #367

Attached, please find **check #344564873**, in the amount of **\$895.20** made payable to Terrebonne Parish Consolidated Government for damages to HPD unit #367.

Please deposit this check Houma Police Dept.

**Account #204-000-6912-00**

If you have any questions regarding the above, please call (985) 873-6470.

Thanks for your time and help. Have a wonderful day.

Attachment(s)

**CC (Hard Copy):** Claim File  
Subrogation Recovery File

**CC (Electronically):** Kayla Dupre, Accounting  
Kandace Mauldin, Finance  
Donna Wedgeworth, HPD  
Bobby O'Bryan, HPD

/ltp

*8421-01*



Facility Planning and Control  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

October 4, 2022

Mr. Gordon Dove, Parish President  
Terrebonne Parish Consolidated Government  
P.O. Box 2768  
Houma, LA 70361  
Email: jbray@tpeg.org

RECEIVED  
OCT 05 2022

Re: Replacement of Brady Road Bridge,  
Planning and Construction  
(Terrebonne)  
FP&C Project No. 50-J55-20-01  
TPOG FINANCE DEPT.

Dear Mr. Dove:

Please find attached, a copy of State Funding Summary #2. The current level of funding as shown in the Funding Summary has been revised to reflect a change in the funding source for existing funding from a General Obligation Bond line of credit to State General Fund (Direct) Nonrecurring Revenues.

The Funding Summary represents the current level of funding provided by the State and states the FPC Administrative fee and the local match amount required by La. R.S. 39:112 (E). The Detailed Allocation of Project Funding previously identified as Exhibit A will no longer be utilized.

If you have any questions, please contact me at 225-342-2634 or michael.mclean2@la.gov.

Thank you for your cooperation.

Sincerely,

*Michael McLean*

Michael McLean  
Project Manager

MM:dh

Enclosures

c: Marc Parenti, [CapitalOutlay@la.gov](mailto:CapitalOutlay@la.gov), via email w/attachments  
Michael McLean, via email w/attachments

Handwritten notes in blue ink: "10/11/22 11:00 AM" and "10/11/22 11:00 AM".

**FUNDING SUMMARY**  
**THE STATE OF LOUISIANA and**  
**Terrebonne Parish Consolidated Government**  
**Replacement of Brady Road Bridge, Planning and Construction**  
**(Terrebonne)**  
**FP&C Project No. 50-J55-20-01**

REVISION NO. 2 Date: 10/04/2022

ACT#	YEAR	DESCRIPTION	STATE CASH	STATE NON-CASH LINE OF CREDIT	OTHER	TOTAL FUNDING
117	2022	G.O. Bonds LOC	\$5,885,000			\$5,885,000
2	2020	General Fund (Non Recurring)	\$800,000			\$800,000
<b>TOTAL</b>			\$6,685,000		\$2,228,334	\$8,913,334
			\$75,000			

Federal Tax Identification for Entity: 72-6001390

**Notes:**

1. Planning costs shall not exceed 10% of Construction costs. Miscellaneous costs shall not exceed 5% of Construction costs.
2. Capital Outlay Cash includes General Funds, NRP Bonds, Cash Line of Credit and/or Bonds sold.
3. Total in "Other" column equals required 25% match as reflected in the CEA.
4. The estimated cost of construction is \$5,892,750.00 per the 2022-23 Capital Outlay Request.

---

**Felicia Aubert**

**From:** Kandace Mauldin  
**Sent:** Tuesday, October 4, 2022 2:11 PM  
**To:** Felicia Aubert  
**Subject:** FW: FS#2 50-J55-20-01 Replacement of Brady Road Bridge  
**Attachments:** FM#2\_50-J55-20-01\_ Replacement of Brady Road Bridge.pdf

**From:** Jeanne Bray <[jbray@tpcg.org](mailto:jbray@tpcg.org)>  
**Sent:** Tuesday, October 4, 2022 1:18 PM  
**To:** Kandace Mauldin <[kmauldin@tpcg.org](mailto:kmauldin@tpcg.org)>; Kayla Dupre <[kdupre@tpcg.org](mailto:kdupre@tpcg.org)>  
**Subject:** FW: FS#2 50-J55-20-01 Replacement of Brady Road Bridge

Attached you will find FS#2 for this project. It only reflects a change in the funding source for EXISTING funding, but want to make sure you have this for your files and that it has been recognized in the budget book....

Jeanne P. Bray  
Capital Projects Administrator  
Terrebonne Parish Consolidated Government  
Phone: (985) 873-6720  
Email: [jbray@tpcg.org](mailto:jbray@tpcg.org)



**From:** Diamond Holliday <[Diamond.Holiday2@LA.GOV](mailto:Diamond.Holiday2@LA.GOV)>  
**Sent:** Tuesday, October 4, 2022 12:11 PM  
**To:** Jeanne Bray <[jbray@tpcg.org](mailto:jbray@tpcg.org)>  
**Cc:** CapitalOutlay <[CapitalOutlay@la.gov](mailto:CapitalOutlay@la.gov)>; Michael Mclean <[Michael.Mclean2@la.gov](mailto:Michael.Mclean2@la.gov)>; Daina Kroll <[Daina.Kroll@LA.GOV](mailto:Daina.Kroll@LA.GOV)>  
**Subject:** FS#2 50-J55-20-01 Replacement of Brady Road Bridge

---

**External Sender**

This email is from a sender outside of Terrebonne Parish Consolidated Government's email system. **DO NOT** click on any links, open any attachments, or reply unless you trust the sender and know the content is safe. If you are unsure or have questions, please contact Information Technology for assistance.

Please find attached a copy of the most recent State Funding Summary for the referenced project. Should you have a question, contact your project manager.



Please acknowledge receipt of this transmission.

Thanks!

*Diamond Holiday*

Administrative Program Specialist  
Facility Planning & Control  
P:225-219-2544

[Diamond.Holiday2@la.gov](mailto:Diamond.Holiday2@la.gov)

7:30 AM-4:00PM | M-F

Facility Planning and Control  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

October 13, 2020

Mr. Gordon Dove  
Parish President  
Terrebonne Parish Consolidated Government  
P.O. Box 2768  
Houma, LA 70361

Re: Replacement of Brady Road Bridge  
Planning and Construction  
(Terrebonne)  
FP&C Project No. 50-J55-20-01

Dear Mr. Dove:

Please find enclosed one (1) fully executed original of the Cooperative Endeavor Agreement between the State of Louisiana and Terrebonne Parish Consolidated Government.

You are reminded to strictly adhere to all stipulations reflected in the attached Cooperative Endeavor Agreement and the associated *Non-State Entity Capital Outlay Administrative Guidelines*, which can be accessed online at <https://www.dca.state.la.gov/state.htm>. You are encouraged to contact the FP&C Project Manager, Michael McLean (225-342-2634, [michael.mclean2@la.gov](mailto:michael.mclean2@la.gov)), to review Cooperative Endeavor Agreement stipulations and Facility Planning and Control policies.

Please use the referenced project name and number on any and all correspondence sent to this office. We ask that all communication with Facility Planning and Control be from Terrebonne Parish Consolidated Government, not direct from contracted consultants or contractors. Enclosed are forms to be used when submitting Request for Disbursement, Equipment Purchase, Construction Contract Award and Real Estate Closing.

We encourage you to sign up for Electronic Fund Transfer (EFT). Electing to use this service can result in receiving payments sooner. To enroll, please contact the Office of Statewide Reporting and Accounting Policy at (225) 342-1097.

