

## COOPERATIVE ENDEAVOR AGREEMENT (Line Item Appropriation)

THIS COOPERATIVE ENDEAVOR, is made and entered into by and between the Louisiana Department of the Treasury and the State of Louisiana, hereinafter referred to as "State" and/or "Agency" and Calcasieu Parish School Board officially domiciled at 3310 Broad Street, Lake Charles, LA 70615, hereinafter referred to as "Contracting Party".

### ARTICLE I

WITNESSETH:

1.1 WHEREAS, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivisions...may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;" and

1.2 WHEREAS, Act 1 of 2020 First Extraordinary Legislative Session of the Louisiana Legislature, which was adopted in accordance with Article VII, Section 10, of the Constitution of the State of Louisiana, is the appropriation for the expenditure of State funds, and said Act 1 contains a line item appropriation within the Agency's budget for the benefit of Calcasieu Parish School Board of which the sum of **FOUR HUNDRED SEVENTY-TWO THOUSAND, TWO HUNDRED SEVENTY-FIVE and & NO/100 (\$472,275) DOLLARS** has been allocated for this program/project, as set forth in the Attachment A Plan, which is attached to this Agreement and made a part hereof;

1.3 WHEREAS, the Agency desires to cooperate with the Contracting Party in the implementation of the project as hereinafter provided;

1.4 WHEREAS, the public purpose is described as: Payment of annual debt obligations on previously issued certificates of indebtedness issued for school building construction within Calcasieu Parish;

1.5 WHEREAS, the Contracting Party has provided all required information in accordance with Act 1 of 2020 First Extraordinary Legislative Session, if applicable and the Governor's Executive Order JBE 2016 - 38 on accountability for line item appropriations; and is attached to this agreement and made part hereof by reference as "Attachment E.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

## **ARTICLE II**

### **SCOPE OF SERVICES**

2.1 The Contracting Party shall: Pay annual debt obligations on previously issued certificates of indebtedness issued for school building construction within Calcasieu Parish;

2.2 Deliverables: Annual certificate of indebtedness payments

The Contracting Party will provide to the State written quarterly **Progress Reports (Attachment C)** outlining the Contracting Party's resources, initiatives, activities, services and performance consistent with the provisions, goals and objectives of this Agreement and quarterly **Cost Reports (Attachment D)** which provide detailed cost information outlining the use of the above referenced appropriated funds. **Attachment C, Progress Report and Attachment D, Cost Report** are attached to this agreement and made part thereof by reference. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated. These reports that are to be provided quarterly shall be due and delivered to the Agency on or before the 31<sup>st</sup> of October for the quarter ending September 30, the 31<sup>st</sup> day of January for the quarter ending December 31, the 30<sup>th</sup> day of April for the quarter ending March 31, and the 15<sup>th</sup> day July for the quarter ending June 30, there being no exceptions or waivers of this July reporting due date.

2.3 Budget: The **Budget** for this project is incorporated herein as **Attachment B** which is attached hereto and made a part hereof by reference and shows all anticipated revenues and expenditures provided by this cooperative endeavor. The **Budget** for this project shall not exceed the total sum of **FOUR HUNDRED SEVENTY-TWO THOUSAND, TWO HUNDRED SEVENTY-FIVE and & NO/100 (\$472,275) DOLLARS** which sum shall be inclusive of all costs or expenses to be paid by the State in connection with the services to be provided under this agreement. This is the total sum that has been appropriated by the State for this program/project. No state funds shall be paid for any one phase of this Agreement that exceeds the **Budget** attached as "Attachment B", without the **prior** approval of the State. **Attachment B Page 2 - Staffing Chart and Attachment B Page 3 - Schedule of Professional and Other Contracting Services** are also attached hereto and made a part hereof by reference, and shall be fully completed by the Contracting Party for attachment to and inclusion as a part of this Agreement.

2.4 Disclosure and Certification Statement(s): **Attachment E - Disclosure and Certification Statement** to this Agreement must be fully completed, dated and executed by a duly authorized representative of the Contracting Party. Additionally, the Contracting Party shall attach to this **Attachment E**, where applicable, the following: a) a copy of the board resolution authorizing execution of this Agreement on behalf of the Contracting Party, or other written authorization for such execution that may be appropriate, as the case may be; and, b) a copy of a Certificate of "Good Standing" from the Secretary of State. Additionally, as to all sub-contracting, sub-recipient parties shown and identified in **Attachment B Page 3** and any attachments thereto, **Attachment E-1 - Disclosure and Certification Statement** to this Agreement must be fully completed, dated and executed by a duly authorized representative of each such sub-contracting, sub-recipient party, and shall have attached thereto, where applicable, the same attachments required for the Contracting Party in a) and b) of this paragraph. For public or quasi-public entities which are recipients under Act 1 of 2020 First Extraordinary Legislative Session and which are not budget units of the State, no funds shall be transferred unless said Contracting Party submits to the Legislative Auditor for approval a copy of this Agreement and Budget showing all anticipated use of the appropriation, an estimate of the duration of the project and a plan showing specific goal and objectives for the use of such funds, including measures of performance. This requirement will be met by Department of Treasury's submission of the approved budget (Attachment A

and Attachment B) to the Legislative Auditor. The Contracting Party shall provide written reports every quarter to the funding agency concerning the use of the funds and the specific goals and objectives for the use thereof.

**2.5 The recipient assures that elected officials or their family members will not receive (directly or indirectly) any part of the funds awarded through this appropriation. State law defines “immediate family” as the term related to a public servant to mean children, the spouses of children, brothers and their spouses, sisters and their spouses, parents, spouse and the parents of a spouse. See R.S. 42:1111 et seq.**

### **ARTICLE III** **CONTRACT MONITOR**

**3.1** The Contract Monitor for this Agreement is the Local Government Fund Management Division of the Department of the Treasury.

**3.2 Monitoring Plan:** During the term of this Agreement, the Contracting Party shall discuss with the State’s Contract Monitor the progress and results of the project, ongoing plans for the continuation of the project, any deficiencies noted, and other matters relating to the project. The Contract Monitor shall review and analyze the Contracting Party’s Plan to ensure the Contracting Party’s compliance with the requirements of the Agreement.

The Contract Monitor shall also review and analyze the Contracting Party’s written, **Attachment C-Progress Report** and **Attachment D-Cost Report** and any work product for compliance with the Scope of Services; and shall

1. Compare the Reports to Goals/Results and Performance Measures outlined in this Agreement to determine the progress made;
2. Contact the Contracting Party to secure any missing deliverables;
3. Maintain telephone and/or e-mail contact with the Contracting Party on Agreement activity and, if necessary, make visits to the Contracting Party’s site in order to review the progress and completion of the Contracting Party’s services, to assure that performance goals are being achieved, and to verify information when needed.
4. Assure that expenditures or reimbursements requested in **Attachment D-Cost Report** are in compliance with the approved **Goals** in **Attachment A Plan**. The Contract Monitor shall coordinate with the Agency’s fiscal office for reimbursements to Contracting Party and shall contact the Contracting Party for further details, information for documentation when necessary.

Between required performance reporting dates, the Contracting Party shall inform the Contract Monitor of any problems, delays or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project results by established time schedules and goals. The Contracting Party’s disclosure shall be accompanied by a statement describing the action taken or contemplated by the Contracting Party, and any assistance which may be needed to resolve the situation.

**ARTICLE IV**  
**PAYMENT TERMS**

4.1 Payment shall be made to the Contracting Party under the terms and conditions of one of the following plans (*Please check one*):

☒ **PLAN A:** Provided the Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of the State, payments to the Contracting Party shall be made by the State on a reimbursement basis, after receipt from the Contracting Party and approval by the State of quarterly Attachment C-Progress Reports and Attachment D-Cost Reports requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated.

☐ **PLAN B:** One initial payment limited to no more than 25% of the total line item appropriation shall be made to the Contracting Party in advance of services being performed **only** with sufficient justification provided on Attachment A, Attachment B and Attachment B-Supplement (collectively termed the business plan), and the Cooperative Endeavor Agreement is approved by the Office of Contractual Review or other delegated authority. The balance of the appropriation will be paid provided the Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of the State, payments to the Contracting Party shall be made by the State on a reimbursement basis, after receipt from the Contracting Party and approval by the State of quarterly Attachment C-Progress Reports and Attachment D-Cost Reports requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated. **Upon receipt of the 1<sup>st</sup> Quarter Progress and Cost Reports and approval thereof, the initial 25% payment will be applied and if such approved expenses exceed the initial payment, the difference will be forthcoming.**

☐ **PLAN C:** Payment of 100% of the line item appropriation shall be made to the Contracting Party in advance of purchasing equipment or other similar expenditures **only** with sufficient justification provided on Attachment A, Attachment B and Attachment B-Supplement (collectively termed the business plan) indicating that there is no other source of funding available to make the purchase to satisfy the goals and objectives of the project, and the Cooperative Endeavor Agreement is approved by the Office of Contractual Review or other delegated authority.

4.2 Travel expenses, if any, shall be reimbursed only in the event that this Agreement provides for such reimbursement, such travel expenses are included in the Contracting Party's approved compensation, budget or allocated amount, and then only in accordance with Division of Administration Policy and Procedure Memorandum No. 49. Invoices and/or receipts for any pre-approved reimbursable expenses or travel expenses must be provided or attached to periodic invoices for reimbursement. If reimbursement is sought for meals, which under Memorandum No. 49 are based upon departure and return times and dates that are properly set forth on the State Travel Expense Report, the Contracting Party shall fully complete and submit such Travel Expense Report, attached hereto as **Attachment F**, in addition to all other required submissions, for such reimbursement.

4.3 Payments by the State under this Agreement will be allowed only for expenditures occurring between and including the dates of July 1, 2020 and June 30, 2021, and this project and all of the Contracting Party's services shall be completed by that date, unless a written extension is agreed upon

between the parties or by Act of the Louisiana Legislature providing an extension. Payment is contingent upon the availability of sufficient collection of state sales tax revenues credited to the appropriate Fund and upon the approval of this Agreement by the Office of Contractual Review or other delegated authority. Notwithstanding any provision hereof to the contrary, the Attachment C-Progress Report and Attachment D-Cost Report for any reporting period ending June 30, 2021, MUST, under all circumstances, be received by the Agency no later than July 15, 2021, in order for the Contracting Party to receive payment for reimbursement of expenses incurred and set forth herein.

Payments by the State under this Agreement will not be released or provided to the Contracting Party if, when, and long as, the Contracting Party fails or refuses to comply with the provisions of R.S. 24:513. No Contracting Party shall be considered to fail or refuse to comply with the provisions of R.S. 24:513 during any extension of time to comply granted by the legislative auditor to the Contracting Party.

4.4 The Contract Monitor shall monitor disbursements on a monthly basis. Under circumstances such that the recipient entity has not demonstrated substantial progress towards goals and objectives, based on established measures of performance, further disbursements shall be discontinued until substantial progress is demonstrated or the entity has justified, to the satisfaction of the Agency, reasons for the lack of progress. If the Agency determines that the recipient failed to use the Line Item Appropriation within the estimated duration of the project or failed to reasonably achieve its specific goals and objectives, without sufficient justification, the Agency shall demand that any unexpended funds be returned to the state treasury within 45 days of the demand unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget.