Sincerely,

  
Denise Brumfield

Administrative Director

DB: bj

Enclosures

c: Mr. Marc Parent, via email  
Mr. Michael McLean, via email

## Request for Disbursement

Request No. \_\_\_\_\_

Project Number: 50-J55-20-01

Grantee: Terrebonne Parish Consolidated Government

Contact Person: Jeanne Bray

Project Name: Replacement of Brady Road Bridge, Planning and Construction

Phone Number: 985-873-6720

Contract Number: \_\_\_\_\_

WBR Number	Invoice Number	Vendor Name	Cost Code *	C/I ***	Invoice Amount	State's % ***	State's Amount ***	Entity's Amount ***	Inteligible Amount ***
<b>Total</b>									

This document will hereby certify that each of these invoices on this list and attached list(s) is in accordance with the terms of the applicable contracts and/or agreements and that the services have been performed or the goods received. Furthermore, this certification also indicates compliance with the terms and conditions of the cooperative endeavor agreement by and between the State of Louisiana and the Grantee.

Certified Correct by Grantee

(Original Signature)

Date: \_\_\_\_\_

(Type or Print Name)

*Cost Code Category	*Cost Code	Description
Real Estate	RQ	Real Estate
Construction	CN	Construction Services
Construction	CN-TS	3rd Party Testing during Construction
Equipment	EQ	Equipment
Design	F1	Basic Design Services
		Design
		MI-TS
		A1
		R5
		R4
		R3
		R2
		R1
		Topo
		Geo
		Environmental
		Testing Lab Fees
		Other Reimburseables
		Additional Design Services
		3rd Party Testing/Lab Fees

\*\*\* Other Project Expenditure Code (see tables) \*\* Areas for P&C Use Only

Remit to: Michael McLean  
 Facility Planning & Control  
 LA Division of Administration  
 Post Office Box 94095  
 Baton Rouge, LA 70804-9095

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2025 - FIVE YEAR CAPITAL OUTLAY  
FUND 661 - ROAD CONSTRUCTION FUND**

**661-310-8916-87  
BRADY ROAD BRIDGE REPLACEMENT  
PARISH PROJECT # 20-BRG-33  
R: 661-000-6342-87**

<b>TOTAL FUNDING</b>	<b>\$ 9,501,667</b>
<b>EXPENDITURES THRU 12/31/24</b>	<b>(765,878)</b>
<b>PROJECT BALANCE</b>	<b><u>\$ 8,735,789</u></b>

<u>DATE</u>	<u>REFERENCE</u>	<u>FUNDING SOURCE</u>	<u>PRIOR YEARS</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Oct-17	ORD 8894	FROM 659-301-8941-01 FD 255	200,000						
		EXCHANGING FUNDING SOURCE FD 255							
Feb-19	ORD 9032	TO 661-310-8916-87	(200,000)						
		EXCHANGING FUND SOURCES FD 251							
Feb-19	ORD 9032	FROM 661-310-8916-87	113,332						
		EXCHANGING FUND SOURCES FD 255							
Feb-19	ORD 9032	FROM 661-310-8916-87	86,668						
		EXCHANGING FUNDING SOURCE TO 661-							
May-20	ORD 9149	310-8916-58 (Fd 251)	(80,694)						
		EXCHANGING FUNDING SOURCE FROM							
May-20	ORD 9149	661-310-8916-58 (Fd 255)	80,694						
May-20	ORD 9149	To 655-351-8939-07 (Fd 255)	(167,362)						
Nov-20	ORD 9213	PUBLIC IMPROVEMENT BONDS	200,000						
Jan-21	ORD 9229	FACILITY PLANNING & CONTROL	800,000						
Jan-21	ORD 9229	FROM 661-310-8916-58 FD 251	34,029						
Jul-21	ORD 9295	ARP- FUND 201	400,000						
Sep-22	ORD 9421	FROM FD 255 1/4% SALES TAX FUND	1,500,000						
Oct-22	ORD 9431	FACILITY PLANNING & CONTROL	5,885,000						
Nov-23	ORD 9530	FROM 251-310-8929-13	634,100						
Jan-24	ORD 9547	FROM 251-310-8929-13		15,900					
Nov-24	PENDING BA	FACILITY PLANNING & CONTROL		375,000					
		LESS PRIOR YEARS EXPENDITURES	\$ (765,878)						
		FUNDS AVAILABLE	<u>\$ 8,719,889</u>	<u>\$ 390,900</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**ENGINEER/ARCHITECT: DELTA COAST CONSULTANTS, LLC**

**DESCRIPTION: Replacement of Brady Bridge**

ACCT: 661-310-8916-87

ROAD CONSTRUCTION FUND  
ROADS & BRIDGES  
BRADY ROAD BRIDGE REPLACEMENT

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	8,735,789	5,420.00	400	8,729,969
CLOSED:				
2018	200,000	.00	N/A	200,000
2019	200,000	.00	N/A	200,000
2020	232,638	.00	N/A	232,638
2021	1,466,667	69,067.48	N/A	1,397,600
2022	8,782,600	668,746.48	N/A	8,113,854
2023	8,747,954	28,065.34	N/A	8,719,889

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

CF02 = INPUT SCR

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY  
AUGUST 31, 2024 - MONTH LAST CLOSED

10/07/24

ACCT: 661-000-6342-87

ROAD CONSTRUCTION FUND

NO DEPARTMENT NAME

FP&C BRADY RD BRIDGE REPLACE

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	6,685,000	.00	0	6,685,000-
CLOSED:				
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	800,000	.00	N/A	800,000-
2022	6,685,000	.00	N/A	6,685,000-
2023	6,685,000	.00	N/A	6,685,000-

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

CF02 = INPUT SCR

*Section III*

**Felicia Aubert**

---

**From:** Kandace Mauldin  
**Sent:** Monday, October 7, 2024 6:53 AM  
**To:** Kayla Dupre  
**Cc:** Felicia Aubert  
**Subject:** Budget Amendment

We need to do a budget amendment to add \$600,000 to account 655-351-8929-14. The funding source is Drainage Fund Balance.

Thanks



**KANDACE MAULDIN, CPA**  
Chief Financial Officer

Department of Finance  
985.873.6459  [tpcg.org](https://tpcg.org)

TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
 2025- FIVE YEAR CAPITAL OUTLAY  
 FUND 655 - PARISHWIDE DRAINAGE CONSTRUCTION FUND

655-351-8929-14  
 BAYOU TERREBONNE CLEARING AND SNAGGING  
 BAYOU TERREBONNE DREDGING PROJECT  
 PROJECT # 21-DRA-10  
 R: 655-000-6343-15  
 STATEWIDE FLOOD CONTROL H.009237