Likewise, if the Contracting Party defaults on the Agreement, breaches the terms of the Agreement, ceases to do business, or ceases to do business in Louisiana it shall be required to repay the State within 45 days of the demand, unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget. For public or quasi-public entities which are recipients under Act 1 of 2020 First Extraordinary Legislative Session, the transferring Agency shall forward to the Legislative Auditor, the Division of Administration and the Joint Legislative Committee on the Budget a report showing specific data regarding compliance with this Section and collection of any unexpended funds. This report shall be submitted not later than May 1, 2021.

If the Contracting Party defaults on the agreement, breaches the terms of the agreement, or ceases to do business in Louisiana and does not return unexpended funds upon demand, the agreement shall be turned over to the Attorney General's Office, Collections Section for collection purposes.

4.5 Taxes: The Contracting Party hereby agrees that the responsibility for payment of taxes from the funds thus received under this Agreement and/or legislative appropriation shall be the Contracting Party's obligation and identified under Federal tax identification number **72-6000235**.

## **ARTICLE V**

### **TERMINATION FOR CAUSE**

5.1 The State may terminate this agreement for cause based upon the failure of the Contracting Party to comply with the terms and/or conditions of the Agreement; provided that the State shall give the Contracting Party written notice specifying the Contracting Party's failure. If within thirty (30) days after receipt of such notice, the Contracting Party shall not have either corrected such failure or, in the case 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 State may, at its option, place the Contracting Party in default and the Agreement shall terminate on the date specified in such notice. The Contracting Party may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this agreement; provided that the Contracting Party

shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

## **ARTICLE VI** **TERMINATION FOR CONVENIENCE**

6.1 The State may terminate the agreement at any time by giving thirty (30) days written notice to the Contracting Party. Upon receipt of notice, the Contracting Party shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities, services and supplies in connection with the performance of this agreement. The Contracting Party shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

## **ARTICLE VII** **OWNERSHIP**

7.1 All records, reports, documents and other material delivered or transmitted to the Contracting Party by the State shall remain the property of the State, and shall be returned by Contracting Party to the State, at the Contracting Party's expense, at termination or expiration of this Agreement. All records, reports, documents, or other material related to this agreement and/or obtained or prepared by the Contracting Party in connection with performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by Contracting Party to the State at Contracting Party's expense at termination or expiration of this agreement.

## **ARTICLE VIII** **ASSIGNMENT**

8.1 The Contracting Party shall not assign any interest in this agreement and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to the Contracting Party from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

## **ARTICLE IX** **FINANCIAL DISCLOSURE**

9.1 Each recipient shall be audited in accordance with R.S. 24:513. If the amount of public funds received by the Contracting Party is below the amount for which an audit is required under R.S. 24:513, the transferring agency shall monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives. This evaluation shall be based upon the progress reports and cost reports as provided and certified by the Contracting Party under the requirements of this agreement, as well as any site visits that may be made under the provisions this agreement, to ensure effective achievement of the goals and objectives.

**ARTICLE X**  
**AUDITOR'S CLAUSE**

10.1 It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all records and accounts of the Contracting Party which relate to this Agreement.

10.2 The Contracting Party and any subcontractors paid under this Agreement shall maintain all books and records pertaining to this agreement for a period of three years after the date of Treasury's acceptance of the final Cost and Progress Reports and documentation as required to be filed under Section 2.2 of the Agreement.

**ARTICLE XI**  
**AMENDMENTS IN WRITING**

11.1 Any alteration, variation, modification, or waiver of provisions of this agreement shall be valid only when it has been reduced to writing, executed by all parties and approved by the Director of the Office of Contractual Review, Division of Administration, or other delegated authority **prior to the alteration, variation, modification or waiver of any provision of this Agreement.** This agreement may not be amended after the expiration date.

**ARTICLE XII**  
**FISCAL FUNDING CLAUSE**

12.1 The continuation of this agreement is contingent upon the appropriation of funds to fulfill the requirements of the agreement by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the agreement, 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 agreement, the agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

**ARTICLE XIII**  
**TERM OF CONTRACT**

13.1 This Agreement shall begin on July 1, 2020 and shall terminate on June 30, 2021. Every effort should be made to complete the objectives of the agreement and incur approved expenses by June 30, 2021. There is no extension of the June 30, 2021 deadline without legislative action and approval.

**ARTICLE XIV**  
**DISCRIMINATION CLAUSE**

14.1 The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contracting Party agrees not to discriminate in its employment practices, and will render services under this contract without regard to age, race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by the Contracting Party, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement.

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**WITNESSES:**

**DEPARTMENT OF THE TREASURY  
STATE OF LOUISIANA**

\_\_\_\_\_

\_\_\_\_\_  
*Agency Head or designee*

\_\_\_\_\_

\_\_\_\_\_  
*Print Name and Title*

THUS DONE AND SIGNED AT Lake Charles, Louisiana on the 10<sup>th</sup> day, of November 2020.

**WITNESSES:**

**Contracting Party**

\_\_\_\_\_

\_\_\_\_\_  
*Authorized Person*

\_\_\_\_\_

Karl Bruchhaus, Superintendent  
*Print Name and Title*



## ATTACHMENT A - PLAN

Act 1 of 2020 First Extraordinary Legislative Session

Schedule 20

NAME OF CONTRACTING PARTY:  
Calcasieu Parish School Board

NAME AND BRIEF NARRATIVE OF PROGRAM:

Certificate of Indebtedness payments-To provide payments on previously issued CIDs.

**Program Goals, Objectives, Expected Outcomes/Results Activities and Related Performance Measures (Duplicate pages as needed for each goal identified). What are the goals, objective(s), expected outcomes/results for this program:** Indicate the goals/objectives for this program. Indicate the expected outcomes/results for each goal. Explain how each goal, objective, outcome/result is measured. Identify activities that will be implemented to achieve expected outcomes, the person(s) responsible for implementing the activity, and the expected completion date.

1. Program Goal (Goals are the intended broad, long-term results. Goals are clear statements of the general end purposes toward which efforts are directed.)  
Use program allocation to repay annual debt payment obligations of previously issued Certificates of Indebtedness.

2. Program Objective(s) (Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal, that identify the expected outcomes and results. The program objective must include a percentage, a specific dollar amount or a number).

1. Spend \$472,275 to pay annual debt payment obligation.

2.  
3.

3. Relevant Activity (Activities) (An activity is a distinct subset of functions or services within a program to meet the Program Objective.)  
Complete annual debt payment obligation of previously issued CIDs in a timely fashion.

4. Performance Measure(s) (Measure the amount of products or services provided or number of customers served. Specific quantifiable measures of progress, results actually achieved and assess program impact and effectiveness. A Performance Measure must be designated as a percentage, a specific dollar amount or a number).

1. Amount spent on annual debt payments-\$472,275

2.  
3.

## **Contact Sheet** **Act 45 of 2020 Second Extraordinary Legislative Session**

**Please complete all sections:**

Legal Name of Entity: Calcasieu Parish School Board

Authorized Person: Wilfred Bourne, Chief Financial Officer

Contact Person, if different: same

Telephone Number: 337-217-4050 ext2101

Fax Number: 337-217-4052

Email Address: Wilfred.bourne@cpsb.org

Fed Tax ID#: 72-6000235

Physical Address: 3310 Broad Street, Lake Charles, LA 70615

Mailing Address: PO Box 800, Lake Charles, LA 70602

Parish: Calcasieu

Legal Status of Entity \*: Local Government Authority

\* The legal status of the entity may be any of the following:

Sole Proprietorship

Partnership

Limited Liability Company

Municipality

Local Governmental Authority

Corporation

Non-profit Corporation

Non-Profit Religious Corporation

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(Line Item Appropriation)**

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WITNESSETH:

1.1 WHEREAS, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivisions...may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;" and

1.2 WHEREAS, Act 1 of 2020 First Extraordinary Legislative Session of the Louisiana Legislature, which was adopted in accordance with Article VII, Section 10, of the Constitution of the State of Louisiana, is the appropriation for the expenditure of State funds, and said Act 1 contains a line item appropriation within the Agency's budget for the benefit of Calcasieu Parish School Board of which the sum of **FOUR HUNDRED THOUSAND and & NO/100 (\$400,000) DOLLARS** has been allocated for this program/project, as set forth in the Attachment A Plan, which is attached to this Agreement and made a part hereof;

1.3 WHEREAS, the Agency desires to cooperate with the Contracting Party in the implementation of the project as hereinafter provided;

1.4 WHEREAS, the public purpose is described as: Hurricane Relief;

1.5 WHEREAS, the Contracting Party has provided all required information in accordance with Act 1 of 2020 First Extraordinary Legislative Session, if applicable and the Governor's Executive Order JBE 2016 - 38 on accountability for line item appropriations; and is attached to this agreement and made part hereof by reference as "Attachment E.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

**ARTICLE II**

## SCOPE OF SERVICES

2.1 The Contracting Party shall: Offset Hurricane recovery expenditures;

2.2 Deliverables: **Hurricane recovery related expenditure documents**

The Contracting Party will provide to the State written quarterly **Progress Reports (Attachment C)** outlining the Contracting Party's resources, initiatives, activities, services and performance consistent with the provisions, goals and objectives of this Agreement and quarterly **Cost Reports (Attachment D)** which provide detailed cost information outlining the use of the above referenced appropriated funds. **Attachment C, Progress Report and Attachment D, Cost Report** are attached to this agreement and made part thereof by reference. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated. These reports that are to be provided quarterly shall be due and delivered to the Agency on or before the 31<sup>st</sup> of October for the quarter ending September 30, the 31<sup>st</sup> day of January for the quarter ending December 31, the 30<sup>th</sup> day of April for the quarter ending March 31, and the 15<sup>th</sup> day July for the quarter ending June 30, there being no exceptions or waivers of this July reporting due date.

2.3 Budget: The **Budget** for this project is incorporated herein as **Attachment B** which is attached hereto and made a part hereof by reference and shows all anticipated revenues and expenditures provided by this cooperative endeavor. The **Budget** for this project shall not exceed the total sum of **FOUR HUNDRED THOUSAND and & NO/100 (\$400,000) DOLLARS** which sum shall be inclusive of all costs or expenses to be paid by the State in connection with the services to be provided under this agreement. This is the total sum that has been appropriated by the State for this program/project. No state funds shall be paid for any one phase of this Agreement that exceeds the **Budget** attached as "Attachment B", without the **prior** approval of the State. **Attachment B Page 2 - Staffing Chart and Attachment B Page 3 - Schedule of Professional and Other Contracting Services** are also attached hereto and made a part hereof by reference, and shall be fully completed by the Contracting Party for attachment to and inclusion as a part of this Agreement.

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use thereof.

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4.1 Payment shall be made to the Contracting Party under the terms and conditions of one of the following plans (*Please check one*):

☒ **PLAN A:** Provided the Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of the State, payments to the Contracting Party shall be made by the State on a reimbursement basis, after receipt from the Contracting Party and approval by the State of quarterly Attachment C-Progress Reports and Attachment D-Cost Reports requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated.

☐ **PLAN B:** One initial payment limited to no more than 25% of the total line item appropriation shall be made to the Contracting Party in advance of services being performed **only** with sufficient justification provided on Attachment A, Attachment B and Attachment B-Supplement (collectively termed the business plan), and the Cooperative Endeavor Agreement is approved by the Office of Contractual Review or other delegated authority. The balance of the appropriation will be paid provided the Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of the State, payments to the Contracting Party shall be made by the State on a reimbursement basis, after receipt from the Contracting Party and approval by the State of quarterly Attachment C-Progress Reports and Attachment D-Cost Reports requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated. **Upon receipt of the 1<sup>st</sup> Quarter Progress and Cost Reports and approval thereof, the initial 25% payment will be applied and if such approved expenses exceed the initial payment, the difference will be forthcoming.**

☐ **PLAN C:** Payment of 100% of the line item appropriation shall be made to the Contracting Party in advance of purchasing equipment or other similar expenditures **only** with sufficient justification provided on Attachment A, Attachment B and Attachment B-Supplement (collectively termed the business plan) indicating that there is no other source of funding available to make the purchase to satisfy the goals and objectives of the project, and the Cooperative Endeavor Agreement is approved by the Office of Contractual Review or other delegated authority.

4.2 Travel expenses, if any, shall be reimbursed only in the event that this Agreement provides for such reimbursement, such travel expenses are included in the Contracting Party's approved compensation, budget or allocated amount, and then only in accordance with Division of Administration Policy and Procedure Memorandum No. 49. Invoices and/or receipts for any pre-approved reimbursable expenses or travel expenses must be provided or attached to periodic invoices for reimbursement. If reimbursement is sought for meals, which under Memorandum No. 49 are based upon departure and return times and dates that are properly set forth on the State Travel Expense Report, the Contracting Party shall fully complete and submit such Travel Expense Report, attached hereto as **Attachment F**, in addition to all other required submissions, for such reimbursement.

4.3 Payments by the State under this Agreement will be allowed only for expenditures occurring between and including the dates of July 1, 2020 and June 30, 2021, and this project and all of the Contracting Party's services shall be completed by that date, unless a written extension is agreed upon between the parties or by Act of the Louisiana Legislature providing an extension. Payment is contingent upon the availability of sufficient collection of state sales tax revenues credited to the appropriate Fund

and upon the approval of this Agreement by the Office of Contractual Review or other delegated authority. Notwithstanding any provision hereof to the contrary, the Attachment C-Progress Report and Attachment D-Cost Report for any reporting period ending June 30, 2021, MUST, under all circumstances, be received by the Agency no later than July 15, 2021, in order for the Contracting Party to receive payment for reimbursement of expenses incurred and set forth herein.

Payments by the State under this Agreement will not be released or provided to the Contracting Party if, when, and long as, the Contracting Party fails or refuses to comply with the provisions of R.S. 24:513. No Contracting Party shall be considered to fail or refuse to comply with the provisions of R.S. 24:513 during any extension of time to comply granted by the legislative auditor to the Contracting Party.

4.4 The Contract Monitor shall monitor disbursements on a monthly basis. Under circumstances such that the recipient entity has not demonstrated substantial progress towards goals and objectives, based on established measures of performance, further disbursements shall be discontinued until substantial progress is demonstrated or the entity has justified, to the satisfaction of the Agency, reasons for the lack of progress. If the Agency determines that the recipient failed to use the Line Item Appropriation within the estimated duration of the project or failed to reasonably achieve its specific goals and objectives, without sufficient justification, the Agency shall demand that any unexpended funds be returned to the state treasury within 45 days of the demand unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget.

Likewise, if the Contracting Party defaults on the Agreement, breaches the terms of the Agreement, ceases to do business, or ceases to do business in Louisiana it shall be required to repay the State within 45 days of the demand, unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget. For public or quasi-public entities which are recipients under Act 1 of 2020 First Extraordinary Legislative Session, the transferring Agency shall forward to the Legislative Auditor, the Division of Administration and the Joint Legislative Committee on the Budget a report showing specific data regarding compliance with this Section and collection of any unexpended funds. This report shall be submitted not later than May 1, 2021.

If the Contracting Party defaults on the agreement, breaches the terms of the agreement, or ceases to do business in Louisiana and does not return unexpended funds upon demand, the agreement shall be turned over to the Attorney General's Office, Collections Section for collection purposes.

4.5 Taxes: The Contracting Party hereby agrees that the responsibility for payment of taxes from the funds thus received under this Agreement and/or legislative appropriation shall be the Contracting Party's obligation and identified under Federal tax identification number **72-6000235**.

## **ARTICLE V**

### **TERMINATION FOR CAUSE**

5.1 The State may terminate this agreement for cause based upon the failure of the Contracting Party to comply with the terms and/or conditions of the Agreement; provided that the State shall give the Contracting Party written notice specifying the Contracting Party's failure. If within thirty (30) days after receipt of such notice, the Contracting Party shall not have either corrected such failure or, in the case 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 State may, at its option, place the Contracting Party in default and the Agreement shall terminate on the date specified in such notice. The Contracting Party may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this agreement; provided that the Contracting Party shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

**ARTICLE VI**  
**TERMINATION FOR CONVENIENCE**

6.1 The State may terminate the agreement at any time by giving thirty (30) days written notice to the Contracting Party. Upon receipt of notice, the Contracting Party shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities, services and supplies in connection with the performance of this agreement. The Contracting Party shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

**ARTICLE VII**  
**OWNERSHIP**

7.1 All records, reports, documents and other material delivered or transmitted to the Contracting Party by the State shall remain the property of the State, and shall be returned by Contracting Party to the State, at the Contracting Party's expense, at termination or expiration of this Agreement. All records, reports, documents, or other material related to this agreement and/or obtained or prepared by the Contracting Party in connection with performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by Contracting Party to the State at Contracting Party's expense at termination or expiration of this agreement.

**ARTICLE VIII**  
**ASSIGNMENT**

8.1 The Contracting Party shall not assign any interest in this agreement and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to the Contracting Party from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

**ARTICLE IX**  
**FINANCIAL DISCLOSURE**

9.1 Each recipient shall be audited in accordance with R.S. 24:513. If the amount of public funds received by the Contracting Party is below the amount for which an audit is required under R.S. 24:513, the transferring agency shall monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives. This evaluation shall be based upon the progress reports and cost reports as provided and certified by the Contracting Party under the requirements of this agreement, as well as any site visits that may be made under the provisions this agreement, to ensure effective achievement of the goals and objectives.



**ARTICLE X**  
**AUDITOR'S CLAUSE**

10.1 It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all records and accounts of the Contracting Party which relate to this Agreement.

10.2 The Contracting Party and any subcontractors paid under this Agreement shall maintain all books and records pertaining to this agreement for a period of three years after the date of Treasury's acceptance of the final Cost and Progress Reports and documentation as required to be filed under Section 2.2 of the Agreement.

**ARTICLE XI**  
**AMENDMENTS IN WRITING**

11.1 Any alteration, variation, modification, or waiver of provisions of this agreement shall be valid only when it has been reduced to writing, executed by all parties and approved by the Director of the Office of Contractual Review, Division of Administration, or other delegated authority **prior to the alteration, variation, modification or waiver of any provision of this Agreement**. This agreement may not be amended after the expiration date.

**ARTICLE XII**  
**FISCAL FUNDING CLAUSE**

12.1 The continuation of this agreement is contingent upon the appropriation of funds to fulfill the requirements of the agreement by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the agreement, 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 agreement, the agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

**ARTICLE XIII**  
**TERM OF CONTRACT**

13.1 This Agreement shall begin on July 1, 2020 and shall terminate on June 30, 2021. Every effort should be made to complete the objectives of the agreement and incur approved expenses by June 30, 2021. There is no extension of the June 30, 2021 deadline without legislative action and approval.

**ARTICLE XIV**  
**DISCRIMINATION CLAUSE**

14.1 The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contracting Party agrees not to discriminate in its employment practices, and will render services under this contract without regard to age, race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by the Contracting Party, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement.

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**WITNESSES:**

**DEPARTMENT OF THE TREASURY**  
**STATE OF LOUISIANA**

\_\_\_\_\_

\_\_\_\_\_  
*Agency Head or designee*

\_\_\_\_\_

\_\_\_\_\_  
*Print Name and Title*

THUS DONE AND SIGNED AT Lake Charles, Louisiana on the 10<sup>th</sup> day, of November 2020.

**WITNESSES:**

**Contracting Party**

\_\_\_\_\_

\_\_\_\_\_  
*Authorized Person*

\_\_\_\_\_

Karl Bruchhaus, Superintendent  
*Print Name and Title*

# ATTACHMENT A - PLAN

Act 45 of 2020 Second Extraordinary Legislative Session

Schedule 20

NAME OF CONTRACTING PARTY:  
Calcasieu Parish School Board

NAME AND BRIEF NARRATIVE OF PROGRAM:  
Hurricane Relief

**Program Goals, Objectives, Expected Outcomes/Results Activities and Related Performance Measures (Duplicate pages as needed for each goal identified). What are the goals, objective(s), expected outcomes/results for this program:** Indicate the goals/objectives for this program. Indicate the expected outcomes/results for each goal. Explain how each goal, objective, outcome/result is measured. Identify activities that will be implemented to achieve expected outcomes, the person(s) responsible for implementing the activity, and the expected completion date.

1. Program Goal (*Goals are the intended broad, long-term results. Goals are clear statements of the general end purposes toward which efforts are directed.*)  
Use program allocation to offset Hurricane recovery related expenditures.

2. Program Objective(s) (*Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal, that identify the expected outcomes and results. The program objective must include a percentage, a specific dollar amount or a number.*)

1. Spend \$400,000 to pay hurricane recovery related expenditures.
- 2.
- 3.

3. Relevant Activity (Activities) (*An activity is a distinct subset of functions or services within a program to meet the Program Objective.*)  
Complete expenditure transactions related to hurricane recovery in a timely fashion.

4. Performance Measure(s) (*Measure the amount of products or services provided or number of customers served. Specific quantifiable measures of progress, results actually achieved and assess program impact and effectiveness. A Performance Measure must be designated as a percentage, a specific dollar amount or a number.*)

1. Amount spent on hurricane relief-\$400,000
- 2.
- 3.

# **ATTACHMENT B**

Page 1

## **Project Budget (2020-2021)**

Act 45 of 2020 Second Extraordinary Legislative Session

Schedule 20

### **Type Name of Contracting Party**

#### **Anticipated Income or Revenue**

**Sources** *(list all sources of revenue)*

**Amounts**

1. Act 45 of 2020 State Appropriation

\$400,000

2.

\$

3.