TOTAL FUNDING	9,546,129
EXPENDITURES THRU 12/31/24	<u>(901,033)</u>
PROJECT BALANCE	<u>8,645,096</u>

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2024	2025	2026	2027	2028	2029
Jan-04	ORD 6821	FD 255 1/4% CAPITAL SALES TAX	100,000						
Jan-05	ORD 6942	FD 255 1/4% CAPITAL SALES TAX	300,000						
Jan-06	ORD 7081	WAL-MART DONATION	75,000						
Jan-09	ORD 7566	FD 255 1/4% CAPITAL SALES TAX	400,000						
Dec-10	LIA 081	FROM 655-351-8929-56 FD 151	500,000						
Dec-14	ORD 8498	STATEWIDE FLOOD CONTROL	546,954						
May-15	ORD 8557	TO 659-442-8911-10 GEN FUND	(500,000)						
May-15	ORD 8557	TO 659-442-8911-10 FUND 255	(337,981)						
Jun-16	ORD 8717	STATEWIDE FLOOD CONTROL	800,000						
Jan-17	ORD 8796	TO 655-351-8939-02 FD 255	(500,000)						
Jul-17	ORD 8860	TO 655-351-8939-07 FD 255	(746,954)						
Jul-17	ORD 8860	TO 655-351-8939-08 FD 255	(100,000)						
Jul-17	ORD 8860	STATEWIDE FLOOD CONTROL	950,000						
Jul-17	ORD 8860	TO 655-351-8939-07 FD 255	(950,000)						
Jan-18	ORD 8915	STATEWIDE FLOOD CONTROL	631,137						
Nov-18	ORD 9014	DE-OB STWIDE FLOOD CONTROL	(54,650)						
Nov-18	ORD 9014	TO 655-351-8939-10 STWIDE FLOOD	(200,000)						
Nov-18	ORD 9014	TO 659-501-8913-20 STWIDE FLOOD	(89,400)						

CONTINUED ON NEXT PAGE



**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**2025- FIVE YEAR CAPITAL OUTLAY**  
**FUND 655 - PARISHWIDE DRAINAGE CONSTRUCTION FUND**

**655-351-8929-14**  
**BAYOU TERREBONNE CLEARING AND SNAGGING (CONTINUED)**  
**PROJECT # 21-DRA-10**  
**R: 655-000-6343-15**  
**STATEWIDE FLOOD CONTROL H.009237**

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2024	2025	2026	2027	2028	2029
Nov-18	ORD 9014	TO 655-351-8939-15 STWIDE FLOOD	(153,000)						
Nov-18	ORD 9014	TO 655-351-8939-13 STWIDE FLOOD	(134,087)						
Nov-20	ORD 9213	PUBLIC IMPROVEMENT BONDS	760,000						
Mar-21	ORD 9250	STATEWIDE FLOOD CONTROL	7,649,110						
Nov-24	PENDING BA	DRAINAGE FUND BALANCE		600,000					
LESS PRIOR YEARS EXPENDITURES			(901,033)						
FUNDS AVAILABLE			8,045,096	600,000	-	-	-	-	-

**ENGINEER/ARCHITECT:**      **CB&I COASTAL, INC.**  
    **GIS ENGINEERING**  
**CONTRACTOR:**                **COASTAL DREDGING COMPANY**

**DESCRIPTION:** REMOVAL OF DEBRIS, TREES, AND PLANTS ALONG  
 BAYOU TERREBONNE.

AUGUST 31, 2024 - MONTH LAST CLOSED

ACCT: 655-351-8929-14

P/W DRAINAGE CONSTR.

DRAINAGE

BAYOU TERREBONNE CLEAR/SNAG

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	8,045,096	226,929.42	25,000	7,793,167
CLOSED:				
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	760,000	.00	N/A	760,000
2021	8,409,110	271,409.49	N/A	8,137,701
2022	8,137,701	51,214.21	N/A	8,086,487
2023	8,086,487	41,391.00	N/A	8,045,096

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

CF02 = INPUT SCR

*Section VIII*

**Kayla Dupre**

---

**From:** Kandace Mauldin  
**Sent:** Monday, October 7, 2024 1:25 PM  
**To:** Kayla Dupre; Felicia Aubert  
**Subject:** Budget Amendment  
**Attachments:** 2024 ARPA Budget Amendment.xlsx; 2024 ARPA Budget Amedment.docx

Attached is the budget amendment needed in order to meet the American Rescue Plan compliance requirements



**KANDACE MAULDIN, CPA**  
Chief Financial Officer  
Department of Finance  
985.873.6459   [tpcg.org](http://tpcg.org)

AN ORDINANCE TO AMEND THE 2021 ADOPTED OPERATING BUDGET, 5-YEAR CAPITAL OUTLAY BUDGET AND BUDGETED POSITIONS OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.

I. American Rescue Plan, \$2,854,058

SECTION I

WHEREAS, on March 11, 2021, the American Rescue Plan Act was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds and

WHEREAS, this program is intended to provide support to State, territorial, local and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses, and

WHEREAS, Terrebonne Parish was allotted \$44,803,757, and

WHEREAS, Terrebonne Parish is required to have all funding obligated by December 31, 2024, and spent by December 31, 2026, and

WHEREAS, this time constraint requires some funding to be reallocated to other projects to ensure all funding is obligated and expended accordingly.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2024 Adopted Operating Budget, 5-Year Capital Outlay Budget be amended for the American Rescue Plan. (Attachment A)

**ATTACHMENT A - American Rescue Plan**

			2024		
			Adopted	Change	Amended
659-194-8912-17	Courthouse & Annex HVAC system		<del>2,452,195</del> <i>1,500,000</i>	1,059,180	3,551,375
659-194-8912-15	HVAC System - Govt Towers		<del>1,494,995</del> <i>1,500,000</i>	794,878	2,289,873
659-194-8912-19	City Court HVAC System		<del>239,695</del> <i>440,000</i>	(219,695)	20,000
659-194-8912-18	Municipal Aud HVAC		<del>184,970</del> <i>485,000</i>	(123,270)	61,700
659-194-8912-20	Dumas HVAC System		100,000	(92,202)	7,798
659-501-8913-33	Houma Heights Fitness Park		<del>400,000-353,567</del> <i>365,000</i>	(303,567)	50,000
659-501-8913-34	Airbase Adaptive Park		400,000	(400,000)	-
659-501-8913-32	Village East Community Center		348,825	(348,825)	-
659-000-7102-01	American Rescue Plan			(366,499)	(366,499)
201-206-8915-15	<del>Montegut Boat Launch #2</del> <i>15</i>		<del>275,000</del> <i>275,000</i>	(275,000)	-
201-206-8915-20	Marina Repairs		500,000	(500,000)	-
201-206-8915-23	<del>Kayak/Canow at Mandalay Park</del> <i>23</i>		300,000	(300,000)	-
201-206-8916-15	Mental Health Center		400,000	1,000,000	1,400,000
201-000-7103-80	Centralized Purchasing		-	(200,000)	(200,000)
201-999-9106-59	Capital Projects Control Fund		-	366,499	366,499
201-000-5111-00	Fund Balance		n/a	(91,499)	n/a
380-999-9102-01	American Rescue Plan		-	200,000	200,000
380-000-5121-00	Net Position		n/a	(200,000)	n/a

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY  
AUGUST 31, 2024 - MONTH LAST CLOSED

10/07/24

ACCT: 659-194-8912-17

CAPITAL PROJECTS CONTRL  
GOVERNMENT BUILDINGS  
COURTHOUSE & ANNEX HVAC SYSTEM

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	2,500,000	7,805.00	0	2,492,195
CLOSED:				
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	0	.00	N/A	0
2022	2,500,000	.00	N/A	2,500,000
2023	2,500,000	.00	N/A	2,500,000

ENTER = CONTINUE      CF04 = DSP DETAIL      CF05 = DSP INV JE  
 CF01 = EXIT      CF02 = INPUT SCR      CF06 = DSP ENCUMBRANCE      CF08 = PRT DETAIL

ACCT: 659-194-8912-15

CAPITAL PROJECTS CONTRL  
GOVERNMENT BUILDINGS  
HVAC SYSTEM-GOVT TOWERS

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	1,500,000	5,005.00	0	1,494,995
CLOSED:				
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	1,422,501	.00	N/A	1,422,501
2022	1,500,000	.00	N/A	1,500,000
2023	1,500,000	.00	N/A	1,500,000

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

CF02 = INPUT SCR

ACCT: 659-194-8912-19

CAPITAL PROJECTS CONTRL  
GOVERNMENT BUILDINGS  
CITY COURT HVAC SYSTEM

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	240,000	305.00	0	239,695
CLOSED:				
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	0	.00	N/A	0
2022	240,000	.00	N/A	240,000
2023	240,000	.00	N/A	240,000

ENTER = CONTINUE

CF01 = EXIT

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF05 = DSP INV JE

CF08 = PRT DETAIL



FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY  
AUGUST 31, 2024 - MONTH LAST CLOSED

10/07/24

ACCT: 659-194-8912-18

CAPITAL PROJECTS CONTRL  
GOVERNMENT BUILDINGS  
MUNICIPAL AUD HVAC SYSTEM

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	485,100	115,030.00	0	370,070
CLOSED:				
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	0	.00	N/A	0
2022	300,000	.00	N/A	300,000
2023	300,000	.00	N/A	300,000

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

CF02 = INPUT SCR

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY  
AUGUST 31, 2024 - MONTH LAST CLOSED

10/07/24

ACCT: 659-194-8912-20

CAPITAL PROJECTS CONTRL  
GOVERNMENT BUILDINGS  
DUMAS AUD HVAC SYSTEM

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	100,000	305.00	2,493	97,202
CLOSED:				
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	0	.00	N/A	0
2022	100,000	.00	N/A	100,000
2023	100,000	.00	N/A	100,000

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

CF02 = INPUT SCR

ACCT: 659-501-8913-33

CAPITAL PROJECTS CONTRL  
 PARKS & GROUNDS  
 HOUMA HEIGHTS FITNESS PARK

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	365,042	11,475.00	0	353,567
CLOSED:				
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	400,000	.00	N/A	400,000.
2022	400,000	24,720.00	N/A	375,280
2023	375,280	10,238.27	N/A	365,042

ENTER = CONTINUE      CF04 = DSP DETAIL      CF05 = DSP INV JE  
 CF01 = EXIT      CF02 = INPUT SCR      CF06 = DSP ENCUMBRANCE      CF08 = PRT DETAIL

ACCT: 659-501-8913-34

CAPITAL PROJECTS CONTRL  
 PARKS & GROUNDS  
 AIRBASE ADAPTIVE PARK

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	400,000	.00	0	400,000
CLOSED:				
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	400,000	.00	N/A	400,000
2022	400,000	.00	N/A	400,000
2023	400,000	.00	N/A	400,000

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

CF02 = INPUT SCR

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY  
AUGUST 31, 2024 - MONTH LAST CLOSED

10/07/24

ACCT: 659-501-8913-32

CAPITAL PROJECTS CONTRL  
PARKS & GROUNDS  
VILLAGE EAST COMMUNITY CENTER

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	348,825	.00	0	348,825
CLOSED:				
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	650,000	.00	N/A	650,000
2021	1,000,000	.00	N/A	1,000,000
2022	1,000,000	870.00	N/A	999,130
2023	349,130	305.00	N/A	348,825

ENTER = CONTINUE      CF04 = DSP DETAIL      CF05 = DSP INV JE  
CF01 = EXIT      CF02 = INPUT SCR      CF06 = DSP ENCUMBRANCE      CF08 = PRT DETAIL

ACCT: 201-206-8915-15

AMERICAN RESCUE PLAN  
AMERICAN RESCUE PLAN  
MONTEGUT BOAT LAUNCH #2

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	275,000	.00	0	275,000
CLOSED:				
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	0	.00	N/A	0
2022	0	.00	N/A	0
2023	0	.00	N/A	0

ENTER = CONTINUE      CF04 = DSP DETAIL      CF05 = DSP INV JE  
CF01 = EXIT      CF02 = INPUT SCR      CF06 = DSP ENCUMBRANCE      CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY  
AUGUST 31, 2024 - MONTH LAST CLOSED

10/07/24

ACCT: 201-206-8915-20

AMERICAN RESCUE PLAN  
AMERICAN RESCUE PLAN  
MARINA REPAIRS

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	500,000	.00	0	500,000
CLOSED:				
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	0	.00	N/A	0
2022	0	.00	N/A	0
2023	0	.00	N/A	0

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

CF02 = INPUT SCR

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY  
AUGUST 31, 2024 - MONTH LAST CLOSED

10/07/24

ACCT: 201-206-8916-12

AMERICAN RESCUE PLAN  
AMERICAN RESCUE PLAN  
KAYAK/CANOE AT MANDALAY PARK

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	300,000	.00	0	300,000
CLOSED:				
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	0	.00	N/A	0
2022	0	.00	N/A	0
2023	300,000	.00	N/A	300,000

ENTER = CONTINUE

CF01 = EXIT

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF05 = DSP INV JE

CF08 = PRT DETAIL



FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY  
AUGUST 31, 2024 - MONTH LAST CLOSED

10/07/24

ACCT: 201-206-8916-15

AMERICAN RESCUE PLAN  
AMERICAN RESCUE PLAN  
MENTAL HEALTH CENTER

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	400,000	.00	0	400,000
CLOSED:				
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	0	.00	N/A	0
2022	0	.00	N/A	0
2023	400,000	.00	N/A	400,000

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

CF02 = INPUT SCR

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2025 - FIVE YEAR CAPITAL OUTLAY  
FUND 659 - CAPITAL PROJECTS CONTROL**

659-194-8912-15  
HVAC SYSTEM - GOVT TOWERS  
PARISH PROJECT NUMBER: 24-HVAC-12

TOTAL FUNDING	\$	2,530,378
EXPENDITURES THRU 12/31/24		-
PROJECT BALANCE	<u>\$</u>	<u>2,530,378</u>

<u>DATE</u>	<u>REFERENCE</u>	<u>FUNDING SOURCE</u>	<u>PRIOR YEARS</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Jul-21	ORD 9295	APR- FUND 201	1,422,501						
Jan-22	ORD 9336	APR- FUND 201	77,499						
Oct-24	PENDING BA	APR- FUND 201		794,878					
Jan-25	PROPOSED	FD 255 1/4% CAPITAL SALES TAX			235,500				

FUNDS AVAILABLE	<u>\$</u>	<u>1,500,000</u>	<u>\$</u>	<u>794,878</u>	<u>\$</u>	<u>235,500</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>
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ENGINEER/ARCHITECT: CASTAGNOS GOODWIN UTLEY ENGINEERS, LLC

DESCRIPTION: UPGRADE HVAC SYSTEM IN GOVERNMENT TOWER.

TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
 2025 - FIVE YEAR CAPITAL OUTLAY  
 FUND 659 - CAPITAL PROJECTS CONTROL

659-194-8912-17  
 COURTHOUSE AND ANNEX HVAC SYSTEM  
 PARISH PROJECT NUMBER: 24-HVAC-11

TOTAL FUNDING	\$	3,559,180
EXPENDITURES THRU 12/31/24		-
PROJECT BALANCE	<u>\$</u>	<u>3,559,180</u>

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2024	2025	2026	2027	2028	2029
Jan-22	ORD 9336	FUND 201 ARP	2,500,000						
Oct-24	PENDING BA	FUND 201 ARP		1,059,180					
			\$ 2,500,000	\$ 1,059,180	\$ -	\$ -	\$ -	\$ -	\$ -

ENGINEER/ARCHITECT: CATAGNOS GOODWIN UTLEY ENGINEERS, LLC

DESCRIPTION: UPGRADE HVAC SYSTEM IN COURTHOUSE AND  
 COURTHOUSE ANNEX BLDG.