\$

Total all sources

\$400,000

#### **Anticipated Expenses**

**Expense Categories**

**Total Amount**

**Amount Line Item**  
**Appropriation**

*(see Footnote 1 below)*

*(see Footnote 2 below)*

Gross Salaries(See Attachment B, Page 2)

\$

\$

Related Benefits (Employer share)

\$

\$

Travel

\$

\$

Operating Services:

Advertising

\$

\$

Printing

\$

\$

Insurance

\$

\$

Maintenance of Equipment

\$

\$

Maintenance of Office and Grounds

\$

\$

Rentals

\$

\$

Software licensing

\$

\$

Dues and Subscriptions

\$

\$

Telephones and Internet Service

\$

\$

Postage

\$

\$

Utilities

\$

\$

Other

\$

\$

Office Supplies

\$

\$

Professional & Contract Services

\$

\$

(See Attachment B, Page 3)

Other Charges (See Attachment B, Page 4)

\$400,000

\$400,000

Acquisitions & Major Repairs

\$

\$

Total Use of the Appropriation

\$400,000

\$400,000

*(Budget categories listed above reflect a typical budget and may be adjusted by the agency and recipient to reflect actual categories necessary for each individual program. Salaries and Professional & Other Contract Services and Other Charges shall be detailed using Pages 2, 3 and 4 of Attachment B).*

*All numbers must be rounded to the nearest dollar.*

Footnote (1) This column represents expenditures by category and MUST equal total sources listed above.

Footnote (2) This column represents the portion of expenditures by category funded by the state appropriation provided by this Cooperative Endeavor Agreement.

# ATTACHMENT B

Page 2

## Staffing Chart

Act 45 of 2020 Second Extraordinary Legislative Session

Schedule 20

Name of Contracting Party: Calcasieu Parish School Board

Name of Program: Hurricane Relief

Name	Title	Total Annual Salary Amount	Total Salary Paid by Appropriation Amount	Percentage	Related Benefits	Full time or Part Time # of months
N/A						

Totals

\$ \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_

# ATTACHMENT B

Page 3

## Schedule of Professional and Other Contract Services

Act 45 of 2020 Second Extraordinary Legislative Session

Schedule 20

Name of Contracting Party: Calcasieu Parish School Board

Name of Program: Hurricane Relief

Name and Address of Individual and/or Firm	Nature of Work Performed and Justification for Services	Total Contract Amount	Total Paid by Appropriation
N/A			

Totals

\$

\$

\$

# ATTACHMENT B

Page 4

## Schedule of Other Charges

Act 45 of 2020 Second Extraordinary Legislative Session

Schedule 20

Name of Contracting Party: Calcasieu Parish School Board

Name of Program: Hurricane Relief

Provide a description of the intended use of the funds listed in Other Charges and the dollar amount. Each use should be listed separately. Do not budget funds in Other Charges that can be placed in another expenditure category.	List dollar Amount for each use
1. To offset hurricane recovery related expenditures	\$400,000
	Total – Should agree with Attachment B, Page 1
	\$400,000

# **ATTACHMENT B-SUPPLEMENT**

## **Business Plan**

**Narrative Justification for Plan B or Plan C**  
**Act 45 of 2020 Second Extraordinary Legislative Session**

**Schedule 20**

**Calcasieu Parish School Board**

**N/A**



## ATTACHMENT C

### Progress Report for the Period of \_\_\_\_\_ to \_\_\_\_\_ Act 45 of 2020 Second Extraordinary Legislative Session *(To be submitted quarterly showing progress achieved. Duplicate pages as needed.)*

Schedule 20

Name of Contracting Party: Calcasieu Parish School Board

Contact Name: Wilfred Bourne, C.F.O.

Telephone: (337) 217-4050 ext 2101 Fax: (337) 217-4052

<b>Goal:</b> Use program allocation to offset hurricane recovery related expenditures		
<b>Objective(s):</b> 1. Spend \$400,000 to pay hurricane recovery related expenditures. 2. 3.		
<b>Activity (Activities) Performed:</b> Complete expenditure transactions related to hurricane recovery in a timely fashion.		
<b>Performance Measure(s):</b> 1. Amount spent on hurricane recovery relief expenditures 2. 3.		%, \$ amt. or number complete 1.400,000 2. 3.

*I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.*

_____ Signature of Authorized Person	_____ Date
_____ Print Name and Title	_____ Date

# ATTACHMENT D

## Cost Report for the Period of \_\_\_\_\_ to \_\_\_\_\_

(Expense categories & dollar amounts must reflect those listed in "Attachment B" project budget.)

Act 45 of 2020 Second Extraordinary Legislative Session

Schedule 20

Name of Contracting Party: Calcasieu Parish School Board

Name of Program: Hurricane Relief

Expense Category	Amount of Line Item Appropriation from Attachment B Page 1	Quarterly Expenditures	Total Cumulative Year to Date Expenditures	Balance Remaining
Gross Salaries				
Related Benefits (employer share)				
Travel				
Operating Services:				
Advertising				
Printing				
Insurance				
Maintenance of Equipment				
Maintenance of Office and Grounds				
Rentals				
Software licensing				
Dues and Subscriptions				
Telephones and Internet Service				
Postage				
Utilities				
Other				
Office Supplies				
Professional Services				
Other Charges	\$400,000			
Acquisitions & Major Repairs				
Totals	\$400,000	\$	\$	\$

NOTE: Include a copy of the check and invoice/receipt for each expense submitted with this report.  
I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

Signature of Authorized Person

Print Name and Title

Date

**Cost Report for the Period of \_\_\_\_\_ to \_\_\_\_\_**  
**Act 45 of 2020 Second Extraordinary Legislative Session**

Name of Contracting Party: Calcasieu Parish School Board

Name of Program: Hurricane Relief

**Instructions:** List each individual and/or Firm and approved budget amount as listed on Page 3 of Attachment B.

Name of Sub-contractor	Amount of Line Item Appropriation from Attachment B	Quarterly Expenditures to be paid by the State (must equal invoices etc.)	Total Cumulative Year to Date Expenditures including this quarter's expenditures	Balance Remaining
Professional Services:				
1.N/A				
Totals	\$	\$	\$	\$

*I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.*

**Signature of Authorized Person**

Print Name and Title	Date
----------------------	------

**ATTACHMENT E**  
**Disclosure and Certification Statement**  
**Act 45 of 2020 Second Extraordinary Legislative Session**

Schedule 20

**Contracting Party Name:** Calcasieu Parish School Board

**Contractor's Mailing Address:** PO Box 800, Lake Charles, LA 70602

**Name of Program:** Hurricane Relief

**Organization Type:** (Example: local government, non-profit, corporation, LLP, etc.) **Local Government**

Private entities required to register with the Secretary of State's office must be in good standing with that office.

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

Karl Bruchhaus, Superintendent, Calcasieu Parish School Board, PO Box 800, Lake Charles, LA 70602

Wilfred Bourne, Chief Financial Officer, Calcasieu Parish School Board, PO Box 800, Lake Charles, LA 70602

Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:

Karl Bruchhaus, Superintendent, Calcasieu Parish School Board, PO Box 800, Lake Charles, LA 70602

Wilfred Bourne, Chief Financial Officer, Calcasieu Parish School Board, PO Box 800, Lake Charles, LA 70602

☐ I hereby certify that this organization has no outstanding audit issues or findings.

**XX** I hereby certify that this organization has outstanding audit issues or findings and is currently working with the state to resolve such issues or findings.

**Attach a completed Federal Form W-9 (Request for Taxpayer Identification Number and Certification)**

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

\_\_\_\_\_  
**Signature of Authorized Person**

\_\_\_\_\_  
**Print Name and Title**

\_\_\_\_\_  
**Date**

**ATTACHMENT E-1**  
**Disclosure and Certification Statement**  
Act 45 of 2020 Second Extraordinary Legislative Session

Schedule 20

**Contracting Party Name:** Calcasieu Parish School Board

**Name of Program:** Hurricane Relief

**Sub-Contractor's Name:** N/A

**Sub-Contractor's Mailing Address:** N/A

**Organization Type:** (Example: local government, non-profit, corporation, LLP, etc.) **Local Government**

Private entities required to register with the Secretary of State's office must be in good standing with that office.

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:

List any person receiving anything of economic value from this agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official. Include the amount of anything of economic value received and the position held within the organization. Identify the official and the public position held.

- ☐ I hereby certify that this organization has no outstanding audit issues or findings.
- ☐ I hereby certify that this organization has outstanding audit issues or findings and is currently working with the state to resolve such issues or findings.

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

\_\_\_\_\_  
Signature of Subcontractor (*Authorized person*)

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date



## Item 9.F

April 15, 2021

To:	Karl Bruchhaus, Superintendent Billy Breaux, School Board President
From:	Michelle L. Joubert, Early Childhood Director
Subject:	Approval of COLA grant application

**Grant Title:** Calcasieu Parish School Board (CPSB) Head Start Program

**Grant Source:** Federal

**Grant Amount:** \$50,333.00

**Schools:** DeQuincy Primary, J. D. Clifton Elementary, Jake Drost, Brenda H. Hunter, J.F. Kennedy, and J. I. Watson

**Person Applying:** Michelle L. Joubert – Early Childhood Director

**Purpose:** The Head Start Program provides an integrated approach of early childhood care and education that includes comprehensive services to four hundred fifty (450) children ages 3 and 4. It is designed to focus on providing early literacy and mathematical skills necessary for children to become Kindergarten ready. The program promotes school readiness by enhancing social and cognitive development of children by providing health, nutritional, social and other services. CPSB School Readiness Goals are aligned with the Head Start Childhood Development and Early Learning Framework and the Louisiana Birth to 5 Early Learning and Development Standards. Research-based assessment methods are being used to support teacher-child interactions and children's progress towards the school readiness goals. Head Start program also includes engaging parents, families and communities in their child's learning.

Performance Contract List  
2021-2023

# Item 9.G

## **Contracted Employee      Expiration Date      Location**

### **PRINCIPALS**

Bell, Pamela	7/31/2021	Combre - Fondel
Brady, Melanie	7/31/2021	LeBleu Settlement
Burkhead, Shauna	7/31/2021	Moss Bluff Elem
Crick, Lee	7/31/2021	Sulphur High 9th
Dering, Jeremy	7/31/2021	Alt Programs
Dietz, Lucas "Luke"	7/31/2021	Iowa High/Middle
Durio, Brad	7/31/2021	S J Welsh
Fontenot, Christopher	7/31/2021	Vinton Middle
Foolkes, Shannon	7/31/2021	Sam Houston High
Fraser, Joan "Beth"	7/31/2021	L C B A
Gallien, Brandi	7/31/2021	Brentwood
Guerrero, Amanda	7/31/2021	DeQuincy Primary
Guillory, Erica	7/31/2021	Ralph Wilson
Guillory, Martin	7/31/2021	Oak Park Middle
Guillory, Monica	7/31/2021	LaGrange
Hooper, Elizabeth "Beth"	7/31/2021	E K Key
LeBlanc, Michelle	7/31/2021	W. W. Lewis
Lockhart, Sonia	7/31/2021	Western Heights
Mahoney, Justin	7/31/2021	College Street Vocational Center
Neal, Benny "Craig"	7/31/2021	DeQuincy High
Oliver, Julie	7/31/2021	Vincent Settlement
O'Quain, Saberly	7/31/2021	Maplewood Middle
Phenice, Laura	7/31/2021	Dolby Elementary
Pool, David	7/31/2021	Sulphur High
Ruffin-Hardy, Sharon	7/31/2021	Barbe Elementary
Russell, Kristi	7/31/2021	Frasch
Trahan, Brandi	7/31/2021	W T Henning
Trahan, Bryan	7/31/2021	Westlake
Treme, Gerald	7/31/2021	Westwood
Young, Lori	7/31/2021	Vinton Elem