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2025 - FIVE YEAR CAPITAL OUTLAY  
FUND 659 - CAPITAL PROJECTS CONTROL**

**659-194-8912-18  
HVAC SYSTEM-MUNICIPAL AUDITORIUM  
PARISH PROJECT #24-HVAC-17**

TOTAL FUNDING	\$	546,930
EXPENDITURES THRU 12/31/24		-
PROJECT BALANCE	<u>\$</u>	<u>546,930</u>

<u>DATE</u>	<u>REFERENCE</u>	<u>FUNDING SOURCE</u>	<u>PRIOR YEARS</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Jan-22	ORD 9336	FUND 201 ARP	300,000						
Sep-24	PENDING BA	1/4% Capital Sales Tax Fund		185,100					
Oct-24	PENDING BA	FUND 201 ARP		(123,270)					
Jan-25	PROPOSED	1/4% Capital Sales Tax Fund			185,100				

FUNDS AVAILABLE	<u>\$</u>	<u>300,000</u>	<u>\$</u>	<u>61,830</u>	<u>\$</u>	<u>185,100</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>
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**ENGINEER/ARCHITECT: YKH CONSULTING, LLC**

**DESCRIPTION: UPGRADE HVAC SYSTEM IN MUNICIPAL AUDITORIUM.**

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2025 - FIVE YEAR CAPITAL OUTLAY  
FUND 659 - CAPITAL PROJECTS CONTROL**

659-194-8912-19  
CITY COURT-HVAC SYSTEM  
PARISH PROJECT NUMBER: 24-HVAC-15

TOTAL FUNDING	\$	20,305
EXPENDITURES THRU 12/31/24		-
PROJECT BALANCE	<u>\$</u>	<u>20,305</u>

<u>DATE</u>	<u>REFERENCE</u>	<u>FUNDING SOURCE</u>	<u>PRIOR YEARS</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Jan-22	ORD 9336	FUND 201-ARP	240,000						
Oct-24	PENDING BA	FUND 201-ARP		(219,695)					

FUNDS AVAILABLE	<u>\$</u>	<u>240,000</u>	<u>\$</u>	<u>(219,695)</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>
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**ENGINEER/ARCHITECT:** MARRERO COUVILLON & ASSOCIATES, LLC

**DESCRIPTION:** UPGRADE HVAC SYSTEM IN THE CITY COURT BUILDING.

TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
 2025 - FIVE YEAR CAPITAL OUTLAY  
 FUND 659 - CAPITAL PROJECTS CONTROL

659-194-8912-20  
 DUMAS AUDITORIUM-HVAC SYSTEM  
 PARISH PROJECT #24-HVAC-16

TOTAL FUNDING	\$	7,798
EXPENDITURES THRU 12/31/24		-
PROJECT BALANCE	<u>\$</u>	<u>7,798</u>

<u>DATE</u>	<u>REFERENCE</u>	<u>FUNDING SOURCE</u>	<u>PRIOR YEARS</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Jan-22	ORD 9336	FUND 201-ARP	100,000						
Jan-24	PENDING BA	FUND 201-ARP		(92,202)					

FUNDS AVAILABLE	<u>\$</u>	<u>100,000</u>	<u>\$</u>	<u>(92,202)</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>
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ENGINEER/ARCHITECT: YKH CONSULTING, LLC

DESCRIPTION: UPGRADE HVAC SYSTEM AT DUMAS  
 AUDITORIUM.

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
 2025 - FIVE YEAR CAPITAL OUTLAY  
 FUND 659 - CAPITAL PROJECTS CONTROL**

659-501-8913-32  
 VILLAGE EAST COMMUNITY CENTER  
 PARISH PROJECT # 23-BLDG-07

TOTAL FUNDING	\$	1,175
EXPENDITURES THRU 12/31/24		<u>(1,175)</u>
PROJECT BALANCE	\$	<u>-</u>

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2024	2025	2026	2027	2028	2029
Nov-20	ORD 9213	PUBLIC IMPROVEMENT BONDS	650,000						
Jul-21	ORD 9295	ARP- FUND 201	350,000						
Oct-23	ORD 9521	TO 659-194-8912-25 PIB	(650,000)						
Oct-24	PENDING BA	ARP- FUND 201		(348,825)					
LESS PRIOR YEARS EXPENDITURES			(1,175)						
FUNDS AVAILABLE			\$ 348,825	\$ (348,825)	\$ -	\$ -	\$ -	\$ -	\$ -

ENGINEER: THE MERLIN GROUP, LTD

DESCRIPTION: To construct a Community Center in Village East.

TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
 2025 - FIVE YEAR CAPITAL OUTLAY  
 FUND 659 - CAPITAL PROJECTS CONTROL

659-501-8913-33  
 HOUMA HEIGHTS FITNESS PARK

TOTAL FUNDING	\$	96,433
EXPENDITURES THRU 12/31/24		<u>(34,958)</u>
PROJECT BALANCE	<u>\$</u>	<u>61,475</u>

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2024	2025	2026	2027	2028	2029
Jul-21	ORD 9295	ARP- FUND 201	400,000						
Oct-24	PENDING BA	ARP- FUND 201		(303,567)					
		LESS PRIOR YEARS EXPENDITURES	(34,958)						
		FUNDS AVAILABLE	\$ 365,042	\$ (303,567)	\$ -	\$ -	\$ -	\$ -	\$ -

ENGINEER	DUPLANTIS DESIGN GROUP, LLC	DESCRIPTION:	CONSTRUCT A FITNESS PARK IN THE HOUMA HEIGHTS AREA.
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**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**2025 - FIVE YEAR CAPITAL OUTLAY**  
**FUND 659 - CAPITAL PROJECTS CONTROL**

**659-501-8913-34**  
**AIRBASE ADAPTIVE PARK**

TOTAL FUNDING	\$	-
EXPENDITURES THRU 12/31/24		-
PROJECT BALANCE	\$	-

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2024	2025	2026	2027	2028	2029
Jul-21	ORD 9295	ARP- FUND 201	400,000						
Oct-24	PENDING BA	ARP- FUND 201		(400,000)					
LESS PRIOR YEARS EXPENDITURES									
FUNDS AVAILABLE			\$ 400,000	\$ (400,000)	\$ -	\$ -	\$ -	\$ -	\$ -

**DESCRIPTION:** TO PROVIDE ENHANCEMENTS TO PARK MAKING IT ADAPTIVE FOR EVERYONE.

Terrebonne Parish Consolidated Government  
Office of Emergency Preparedness  
Emergency Management Performance Grant (EMPG)  
Budget Amendment  
10/8/2024

		Current	Adjustment	Final
151-912-8225-32	CRI Supplies	52,405	17,500	69,905
151-000-6318-05	EMPG	(58,078)	(17,500)	(75,578)

*Section IX*

To input Reimbursement #3 of EMPG grant funds into the parish's budget.

EMPG FY22



**Governor's Office of Homeland Security and Emergency Preparedness  
Grant Agreement**

GRANT AWARD INFORMATION				
<b>Subrecipient Name</b>	Terrebonne Parish Consolidated Government			
<b>Address</b>	8026 Main Street			
<b>City, State</b>	Houma, LA			
<b>Zip</b>	70360-3407			
<b>Authorized Agent Name, Title</b>	Gordon Dove, Parish President			
<b>Primary Agent Name, Title</b>	Earl Eues, TOHSEP Director			
<b>Alternate Agent Name, Title</b>	Mary Lajaunie, Executive Secretary			
<b>Grant Title</b>	EMT-2022-EP-00003-S01 Emergency Management: Performance Grant (EMPG)			
<b>Grant Award Number</b>	EMT-2022-EP-00003-S01			
<b>CFDA Number</b>	97.042			
<b>Grant Award Amount</b>	\$53,132.43			
<b>Subrecipient Award Date</b>	September 14, 2022			
<b>Subrecipient Period of Performance</b>	<b>Begin Date</b>	October 1, 2021	<b>End Date</b>	May 31, 2024
	<b>Federal</b>	100.00%	<b>State/Local</b>	0.00%
<b>Grant Cost Share</b>				


**GRANT AWARD CERTIFICATIONS**

- As the duly authorized representative to sign on behalf of the sub-recipient participating in this grant and, on behalf of the sub-recipient, I do hereby certify as listed by my signature below that I have reviewed the designated representatives listed above, and that all information is current and correct. The above Primary Agent and Alternate Agent is hereby authorized to execute and file an application on behalf of the sub-recipient for the purpose of obtaining certain federal financial assistance under the Emergency Management Performance Grant (EMPG) program.
- As the duly authorized representative to sign on behalf of the sub-recipient participating in this grant and, on behalf of the sub-recipient, I do hereby certify as listed by my signature below that I have reviewed, will accept and will comply with the State Administrative Agent (SAA) special conditions, attached hereto.
- As the duly authorized representative to sign on behalf of the sub-recipient participating in this grant and, on behalf of the sub-recipient, I do hereby certify as listed by my signature below that I have reviewed, will accept and will comply with the federal grant agreement articles and grant guidance, attached hereto.

**STATE ADMINISTRATIVE AGENT AUTHORIZATION OF AWARD**

  
 Casey Tingle Director  
 September 14, 2022  
 Date of Sub-Award

**SUB-RECIPIENT GRANT CERTIFICATION AND ACCEPTANCE BY AUTHORIZED AGENT**

  
 Gordon Dove Parish President  
 October 6, 2022  
 Date of Certification and Acceptance

Details

0310003005 TERREBONNE PARISH CONSOLIDATED GOVT 2001598754 Check No: ACH 79634.75

Payee Remittance Address

P.O. BOX 6097

HOUMA

LA

Document Number: 1901420285 Vendor Invoice

Business Area: 924 VIDEO DRAW POKERLOC GOV AID Telephone: 225-342-0010

Vendor Invoice #: VP 08/24 Comments: Houma

Line Amount: 62134.75

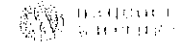
Document Number: 1901421282 Vendor Invoice

Business Area: 111 HOMELAND SECURITY & EMERG PREP Telephone: 225-925-7500

Vendor Invoice #: 18719 Comments: EMPG 2022

Line Amount: 17500.00

# Transaction Details List View | All Transactions



## Terrebonne Parish Consolidated Government - TERRCON

Account Number	0062276496	Balances as of	10/08/2024 14:21:38
Account Name	General Fund	Transactions As Of	10/08/2024 14:21:42
Currency	USD		

### TODAY'S BALANCES

Opening Ledger	544,997.21	Opening Available	531,457.74	Current Available	54,486.94
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### TRANSACTION DETAILS

Post Date	Transaction Description	Amount	Bank Reference	Customer Reference	Transaction Detail
09/30/2024	ACH CREDIT RECEIVED	79,634.75	1007007608		VENDORPYMT LAGOV

# Transfer List View | Upcoming Transfers

10/8/2024

Terrebonne Parish Consolidated Government - TERRCON

ID	Transfer Date	Amount	Status	From Account Name	From Account Number	To Account Name	To Account Number	Transfer Ref	Template Code	Entry Method	Possible Duplicate	Payment Method
8356	10/08/2024	17,500.00	Approved	General Fund	0062276496	Investment Fund	0000002208			Freeform	No	Transfer

## REPORT TOTALS

Transfers		Total Credit Amount	Payments
Transfers	(USD to USD)	17,500.00 USD	1

**FW: Payment Notification**

From: Skyla Gajjour <[sgajjour@tpcg.org](mailto:sgajjour@tpcg.org)>  
Date: Thu 9/26/2024 3:47 PM  
To: Sarah LeCompte <[slecompte@tpcg.org](mailto:slecompte@tpcg.org)>

Please see below.

From: Mary Lajaunie <[mlajaunie@tpcg.org](mailto:mlajaunie@tpcg.org)>  
Sent: Thursday, September 26, 2024 3:10 PM  
To: Skyla Gajjour <[sgajjour@tpcg.org](mailto:sgajjour@tpcg.org)>  
Cc: Earl Eues <[eeues@tpcg.org](mailto:eeues@tpcg.org)>  
Subject: FW: Payment Notification

Hi Skyla,

Please see message below.

The amount should be \$17,500.00.

When the reimbursement is received, please place it in Account #151-912-8225-32.

Let me know when you receive it please.

Thanks!!!!



**Mary Lajaunie**  
Executive Secretary

Department of Homeland Security  
and Emergency Preparedness  
985.873.6357 | [tpcg.org](http://tpcg.org)

From: GOHSEP Grants <[go-reply@gohsepgrants.la.gov](mailto:go-reply@gohsepgrants.la.gov)>  
Sent: Thursday, September 26, 2024 3:08 PM  
To: Earl Eues <[eeues@tpcg.org](mailto:eeues@tpcg.org)>  
Cc: Mary Lajaunie <[mlajaunie@tpcg.org](mailto:mlajaunie@tpcg.org)>  
Subject: Payment Notification

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Earl Eues,

Applicant Name: Terrebonne Parish Consolidated Government

FIPS #: 109-99109-00

Event #: 2022

This is a confirmation that a payment has been processed against the following referenced Reimbursement Request Form (RRF):

Reimbursement Request #3

**Payment Timeline**

- Payment by Check: Checks will be processed within 7-10 business days.\*

- Payment by Electronic Funds Transfer (EFT): Funds will be processed 3-4 business day.\*

This e-mail was generated by the [GOHSEP.Grants.la.gov](https://go.hsep.grants.la.gov) system. Please do not reply to this e-mail. If you have any questions regarding this payment, please contact your ND Grants Specialist by phone or email.

\* Note: Business days do not include weekends or public holidays.

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**INTELSAT**  
General

Intelsat General Communications LLC  
7900 Tysons One Place  
Suite 1700  
McLean, VA 22102  
Telephone: 703-270-4200  
Fax: 703-270-4810

Intelsat Invoice No: 047757  
Invoice Date : May 31, 2024  
Due Date : Jun 30, 2024  
Customer No : LOUIS

State of Louisiana

TIN: 56-2315543

**Total Charges for this Invoice - State of Louisiana**

**\$17,850.00**

**Details of Charges for Customer Equipment**

**Charges Applied Under Contract #:**

Service Order No.	Description	Reference #	Amount (USD)
	CPE	LOUIS20979102	\$17,500.00
	Customer Purchase Order Number: 2462515		
	Description: Starsfield		
	Satellite: Starsfield		
	* Charge Note: May 24		

**Sub-Total Charge - Customer Equipment \$17,500.00**

**Details of Charges for Professional Services**

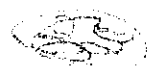
**Charges Applied Under Contract #:**

Service Order No.	Description	Reference #	Amount (USD)
	Support Services	LOUIS20979101	\$350.00
	Customer Purchase Order Number: 2462515		
	Description: Starsfield		
	Satellite: Starsfield		
	* Charge Note: May 24		

**Sub-Total Charge - Professional Services \$350.00**

**Total Charge - State of Louisiana**

**\$17,850.00**

Acct # 187-114-1225-10  
Vendor # 100004  
Requisition # 4402718  
PO # 172515  
Check # 

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7900 Tysons One Place  
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McLean, VA 22102  
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Intelsat Invoice No: 047757  
Invoice Date : May 31, 2024  
Due Date : Jun 30, 2024  
Customer No : LOUIS

State of Louisiana

### Terms and Conditions

In the event of any dispute regarding charges, contact the Billing Department at (703) 270-4248.