### **ASSISTANT PRINCIPALS**

Baldauf, Teresa	7/31/2021	St John
Bergeron, Jay	7/31/2021	LeBlanc
Boyd, Crystal	7/31/2021	A A Nelson
Brown, Carmen	7/31/2021	R W Vincent
Clement, Bilitsia	7/31/2021	T H Watkins
Clophus, Katherine	7/31/2021	Sulphur High



Collins, Marlana	7/31/2021	St John
Conner, Andrea	7/31/2021	Oak Park Elementary
Crumpler, Ellen	7/31/2021	Frasch
Darbonne, Sarla	7/31/2021	Moss Bluff Middle
Dartez, Krystal	7/31/2021	Vincent Settlement
Dietz, Lisa	7/31/2021	A A Nelson
Doucet, Jeremy	7/31/2021	Positive Connection
Dowers, Kimberly "Kim"	7/31/2021	E K Key
Dufresne, Ashley	7/31/2021	Moss Bluff Elementary
Dwight, Jessica	7/31/2021	Gillis
Enright, Melissa	7/31/2021	LaGrange
Fontenot, Alisha	7/31/2021	Iowa High/Middle
Fralick, Bryan	7/31/2021	Sulphur High 9th
Frank, Nancy	7/31/2021	Combre - Fondel
Gauthier, Gregory "Greg"	7/31/2021	Oak Park Middle
Giardina, William	7/31/2021	Sulphur High
Guillotte, William	7/31/2021	Westlake
Jagneaux, Jason	7/31/2021	Sam Houston
Jones, Nina	7/31/2021	Brentwood
Juneau, Kelly	7/31/2021	Prien Lake
Langley, Gwendola	7/31/2021	DeQuincy Primary
LeDoux, Hope	7/31/2021	Prien Lake
Leger, Terry	7/31/2021	A M Barbe High
Leonards, Jason	7/31/2021	Bell City
Manuel, Danette	7/31/2021	S J Welsh
Marcantel, Kelli	7/31/2021	Moss Bluff Middle
Maricle, William	7/31/2021	F K White
Metoyer, Audrette	7/31/2021	Oak Park Middle
Montalbano, Maeghan	7/31/2021	W T Henning
Nelson, Laura	7/31/2021	Barbe Elementary
Palmer, Amy	7/31/2021	A M Barbe High
Perkins, Vicki	7/31/2021	CPAS (West)
Powers, Pamela "Paige"	7/31/2021	Westwood
Reed, Margaret "Meg"	7/31/2021	Moss Bluff Elementary
Reeves, Anne	7/31/2021	A M Barbe High
Rose, Kathleen "Kathie"	7/31/2021	LeBleu Settlement
Sanders, William	7/31/2021	A M Barbe High
Shamise, Brian	7/31/2021	Sam Houston
Theunissen, Chad	7/31/2021	Ralph Wilson
Thibodeaux, Jason	7/31/2021	Westlake
Washington, Elwin "Brent"	7/31/2021	LaGrange
Whitman, Angela	7/31/2021	Vinton Elementary
Yokum, Trudie	7/31/2021	John J Johnson
Zaunbrecher, Rachel	7/31/2021	Iowa High/Middle

**SUPERVISORS**

Arseneault, Mark	6/30/2021	Region V STEM Director
Arseneault, Pamela	6/30/2021	Personnel (Elementary)
Barrentine, Dielle	6/30/2021	Testing & Assessment
Smith, Forrest "Wayne"	6/30/2021	CWA

**ADMINISTRATIVE COORDINATORS**

Hill, Micheal "Mike"	6/30/2021	Pupil Appraisal
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**COORDINATOR**

Spann, Julee	6/30/2021	Teacher/Leader Support
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**DIRECTORS**

McCardle, Tony	6/30/2021	Career and Technical
Richard, Jacqueline	6/30/2021	School Nutrition
Spikes, John	6/30/2021	Federal Programs
VanMetre, Jason	6/30/2021	MIS
Wieschhaus, Stephen "Steve"	6/30/2021	Warehouse

**ADMINISTRATIVE DIRECTORS**

Clanton, Owen	6/30/2021	C & I Middle School
Washington, Betty	6/30/2021	Alternative Programs/SPED

**CHIEF TECHNOLOGY OFFICER**

LeBlanc, Kimberly "Kim"	6/30/2021
-------------------------	-----------

**CHIEF ACADEMIC OFFICER**

LaFargue, Shannon	6/30/2021
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**CHIEF OPERATING OFFICER**

Barrentine, Robert	6/30/2021
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## **Item 9.H.**

TO: Board Members  
FROM: Wilfred Bourne, CFO  
SUBJECT: 276 School Road, Moss Bluff, south of Moss Bluff Elem.  
DATE: May 5, 2021

Recently, staff was contacted by the owner of a property located at 276 School Road, south of Moss Bluff Elementary in regards to the possibility of purchasing the property. The property is a 6 lot tract located adjacent to the campus and could be used for future expansion once cleared of structures. Staff is requesting permission to negotiate and extend a purchase offer to the owner, not to exceed appraisal value. Value range is estimated at \$250,000 to \$325,000. Property could be purchased with a combination of Riverboat Funds and Sales Tax district 3 funds.

Staff recommendation: Authorize staff to negotiate and extend a purchase offer to property owner, not to exceed appraisal value, and if accepted, to initiate purchase proceedings and authorize president to sign all necessary documents.



**Moss Bluff  
Elementary**

- City Parks**  
  
**Parks**  
  
**Parcels**  
  
**Parcel Subregions (PINs)**  




This map does not represent a legal survey or document.



# ITEMS 10. A-E

## **BID REPORTS:**

**BID 2022-07 – COPY PAPER** was opened on April 16, 2021 @ 10:00 A.M.

BIDS WERE SENT TO THE FOLLOWING:

CONTRACT PAPER GROUP  
ECONOMICAL JANITORIAL  
LIBERTY PAPER  
OFFICE DEPOT  
QUILL  
VERITIV

BID RESULTS AS FOLLOWS:

	<u>8-1/2 X 11</u>	<u>8-1/2 X 14</u>
CONTRACT PAPER GROUP	\$23.58	\$42.60
ECONOMICAL JANITORIAL	\$23.43	\$39.85
HITOUCH	\$25.77	\$35.00
LIBERTY PAPER	\$25.90	\$49.00
TARRANT	\$28.88	\$49.45
VERITIV	\$23.42	\$39.15

THE STAFF RECOMMENDS AWARDDING VERITIV AS THE OVERALL LOWEST RESPONSIBLE RESPONSIVE BIDDER.

**BID 2022-08 – FOOD AND SUPPLIES** was opened on April 15, 2021 @ 9:00 A.M.

BIDS WERE SENT TO THE FOLLOWING:

BIMBO BAKERIES  
DAXWELL  
DIAMOND FOODS  
ECONOMICAL JANITORIAL  
FLOWERS BAKERY  
LACASSAGNES  
LAMM FOODS  
NARDONE  
NATIONAL FOOD GROUP  
PON FOODS  
SUPREME RICE  
WILLIAM GEORGE

BID RESULTS AS FOLLOWS:

BIMBO BAKERIES	\$ 104,755.00
CEBEV	\$ 270,900.00
DAXWELL	\$ 38,069.25
DIAMOND FOODS	\$ 753,382.88
ECONOMICAL JANITORIAL	\$ 264,785.38
INTERBORO	\$ 5,687.00
LACASSAGNES	\$ 93,426.88
LAMM FOODS	\$4,081,010.40
PON FOODS	\$1,448,875.52
SUPREME RICE	<u>\$ 16,400.00</u>

**TOTAL** **\$7,077,292.31**

THE STAFF RECOMMENDS AWARDING AS INDICATED ABOVE AS THE LOWEST RESPONSIBLE RESPONSIVE BIDDERS.

**RFP 2022-19 – FRESH PRODUCE** was opened on April 15, 2021 @ 1:00 P.M.

BIDS WERE SENT TO THE FOLLOWING:  
CAPITOL CITY PRODUCE  
KEVIN GUIDRY PRODUCE  
WILLIAM GEORGE

THE STAFF, AT THE DIRECTION OF THE FOOD SERVICES DIRECTOR, RECOMMENDS AWARDING CAPITOL CITY PRODUCE BASED ON RFP SCORING CRITERIA.

**BID 2022-09 – WASTE DISPOSAL** was opened on March 16, 2021 @ 10:00 A.M.

BIDS WERE SENT TO THE FOLLOWING:  
PARISH DISPOSAL INDUSTRIES  
REPUBLIC SERVICES  
WASTE MANAGEMENT INC

BID RESULTS AS FOLLOWS:	DAILY RATE
REPUBLIC SERVICES	\$785.14
WASTE MANAGEMENT INC	\$598.00

THE STAFF RECOMMENDS AWARDING WASTE MANAGEMENT AS THE LOWEST RESPONSIBLE RESPONSIVE BIDDER.

**RFP 2022-24 – UNIFORM RENTAL & LAUNDRY SERVICE** was opened on March 18, 2021 @ 10:00 A.M.

BIDS WERE SENT TO THE FOLLOWING:  
ACE IMAGEWEAR  
CINTAS  
UNI-FIRST

BID RESULTS AS FOLLOWS:	L/S SHIRT	S/S SHIRT	PANTS
ACE IMAGEWEAR	\$0.25	\$0.25	\$0.33
CINTAS	\$0.14	\$0.14	\$0.25
UNI-FIRST	\$0.15	\$0.15	\$0.28

THE STAFF RECOMMENDS AWARDING CINTAS AS THE LOWEST RESPONSIBLE RESPONSIVE BIDDER.



# RMG

RANDY M. GOODLOE, AIA, APAC

*A Professional Architectural Corporation*

## Item 11.A

April 15, 2021

725 KIRBY ST.  
LAKE CHARLES  
LA, 70601

OFFICE  
(337) 436-3036

FAX  
(337) 436-3773

CSRS

1304 Enterprise Blvd.

Suite B

Lake Charles, LA 70601

Attn: Gavin Abshire

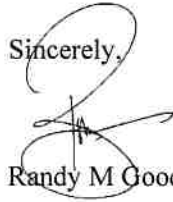
RE: Sales Tax Office HL-734-01

Dear Mr. Abshire,

On April 7, 2021 bids were received for Repairs to Sales Tax Office. The apparent low bidder has confirmed their bid. We recommend accepting the bid from Lake Area Electrical and Technical Services, LLC for \$107,000.00.

Should you have any questions about the project or bids please contact my office at your convenience.

Sincerely,



Randy M Goodloe, AIA

WWW.GOODARCH.COM

A R C H I T E C T

BID PROJECT: Sales Tax Office

HL-734-01

BID OPENING: 4/13/21

BIDDER	LICENSE NUMBER	BID FORM	BID BOND	ADDENDUMS		BASE BID
Russell Stutes Construction						
Lewing Construction						
Rhino Rhenovators						
Dunhill Development						
Lake Area Electric	43539	✓	✓			107,000
Cuzan's Services	45475	✓	✓			207,000
WITNESS: <u>Angie Furbert</u>						
WITNESS: <u>Carrie Smith</u>						



VergesRome Architects  
a professional architectural corporation

**VergesRome**

320 N. Carrollton Avenue, Suite 100, New Orleans, Louisiana 70119  
VergesRome.com t. 504.488.7739 f. 504.488.7743

19 April 2021

Via: Email [julie.olson@csrsinc.com](mailto:julie.olson@csrsinc.com)

Ms. Julie Olson  
Project Manager  
CSRS, Inc.  
6767 Perkins Road, Suite 200  
Baton Rouge, LA 70808

Re: Calcasieu Parish School Board  
Fencing Repairs at  
Vinton Elementary School (HL-055-02)  
Vinton Middle School (HL-057-02)  
& Vinton High School (HL-056-02)  
VRA Project #: 20104

Dear Ms. Julie Olson:

VergesRome Architects (VRA) has completed its review of the Bids received for this project on April 13, 2021. Five bids were received for this project and are as follows:

1. Construction Management Enterprises, LLC:	\$50,348.75
2. A-1 American Fence, Inc.:	\$74,000.00
3. Hercules Fence Co., Inc.:	\$120,800.00
4. U.S. Fence & Gate, Inc.:	\$132,700.00
5. Delta Specialty Contractors, LLC:	\$185,440.00

VRA reviewed the low bid by Construction Management Enterprises, LLC (CME), and they appeared to be the lowest responsive and responsible Bidder. VRA reached out to CME, and CME confirmed they were comfortable with their bid. After issuing our Letter of Recommendation, CME then elected to decline the contract due to the costs of materials from their supplier increasing since CME's bid had been put together.

VRA has now reviewed the second low bid submitted by A-1 American Fence, Inc. (A-1). VRA has no information or reason to believe that A-1's bid is irresponsible. A-1 appears to be the lowest responsive and responsible Bidder with a Bid of \$74,000.00. The documents required to be submitted in the Bid Envelope appear to be complete and in order. The License Number included as a part of the Bid Documents indicates this Contractor is licensed with the required Building Construction Classification. According to the current data with the Louisiana Secretary of State for Louisiana Corporations, A-1 is "Active" and in "Good Standing". VergesRome

Ernest E. (Chip) Verges, II, AIA  
Steven H. Rome, AIA

Ernest E. Verges, AIA-E

Richard W. Fenner, AIA  
David Glen Reed, AIA  
Michael J. Roussel, AIA  
Stephanie A. Calamari, AIA

Ms. Julie Olson  
CSRS, Inc.  
19 April, 2021  
Page 2 of 2

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Architects recommends that the Calcasieu Parish School Board accepts the \$74,000.00 Bid from A-1 American Fence, LLC.

We have attached the signed Bid Tabulation Sheet on this project.

Should you have questions or require additional information please give us a call.

Yours very truly,

**VergesRome Architects, APAC**

  
Corey M. Brizzolara, Associate AIA

Attachments: Signed Bid Tabulation Sheet; Bid documents for each of Five Bidders; Copy of Louisiana Secretary of State Louisiana Corporations for A-1 American Fence, LLC; Copy of Louisiana State Licensing Board for Contractors for A-1 American Fence, LLC for Active Licenses.

cc: Ms. Natalie Graham  
Mr. Michael Roussel  
Office File

**Bid Date: April 13, 2021 @ 2:00 PM**

**Designer:** VergesRome Architects APAC  
320 N. Carrollton Ave., Suite 100

VRA Project No.: 20104

A TRUE COPY  
Signed: M. B. B. Date: 04/13/2024  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

A/E Estimate of Probable Cost.: \$233,709.76 Construction Time: 90 in calendar days Liquidated Damages: \$500.00 per calendar day

**BID RECOMMENDATIONS:**

Designer: ☐ Reject ☐ Award: ☐ Base Bid  
 Project Manager: ☐ Reject ☐ Award: ☐ Base Bid  
 CPSB: ☐ Reject ☐ Award: ☐ Base Bid

Letter attached dated: \_\_\_\_\_  
 Letter attached dated: \_\_\_\_\_

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

COMMENTS: \_\_\_\_\_

Project: Hurricane Laura Repairs  
Calcasieu Parish School Board  
Oak Park Elementary School  
Kitchen and Misc. Mech. Repairs Package  
2001 18<sup>th</sup> Street  
Lake Charles, LA 70601  
School LOC Code: HL-043-01  
S+MBA Project No. 12030.1

April 15, 2021

Subject: Bids, Bonds and Contracts:  
Bid Results

Mrs. Julie Olson  
Project Manager  
CSRS, Inc.  
6767 Perkins Road  
Suite 200  
Baton Rouge, Louisiana 70808

Dear Mrs. Olson:

Bids were received on April 13, 2021 at 3:00 pm, at the Calcasieu Parish School Board offices. The following persons were in attendance.

Mike Solari	Solari+Mathes Brierre	214-505-9977	<a href="mailto:msolari@sbcglobal.net">msolari@sbcglobal.net</a>
Julie Olson	CSRS Inc.	708-299-5598	<a href="mailto:julie.olson@csrsinc.com">julie.olson@csrsinc.com</a>
Jennifer Hagan	CPSB Purchasing	337-217-4070	<a href="mailto:jennifer.hagan@cpsb.org">jennifer.hagan@cpsb.org</a>
Daniel Goodhead	Dunhill Development	832-233-0342	<a href="mailto:dan@dunhilldevelopment.com">dan@dunhilldevelopment.com</a>
Elaine Solari Representative	Solari+Mathes Brierre Dunhill Development	214-505-9977	<a href="mailto:cary@acaalex.com">cary@acaalex.com</a>

The estimated construction cost for the project was \$272,868.  
Dunhill Development and Construction furnished the low base bid in the amount of \$464,000.  
One additional bid was received from Cuzan Services L.L.C. \$758,000.

Our recommendation is that the contract be awarded to the lowest bidder, Dunhill Development and Construction for a contract amount of \$464,000.

If you have any questions, please do not hesitate to contact us.

Yours very truly,

Solari + Mathes Brierre  
A Joint Venture



E. W. Tregre II, AIA, NCARB  
Principal



Michael Solari, Architect  
Principal

cc: CSRS, Inc.  
Attn: Ms. Natalie Graham

EWT|MSS/ewt

Project: Hurricane Laura Repairs  
Calcasieu Parish School Board  
Oak Park Elementary  
PODs, Library & Sitework Package  
2001 18<sup>th</sup> Street  
Lake Charles, LA 70601  
School LOC Code: HL-043-02  
S+MBA Project No. 12030.2

April 15, 2021

Subject: Bids, Bonds and Contracts:  
Bid Results

Mrs. Julie Olson  
Project Manager  
CSRS, Inc.  
6767 Perkins Road  
Suite 200  
Baton Rouge, Louisiana 70808

Dear Mrs. Olson:

Bids were received on April 13, 2021 at 3:00 pm, at the Calcasieu Parish School Board offices. The following persons were in attendance.

Mike Solari	Solari+Mathes Brierre	214-505-9977	<a href="mailto:msolari@sbcglobal.net">msolari@sbcglobal.net</a>
Julie Olson	CSRS Inc.	708-299-5598	<a href="mailto:julie.olson@csrsinc.com">julie.olson@csrsinc.com</a>
Jennifer Hagan	CPSB Purchasing	337-217-4070	<a href="mailto:jennifer.hagan@cpsb.org">jennifer.hagan@cpsb.org</a>
Daniel Goodhead	Dunhill Development	832-233-0342	<a href="mailto:dan@dunhilldevelopment.com">dan@dunhilldevelopment.com</a>
Elaine Solari	Solari+Mathes Brierre	214-505-9977	<a href="mailto:cary@acaalex.com">cary@acaalex.com</a>
Representative	Dunhill Development		

The estimated construction cost for the project was \$582,138.  
Dunhill Development and Construction furnished the low base bid in the amount of \$569,000.  
One additional bid was received from Cuzan Services L.L.C. \$1,210,000.

Our recommendation is that the contract be awarded to the lowest bidder, Dunhill Development and Construction for a contract amount of \$569,000.

If you have any questions, please do not hesitate to contact us.

Yours very truly,

Solari + Mathes Brierre  
A Joint Venture



E. W. Tregre II, AIA, NCARB  
Principal



Michael Solari, Architect  
Principal

cc: CSRS, Inc.  
Attn: Ms. Natalie Graham

EWT/MSS/ewt

Project: Hurricane Laura Repairs  
Calcasieu Parish School Board  
Oak Park Middle  
POD and Sitework Package  
2001 18<sup>th</sup> Street  
Lake Charles, LA 70601  
School LOC Code: HL-044-02  
S+MBA Project No. 12031.1

April 15, 2021

Subject: Bids, Bonds and Contracts:  
Bid Results

Mrs. Julie Olson  
Project Manager  
CSRS, Inc.  
6767 Perkins Road  
Suite 200  
Baton Rouge, Louisiana 70808

Dear Mrs. Olson:

Bids were received on April 13, 2021 at 3:00 pm, at the Calcasieu Parish School Board offices. The following persons were in attendance.

Mike Solari	Solari+Mathes Brierre	214-505-9977	<a href="mailto:msolari@sbcglobal.net">msolari@sbcglobal.net</a>
Julie Olson	CSRS Inc.	708-299-5598	<a href="mailto:julie.olson@csrsinc.com">julie.olson@csrsinc.com</a>
Jennifer Hagan	CPSB Purchasing	337-217-4070	<a href="mailto:jennifer.hagan@cpsb.org">jennifer.hagan@cpsb.org</a>
Daniel Goodhead	Dunhill Development	832-233-0342	<a href="mailto:dan@dunhilldevelopment.com">dan@dunhilldevelopment.com</a>
Elaine Solari	Solari+Mathes Brierre	214-505-9977	<a href="mailto:cary@acaalex.com">cary@acaalex.com</a>
Representative	Dunhill Development		

The estimated construction cost for the project was \$459,768.  
Dunhill Development and Construction furnished the low base bid in the amount of \$565,000.  
One additional bid was received from Cuzan Services L.L.C. \$1,290,000.

Our recommendation is that the contract be awarded to the lowest bidder, Dunhill Development and Construction for a contract amount of \$565,000.

If you have any questions, please do not hesitate to contact us.

Yours very truly,

Solari + Mathes Brierre  
A Joint Venture



E. W. Tregre II, AIA, NCARB  
Principal



Michael Solari, Architect  
Principal

cc: CSRS, Inc.  
Attn: Ms. Natalie Graham

EWT|MSS/ewt

# KING

ARCHITECTS, INC

## Item 11.F

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### NOTICE OF RECOMMENDATION

---

**PROJECT NAME:** WESTLAKE HIGH SCHOOL - HURRICANE LAURA FENCING REPAIRS  
1000 GARDEN DRIVE  
WESTLAKE, LOUISIANA 70669

**PROJECT NUMBER:** HL-064-03

**OWNER:**  
Calcasieu Parish School Board  
3310 Broad Street  
Lake Charles, Louisiana 70615

**ARCHITECT:**  
King Architects, Inc  
1312 Sampson Street  
Westlake, LA 70669

---


As per the advice of CSRS, Inc, I intend to recommend to Calcasieu Parish School Board that it reject all bids received on Tuesday, April 13, 2021 at 3:30 pm for the above referenced project.

If there are any questions and/or concerns pertainin to this matter, they can be addressed at the Calcasieu Parish School Board meeting held at 3310 Broad Street, Lake Charles, Louisiana 70615 on Tuesday, May 11, 2021 at 5:00 pm.

---

Authorized By: (Architect) Barry King for King Architects, Inc

Authorized Signature:



Title:

President

Date:

April 19, 2021

---

**PROJECT NAME:** WESTLAKE HIGH SCHOOL - HURRICANE LAURA FENCING REPAIRS  
**PROJECT NUMBER:** HL-064-03  
**PROJECT LOCATION:** 1000 GARDEN DRIVE, WESTLAKE, LOUISIANA 70669  
**BID OPENING DATE/TIME:** APRIL 13, 2021 at 3:30 PM

SIGNED BY (ARCHITECT):

BIDDER/ COMPANY NAME	CHECK (✓)				LICENSE #	BASE BID	ALT #1 (if applicable)	ALT #2 (if applicable)	ALT #3 (if applicable)	TOTAL
	BID BOND	ADDENDA	NOTED	BIDDER INFO						
A-1 American Fence, Inc	✓	✓	✓	✓	11894	418,425	10,000	14,200	97,585	
US Fence & Gate, Inc	✓	✓	✓	✓	31284	449,737	9,250	13,880	106,200	
Cuzan Services, LLC										

Alternate #1: Install additional 30'-0" black R-panel fence as per Sheet A1.1.  
 Alternate #2: Install 10' black vinyl coated chainlink fence in lieu of galvanized at tennis court.  
 Alternate #3: Remove 4' fence and install new 6' galvanized chainlink fence as per plans.

\* Bidder information includes the following:  
 Name, Title, Address of Bidder and Name of Firm

*[Signature]* April 13, 2021



# KING

ARCHITECTS, INC

## Item 11.G

---

### **NOTICE OF RECOMMENDATION**

**PROJECT NAME:** SP ARNETT, WESTERN HEIGHTS & WESTWOOD - HURRICANE LAURA FENCING REPAIRS  
WESTLAKE, LOUISIANA 70669

**PROJECT NUMBER:** HL-001-02, HL-063-02, HL-065-03

**OWNER:**  
Calcasieu Parish School Board  
3310 Broad Street  
Lake Charles, Louisiana 70615

**ARCHITECT:**  
King Architects, Inc  
1312 Sampson Street  
Westlake, LA 70669


---

As per the advice of CSRS, Inc, I intend to recommend to Calcasieu Parish School Board that it reject all bids received on Tuesday, April 13, 2021 at 3:30 pm for the above referenced project.

If there are any questions and/or concerns pertainin to this matter, they can be addressed at the Calcasieu Parish School Board meeting held at 3310 Broad Street, Lake Charles, Louisiana 70615 on Tuesday, May 11, 2021 at 5:00 pm.

---

Authorized By: (Architect) Barry King for King Architects, Inc

Authorized Signature: 

Title: President

Date: April 19, 2021

---

SIGNED BY (ARCHITECT):

**PROJECT NAME:** SP ARNETT, WESTERN HEIGHTS & WESTWOOD -  
HURRICANE LAURA FENCING REPAIRS  
**PROJECT NUMBER:** HL-00102-06302-06503  
**PROJECT LOCATION:** WESTLAKE, LOUISIANA  
**BID OPENING DATE/TIME:** APRIL 13, 2021 at 3:30 PM

BIDDER/ COMPANY NAME	CHECK (✓)				LICENSE #	BASE BID	ALT #1 (if applicable)	ALT #2 (if applicable)	ALT #3 (if applicable)	TOTAL
	BID BOND	ADDENDA NOTED	BIDDER INFO	RESOLUTION						
A-1 American Fence, Inc	✓	✓	✓	✓	11894	443,150				
US Fence & Gate, Inc	✓	✓	✓	✓	31284	492,880				
Cuzan Services, LLC										

Alternate #1:  
Alternate #2:  
Alternate #3:

APRIL 13, 2021

\* Bidder Information includes the following:  
Name, Title, Address of Bidder and Name of Firm



Tuesday, April 20, 2021

Ms. Julie Olson – Project Manager  
CSRS  
6767 Perkins Road, Suite 200  
Baton Rouge, LA 70808

Project: Hurricane Laura Damage Restoration  
Fence Replacement & Site Clearing  
CPSB HL-002-02, 046-01, 700-02, 733-02, 745-02, 799-02  
Multiple Sites – Barbe Elem, Prien Lake Elem, CPAS E Rise, C&I, Assessment  
& Admin Bldg

Re: Recommend Award

Dear Ms. Olson:

The results of the bid opening indicated that the apparent low bidder on this project was Construction Management Enterprises, LLC (CME). Upon contacting this bidder, CME withdrew their bid stating that their material supplier has informed them that materials are in short supply and prices have gone up 30% and are expected to increase another 10% in the next 30 days. We requested CME provide written documentation from their supplier, however the bidder so far has not been responsive with this information.

HD Truck & Tractor, LLC submitted the second lowest responsive bid amount of \$710,000.00. The bid from HD Truck & Tractor, LLC was over the A/E Estimated Probable Cost and provided the enclosed letter of justification for bid exceeding estimation and schedule of values. We have reviewed and found their justification to be acceptable.

We contacted HD Truck & Tractor, LLC by email, and Mr. Justin DuRousseau responded that they have reviewed their bid computation and that they will honor their bid amount.

We recommend that HD Truck & Tractor, LLC be awarded this project, contingent upon them submitting the remainder of the required post-bid documentation.

Yours truly,  
Porche' May Architects

Derek P. Porche', AIA

32 5/27/21

# BID TABULATION SHEET

Bid Date: 4/13/2021

Project Name: CPSB Fence Replacement Site Clearing  
 Address: 3741 Nelson Rd 70605, 400 Penn St 70601, 600 S Shattuck St 70601, 745 S Shattuck St 70601, 3310 Broad St 70601  
 Project No.: HL-046-01, HL-002-02, HL-700-02, HL-733-02, HL-745-02, HL-799-02

Designer: PorchelMay Architects + Domain, a Joint Venture

BIDDER		LIC. NO.	ADDENDA	BOND	BASE BID	ALT. NO. 1	ALT. NO. 2	EVIDENCE OF CORPORATE AUTHORITY	REMARKS
✓ E	HID Truck & Tractor	39155	Y	Y	\$ 710,000			Y	
E	Construction Management	56068	Y	Y	\$ 372,289			Y	
E	Delta Specialty Cont.	51227	Y	Y	\$ 800,000			Y	
✓	U.S. Fence & Gate, Inc	31284	Y	Y	\$ 857,350			Y	
-	A-J America Fence	11894	Y	Y	\$ 997,000			Y	
					\$				
					\$				
					\$				
					\$				
					\$				
					\$				
					\$				
					\$				

Part No.:

Project Manager: CSRS

4/13/2021

Date

Construction Time \_\_\_\_\_ in days  
 Liquidated Damage \_\_\_\_\_ per day

Designer: \$ 257,137.00  
 A.F.C.

ISH S  
 ATI

Bi  
 120 50 5



Date: April 19, 2021

**Justification for Bid Exceeding Estimate of Probable Cost**

***Fencing:***

- Fence materials have seen a steady increase since Hurricanes Laura and Delta, in addition the COVID-19 pandemic has severely affected the fencing supply chain leading to very unstable material pricing. Increased material cost and increased labor burden are both a major contributing factor for the discrepancy between HD's proposal and the Estimate of Probable Cost.

***Tree Clearing:***

- Since hurricanes Laura and Delta, the cost per yard for tree disposal has seen a steady increase and this is a major factor in the cost difference between HD and Estimate of Probable Cost.
- The recent wet weather pattern we are experiencing will have a major impact on the clearing at all the school sites, equipment and trucks will need to be working off timber matting especially at Prien Lake Elementary. When required, equipment having to work from mats, decreases daily production up to 50%.
- Several of the trees to be removed from CPAS & East Rise Connect will need crane assistance to be removed in an effort not to damage adjacent grave sites.
- There are several trees at Prien Lake Elementary heavily damaged by the hurricane that will need extreme care to remove in effort not to get any HD personnel injured in the removal process.





MOUGEOT ARCHITECTURE  
10343 Siegen Lane, Building 7, Suite A  
Baton Rouge, Louisiana 70810-4981

Item 11.I

April 22, 2021

**Bid Recommendation Letter**

Project Name: Hurricane Laura Damages Restoration Program  
W. W. Lewis Middle School HL-034

Project Location: 1752 Cypress Street Sulfur, LA 70663

Architects Project Number: 20016

Bids for the Hurricane Laura Damages Restoration Program, W. W. Lewis Middle School HL-034-01 were received on Tuesday, April 20, 2021 at 2:00 PM.

I have attached the bid tabulation sheet which illustrates that only 2 bids were received for the project. Typically for a project of this magnitude, we expect to receive between 5-10 bid packages. One factor that could have impacted the turn out was the severe weather moving through our state on the date of the mandatory pre-bid meeting. There were severe weather warnings being issued by the National Weather Service in the state and regional area which could have impacted the number of participants.

The two bids that were received varied drastically in price. The base bid received from Dynamic Group, LLC was in the amount of \$17,600,000.00. The base bid amount received from Dunhill Development and Construction, LLC was \$22,936,000.00 (30% higher than the low bid). There were no bid alternates for this project. Although it is difficult to substantiate the competitiveness with only two received, the bid received by Dynamic Group was below the project estimate.

It is our recommendation to accept the lowest base bid received from Dynamic Group LLC Lic. #64705 in the amount of \$17,600,000.

Although we have not previously worked with Dynamic Group, we have verified that Dynamic Group LLC is in good standings with the Louisiana State Licensing Board for Contractors and the State of Louisiana Secretary of State.

We have attached the bid tabulation, the two bid packages received, and the verification paperwork.

If you have any questions, don't hesitate to call us.

Respectfully submitted,

David Mougeot, AIA

**Bid Date: April 20, 2021 @ 2:00 p.m.**

**Designer:** Mougeot Architecture  
10343 Siegen Lane, Ste. 7A, BR, LA 70810

[illegible]

---

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

Facility Planning & Control Representative

Construction Time	365 in calendar days	Liquidated Damages	\$2,500.00 per day
-------------------	----------------------	--------------------	--------------------

Only Planning &amp; Control Use Only.)

☐ Letter attached dated: \_\_\_\_\_

☐ Letter attached dated: \_\_\_\_\_

☐ Contract Status Report Verified ☐ Low Bid Amount Verified

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

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



MOUGEOT ARCHITECTURE  
10343 Siegen Lane, Building 7, Suite A  
Baton Rouge, Louisiana 70810-4981

# Item 11.J

April 22, 2021

## **Bid Recommendation Letter**

Project Name: Hurricane Laura Damages Restoration Program  
LeBlanc Middle School HL-035

Project Location: 1100 N Crocker, Sulphur, LA 70663

Architects Project Number: 20017

Bids for the Hurricane Laura Damages Restoration Program, LeBlanc Middle School HL-035-01 were received on Tuesday, April 20, 2021 at 3:00 PM.