Customer shall pay the undisputed amount of any invoice by the relevant payment due date.

Payment received after the due date is subject to applicable Late Payment Interest Charges.

Service may be suspended/terminated for non-payment of past due balances in accordance with the agreement.

**Payments by Wire Transfer:**  
Payable to:  
Intelsat General Communication  
Citibank New York  
388 Greenwich Street  
New York, New York 10013  
Account No. 30534425  
ABA No. 021000089

**Payments by Check:**  
Payable to:  
Intelsat General Comm.  
Mail to:  
Intelsat General Comm.  
PO Box 7247-6022  
Philadelphia, PA 19170-6022

# Products and Services Quotation

Quotation Number: IGS-20979  
Quote Date: March 14, 2024

<p><b>To:</b> State of Louisiana Starlink Contract</p> <p><b>Attention:</b> Benjamin Walker</p> <p><b>Telephone:</b> 985-655-9314</p> <p><b>Fax:</b></p> <p><b>email:</b> bwalker@tpcg.org</p>	<p><b>From:</b> Intelsat General Communications LLC</p> <p>7900 Tysons One Place, Suite 1700 McLean, VA 22102-5972 USA</p> <p><b>Contact:</b> Margo Sutton</p> <p><b>Telephone:</b></p> <p><b>Fax:</b></p> <p><b>email:</b> margo.sutton@intelsat.com</p>
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## This Quote is for Starshield Services and Accessories

**Applicable Terms and Conditions of Sale:** Pending Intelsat General Communications, LLC. executed Master Services Agreement : TBD  
All pricing is Ex-Works (EXW) Intelsat, Washington, DC.

**Estimated Delivery:** Estimated delivery is 2 weeks ARO.

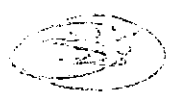
**Payment Terms:** All payments due in US dollars.

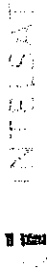
**Expiration Date of Quotation:** This quotation is valid for a period of 60 days

This Product and Services Quotation ("Quote") is not intended to be a legally binding commitment of Intelsat General Communications LLC ("IGC") or any of its affiliated entities and is only intended to serve as a summary of the principle terms and parameters relating to the potential sale of services and/or products (respectively, "Services" and "Products") by IGC. All agreements shall only be executed by authorized Contracts Department personnel of IGC. All Quote are subject to acceptance by IGC of final contractual terms and conditions and availability of suitable Products and/or Services options. All of the information contained in this Quote is considered proprietary to IGC. The Customer must maintain this information as confidential, may not use the information for any purposes other than in connection with the discussion of the Products and/or Services with IGC or its affiliated entities, and may not disclose such information to any third party without the express written consent of IGC.

\*Terrebonne Parish accepts the Starlink terms and conditions referenced in the attached quote.\*

Ship to PoC: Benjamin Walker  
 Ship to PoC Email Address: bwalker@tpcg.org  
 Ship to Address: TOHSEP, 101 Government St., Gray, LA 70359  
 Ship to Phone Number: 985-873-6357  
 End User Technical PoC: Benjamin Walker  
 End User Technical PoC Email Address: bwalker@tpcg.org  
 End User Technical Phone Number: 985-873-6357  
 Authorized Signer: Benjamin Walker  
 Authorized Signer Email Address: bwalker@tpcg.org  
 Authorized Signer Address: TOHSEP, 101 Government St., Gray, LA 70359  
 Authorized Signer Phone Number: 985-873-6357

  
 3/14/24 11:27 AM  
 168579  
 1707-1127-2011-24  
 1707-1127-2011-24



**Pricing Table**

Starshield/Starlink for Government Hardware						
Part Number	Item	Description	Qty	Months	Price (Ea.)	Total Price
SPX-SL-FHP_TERMINAL	Starlink Flat High-Performance Terminal	Starlink Flat High-Performance Terminal Including WiFi Router, Power Supply, Wedge Mount, Starshield Cable (8m), Ethernet Cable (5m), Router Cable (7m), AC Cables for Router and Base (1.8m)		N/A	\$2,500.00	\$17,500.00
					Hardware Sub Total	\$17,500.00

Starshield/Starlink for Government Service						
Part Number	Item	Description	Qty	Months	Price (Ea.)	Total Price
SPX_Shipping_CONUS	SpaceX Shipping Costs-CONUS	Ship best means to CONUS location based on location and timeline	7		\$50.00	\$350.00
					Service Sub Total	\$350.00

Credit Card Fee \$0.00

Grand Total \$17,850.00

1	Customer agrees to contract for the entire Service period shown in the Pricing Table and for any new requirements and/or extensions ordered by the End User.
2	Customer agrees that any capacity required by the end user and ordered against this RFQ will be contracted through Intelsat General, this includes but is not limited to changes in base requirements, new incremental capacity, and surge capacity.
3	In case of early termination of Services by the customer, all residual service charges for the period from the requested termination date to the original expiration date will be payable by the Customer.
4	Any purchase order or other type of award document provided by the Customer must expressly include Customer's agreement to the terms and conditions included with the Quote.

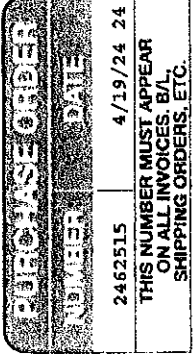


# TERREBONNE PARISH CONSOLIDATED GOVERNMENT Purchasing Department

BILLING INSTRUCTIONS  
ALL INVOICES IN DUPLICATE  
SHOWING PURCHASE ORDER NO.

MAIL TO:  
Terrebonne Parish  
Consolidated Government  
P.O. Box 2768  
Houma, Louisiana 70361  
Telephone: 985-888-5050

PAGE 1 OF 3



REPRINT 00

SHIP TO:

VENDOR: 16509  
INTELSAT GENERAL COMMUN  
7900 TYSONS ONE PLACE  
SUITE 1700  
MCLEAN, VA 22102

DEPARTMENT: EMERGENCY PREPAREDNESS  
REQUISITION NO: 2403875  
ORDERED BY: EARL EDES  
SHIP VIA:

ACCOUNT NUMBER	DESCRIPTION	UOM	QUANTITY	UNIT PRICE	SALES TAX	EXTENDED AMOUNT
151-912-8311-03	STARLINK FLAT HIGH-PERFORMANCE CLASS: SUBCLASS: GROUP: TERMINAL INCLUDING WIFI ROUTER , POWER SUPPLY, WEDGE MOUNT, STARSHIELD CABLE (8M), ETHERNET CABLE (5M), ROUTER CABLE (2M), AC CABLES FOR ROUTER & BASE (1.8M)	EAC	7.00 DETAIL:	2,500.0000	.00	17,500.00
151-912-8311-03	SHIPPING CLASS: SUBCLASS: GROUP: THIS PRODUCT & SERVICES QUOTATION ("QUOTE") IS NOT INTENDED TO BE A LEGALLY BINDING COMMITMENT OF INTELSAT GENERAL COMMUNICATIONS LLC ("IGC") OR ANY OF ITS AFFILIATED ENTITIES AND IS ONLY INTENDED TO SERVE AS A SUMMARY OF THE PRINCIPLE TERMS AND PARAMETERS RELATING TO THE POTENTIAL SALE OF SERVICES AND/OR PRODUCTS (RESPECTIVELY, "SERVICES AND "PRODUCTS) BY IGC. ALL AGREEMENTS SHALL ONLY BE EXECUTED BY AUTHORIZED CONTRACTS DEPARTMENT PERSONNEL OF IGC. ALL QUOTE ARE SUBJECT TO ACCEPTANCE BY IGC OF FINAL CONTRACTUAL TERMS AND CONDITIONS AND AVAILABILITY OF SUITABLE PRODUCTS AND/OR SERVICE OPTIONS. ALL OF THE INFORMATION CONTAINED IN THIS	EAC	7.00 DETAIL:	50.0000	.00	350.00