I have attached the bid tabulation sheet which illustrates that only 2 bids were received for the project. Typically for a project of this magnitude, we expect to receive between 4-7 bid packages. One factor that could have impacted the turn out was the severe weather moving through our state on the date of the mandatory pre-bid meeting. There were severe weather warnings being issued by the National Weather Service in the state and regional area which could have impacted the number of participants.

The two bids that were received varied drastically in price. The bid received from Dynamic Group, LLC was in the amount of \$6,087,849.87. The bid amount received from Dunhill Development and Construction, LLC was \$10,900,000.00 (79% higher than the low bid). Although it is difficult to substantiate the competitiveness with only two received, the bid received by Dynamic Group was close to the project estimate (about 7% over).

It is our recommendation to accept the lowest base bid received from Dynamic Group LLC Lic. #64705 in the amount of base bid of \$6,087,849.87.

Although we have not previously worked with Dynamic Group, we have verified that Dynamic Group LLC is in good standings with the Louisiana State Licensing Board for Contractors and the State of Louisiana Secretary of State.

We have attached the bid tabulation and the verification paperwork.

If you have any questions, don't hesitate to call us.

Respectfully submitted,

David Mougeot, AIA



**Bid Date: April 20, 2021 @ 2:00 p.m.**

**Designer:** Mougeot Architecture

10343 Siegen Lane, Ste. 7A, BR. LA 70810

**Project No. HL-035-01**

[illegible]

**A TRUE COPY**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Facility Planning & Control Representative

Designer's Estimate (Base Bid)	\$5,665,868.00	Construction Time	270 in calendar days	Liquidated Damages	\$1,500.00 per day
--------------------------------	----------------	-------------------	----------------------	--------------------	--------------------

**BID RECOMMENDATIONS:** (Facility Planning & Control Use Only.)

USER: ☐ Re'ect ☐ Award: ☐ Base Bid ☐ Alt #1 ☐ Alt #2 ☐ Alt #3 ☐ Letter attached dated:

DESIGNER: ☐ Reject ☐ Award: ☐ Base Bid ☐ Alt #1 ☐ Alt #2 ☐ Alt #3 ☐ Letter attached dated:

PROJECT MGR: ☐ Reject ☐ Award: ☐ Base Bid ☐ Alt #1 ☐ Alt #2 ☐ Alt #3 ☐ Contract Status Report Verified ☐ Low Bid Amount Verified

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

COMMENTS: \_\_\_\_\_

Senior Manager/Assist. Director \_\_\_\_\_ Date: \_\_\_\_\_



## Item 11.K

April 27, 2021

PROJECT: Dequincy Sports Lighting Repairs

PROJECT NO: HL-014-01/HL-015-01

LOCATION: 207 North Overton Street., Dequincy, LA 70633 / 1603 West 4<sup>th</sup> Street, Dequincy, LA 70633

DESIGN PROFESSIONAL: Tim Brandon Architecture

Mr. Gregg Kennedy,

Having called GeoSport Lighting Systems and confirmed they are willing to enter into the Contract, Tim Brandon Architecture recommends that the low bid in the amount of \$890,000.00 (Eight Hundred Ninety Thousand Dollars) be accepted and the Contract be awarded to GeoSport Lighting Systems..

Sincerely,

A handwritten signature in green ink, appearing to read 'Clinton D. Whittington'.

**Clinton D. Whittington AIA, NCARB, LEED AP BD+C**  
**Architect/Vice-President of Operations**

**TBASTUDIO.COM**



103 Cypress Street  
West Monroe, LA 71291  
o. 340.1550  
f. 318.998.1315  
www.tbastudio.com

TIM BRANDON  
ARCHITECTURE



## BID TABULATION FORM

Project Name: Dequincy Sports Lighting Repairs Project Number: HL-014-01/HL-015-01  
Project Location: 207 N Overton St., Dequincy, LA 70633/W 4th St., Dequincy, LA 70633 Date: 4/13/2021

Bidder	License #	Bid Bond	Addenda		Base Bid
			1		
Montgomery Electric	37952	✓	✓		1,178,607
Gulf Coast Electric	46737				
Ready Power USA	51843	✓	✓		1,270,550
Miller Electric	53188				
Geo-Sport Lighting	66495	✓	✓		890,000
Perfected Electric	25666	✓	✓		1,387,004
RS. Bernard Ass	19874	✓	✓		1,213,400
Sulphur Electric	990	✓	✓		1,605,620
CCD Electric	63837	✓	✓		1,029,800

April 29th, 2021

## RECOMMENDATION OF ACCEPTANCE OF BID

# Item 11.L



702 Dr. Michael DeSaix Drive  
Lake Charles, LA 70601

ph: 337-439-8877  
fax: 337-439-6872

[www.champeaux.biz](http://www.champeaux.biz)



**Hurricane Laura Building and Site Repairs**

**Calcasieu Parish School Board**

**Moss Bluff Campus Sites**

HL-068-03 : Gillis Elementary School  
HL-039-01 : Moss Bluff Middle School  
HL-040-01 : Moss Bluff Middle School  
HL-025-01 : Sam Houston High School

Natalie Graham, Deputy Director - Projects  
CSRS, Inc.  
6767 Perkins Road, Suite 200  
Baton Rouge, LA. 70808

Re: **Hurricane Laura Building & Site Repairs**  
**Moss Bluff Campus Sites**  
HL-068-03 : Gillis Elementary School  
HL-039-01 : Moss Bluff Middle School  
HL-040-01 : Moss Bluff Middle School  
HL-025-01 : Sam Houston High School

Ms. Graham,

On Wednesday April 28th, 2021, two bids were submitted for the referenced project and opened. As you are aware, Excel Contractors, LLC (Lic. No. 17476) was the low bidder at \$8,202,108.00.

Excel has confirmed that they are good with their bid, and therefore we are recommending to the Calcasieu Parish School Board and CSRS that the low bid be accepted.

Additionally, Add Alternate #1 was bid by Excel at \$559,860.00 to provide LED lighting in lieu of HID lighting. We DO NOT recommend accepting this alternate as the cost is high by our estimate. If CPSB concurs, we will ask for a Change Order once the contract is signed and evaluate the costing breakdown at that time.

Currently it is our understanding that Excel is going to provide all post-bid information regarding contract and insurance to Calcasieu Parish School Board; in addition, CEH+RHH is currently preparing Contracts.

We look forward to a successful project.

Sincerely,

Stephen C. Hotard, Architect

Champeaux Evans Hotard + RHH Architects, A Joint Venture

# CALCASIEU PARISH SCHOOL BOARD

## Moss Bluff Campus Sites - Hurricane Repairs

CPSB Project #: HL-025-01; HL-039-01; HL-040-01; HL-068-03

**Bid Date: April 28, 2021**  
**Bid Time: 3:00 P.M.**

[illegible]

I HEREBY STATE THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS IS A TRUE AND CORRECT TABULATION OF THE BIDS RECEIVED ON THE DATE AND TIME, AND FOR THE PROJECT DESCRIBED ABOVE.

**Signature**

Name

Company

STEVENSON = Hest A.R.D.

~~CHANDLER EVANS MOTER & RALL~~



# Item 11.M

Coleman Partners ARCHITECTS LLC.  
3377 North Blvd.  
Baton Rouge, Louisiana 70806, USA  
225.387.4414 TELEPHONE  
225.214.5365 FACSIMILE  
cparch.com WEBSITE

3701 Kirby Drive, Suite 988  
Houston, Texas 77098, USA  
832.947.1038

935 Gravier St, Suite 830  
New Orleans, LA 70112  
504.322.3191

May 3, 2021

Ms. Heather Burton, Architect AIA  
CSRS Inc.  
1304 Enterprise Blvd, Suite B  
Lake Charles, LA 70601

Robert M. Coleman III Architect, AIA  
Gary Gilbert Architect, AIA, MBA  
Marvin R. Ragland, Jr. Architect, AIA  
Dale M. Songy Architect, AIA  
Joseph Saffioti Architect, AIA  
Wendy H. Lee Architect, AIA  
Jonathon M. Heltz Architect, AIA  
Brent J. Gullbeau Architect, AIA  
William M. Thibaut Architect, AIA

Dear Ms. Burton:

Relative to our bid opening on April 29, 2021 for **Fairview Elementary, JF Kennedy Elementary and Pearl Watson Elementary**, I would like to provide the following additional information relative to the current bid market:

1) I spoke with three of the general contractors that chose not to submit a bid on FK White Middle School. Their reasons are as follows:

- a. One local general contractor was not able to secure commitments from their subcontracting base due to obligations on existing contracts.
- b. Another general contractor has existing contracts in place and could not submit a bid due to limits associated with their current bonding capacity.
- c. A third general contractor chose not to bid because they were awarded two significant projects by the CPSB and are in the process of completing a large project at McNeese. Their team will not bid on any additional CPSB projects until their current CPSB projects have commenced construction.

2) Roofing work and metal wall panel work constitute a majority of the work at FK White Middle School. In order to better understand the higher than expect bid from Dunhill Development and Construction, I have spoken with the apparent low roofing contractor, a roofing manufacturer's representative and a few local and regional general contractors. Their comments regarding current pricing is as follows:

- a. Some roofing contractors have received three notices of price increases from roofing manufacturers/suppliers within the last 45 days.
- b. Roofing contractors and other subcontractors are pricing future material cost increases into their quotes. They don't want to be responsible for absorbing potential future increased material costs.
- c. Material shortages are becoming the norm in many building trades and many distributors are selling from restricted allotments. Limited supply and higher than usual demand are driving costs upward.
- d. A few manufacturers have invoked the "force majeure clause" in their contracts which allows both parties to be freed from liability or obligation when an extraordinary event or circumstance occurs beyond the control of the parties. Pandemics, natural disasters, supply chain disruptions are examples of extraordinary events.
- e. General Contractors and Subcontractors are being told that pricing increases are expected to continue through the first quarter of 2022.

- f. The current labor shortages in the area are aggravated by the work large amount of work being released by the CPSB, the community colleges, private groups and industrial firms within the Greater Lake Charles Area. In order to address these challenges, some labor is being provided from surrounding communities as far away as Baton Rouge and Houston. The costs associated with this long distance solution are reflected in the higher than normal quotes.

We acknowledge the quote from Dunhill Development and Construction is much higher than expected. That said, we believe that the quote accurately reflects the growing abundance of projects in the marketplace and price escalation due to shortages in labor and materials. Given the extreme volatility of the current market conditions, we recommend that the project be awarded to Dunhill Development and Construction.

Please feel free to contact me if you have any questions or concerns.

Sincerely,



Giuseppe "Joe" Saffiotti, Architect AIA  
Coleman Partners Architects LLC

# BID TABULATION SHEET

**Bid Date: April 29, 2021**

**Project Name:**

Fairview Elementary School, Pearl Watson and JF Kennedy  
Elementary School

**Designer:**

Coleman Partners Architects LLC

Project No.

HL-018-01 (FV)  
HL-029-01 (