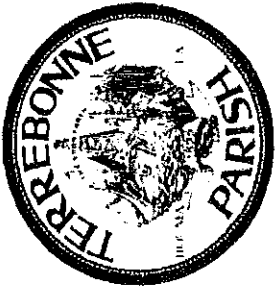
\*\* CONTINUED NEXT PAGE \*\*

DATE COMPLETED

SIGNATURE

*Sharon Ellis*

AUTHORIZED SIGNATURE

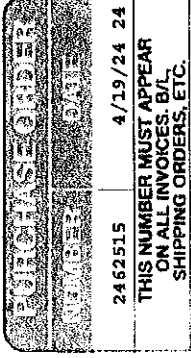


# TERREBONNE PARISH CONSOLIDATED GOVERNMENT

## Purchasing Department

BILLING INSTRUCTIONS  
ALL INVOICES IN DUPLICATE  
SHOWING PURCHASE ORDER NO.

MAIL TO:  
Terrebonne Parish  
Consolidated Government  
P.O. Box 2768  
Houma, Louisiana 70361  
Telephone: 985-868-5050



REPRINT 00

2462515

4/19/24 24

THIS NUMBER MUST APPEAR  
ON ALL INVOICES, B/L,  
SHIPPING ORDERS, ETC.

PAGE 2 OF 3

VENDOR: 16509

INTELSAT GENERAL COMMUN  
7900 TYSONS ONE PLACE  
SUITE 1700  
MCLEAN, VA 22102

SHIP TO:

DEPARTMENT: EMERGENCY PREPAREDNESS  
REQUISITION NO: 2403875  
ORDERED BY: EARL EUBES  
SHIP VIA:

ACCOUNT NUMBER	DESCRIPTION	UOM	QUANTITY	UNIT PRICE	SALES TAX	EXTENDED AMOUNT
	<p>QUOTE IS CONSIDERED PROPRIETARY TO IGC. THE CUSTOMER MUST MAINTAIN THIS INFORMATION AS CONFIDENTIAL, MAY NOT USE THE INFORMATION FOR ANY PURPOSES OTHER THAN IN CONNECTION WITH THE DISCUSSION OF THE PRODUCTS AND/OR SERVICES WITH IGC OR ITS AFFILIATED ENTITIES, AND MAY NOT DISCLOSE SUCH INFORMATION TO ANY THIRD PARTY WITHOUT THE EXPRESS WRITTEN CONSENT OF IGC.</p> <p>*TERREBONNE PARISH ACCEPTS THE STARLINK TERMS AND CONDITIONS REFERENCED IN THE ATTACHED QUOTE</p> <p>SHIP TO POC: BENJAMIN WALKER SHIP TO POC EMAIL ADDRESS: BWALKER@TPCG.ORG SHIP TO ADDRESS: 101 GOVERNMENT STREET, GRAY, LA 70359 SHIP TO PHONE NUMBER: (985) 8736357 END USER TECHNICAL POC: BENJAMIN WALKER END USER TECHNICAL POC EMAIL ADDRESS: BWALKER@TPCG.ORG END USER TECHNICAL PHONE NUMBER: (985)8736357 AUTHORIZED SIGNER: BEN WALKER AUTHORIZED SIGNER EMAIL</p>					
	** CONTINUED NEXT PAGE **					

DATE COMPLETED

SIGNATURE

*Sharon Ellis*

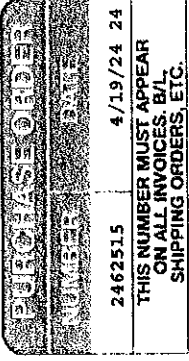
AUTHORIZED SIGNATURE



**TERREBONNE PARISH  
CONSOLIDATED GOVERNMENT  
Purchasing Department**

BILLING INSTRUCTIONS  
ALL INVOICES IN DUPLICATE  
SHOWING PURCHASE ORDER NO.

MAIL TO:  
Terrebonne Parish  
Consolidated Government  
P.O. Box 2788  
Houma, Louisiana 70361  
Telephone: 985-868-5050



REPRINT 00

2462515

4/19/24 24

THIS NUMBER MUST APPEAR  
ON ALL INVOICES, B/L,  
SHIPPING ORDERS, ETC.

PAGE 3 OF 3

VENDOR: 16509

INTELSAT GENERAL COMMON  
7900 TYSONS ONE PLACE  
SUITE 1700  
MCLEAN, VA 22102

SHIP TO:

DEPARTMENT: EMERGENCY PREPAREDNESS  
REQUISITION NO: 2403875  
ORDERED BY: EARL EUBS  
SHIP VIA:

ACCOUNT NUMBER	DESCRIPTION	UOM	QUANTITY	UNIT PRICE	SALES TAX	EXTENDED AMOUNT
	ADDRESS: BWALKER@PCG.ORG AUTHORIZED SIGNER ADDRESS: TORSEY, 101 GOVERNMENT ST., GRAY, LA 70359 AUTHORIZED SIGNER PHONE NUMBER: (985)8736357  EIN: 83-1088562 PAYMENT TERMS NET 30 DAYS					
				SUB TOTAL----->	.00	17,850.00
				PARISH SALES TAX->		.00
				STATE SALES TAX-->		.00
				TOTAL----->		17,850.00

APPROVED BY: BUD - XXX ADM - XXX

DATE COMPLETED

SIGNATURE

*Sharon Ellis*  
AUTHORIZED SIGNATURE



ACCT: 151-000-6318-05

GENERAL FUND  
 NO DEPARTMENT NAME  
 OFC. OF EMERGENCY PREPAREDNESS

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	58,078	58,077.62-	0	0
CLOSED:				
2018	0	3.00	N/A	3-
2019	33,423	66,611.08-	N/A	33,188
2020	33,731	33,731.21-	N/A	0
2021	33,616	33,616.16-	N/A	0
2022	0	.00	N/A	0
2023	35,632	35,632.43-	N/A	0

ENTER = CONTINUE      CF04 = DSP DETAIL      CF05 = DSP INV JE  
 CF01 = EXIT      CF02 = INPUT SCR      CF06 = DSP ENCUMBRANCE      CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY  
AUGUST 31, 2024 - MONTH LAST CLOSED

10/07/24

ACCT: 151-912-8225-32

GENERAL FUND  
EMERGENCY PREPAREDNESS  
CRI SUPPLIES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2024	52,405	50,174.46	0	2,231
CLOSED:				
2018	25,620	15,471.15	N/A	10,149
2019	28,566	21,321.50	N/A	7,245
2020	26,755	18,918.40	N/A	7,837
2021	22,233	11,654.11	N/A	10,579
2022	38,235	9,419.00	N/A	28,816
2023	38,790	10,063.14	N/A	28,727

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL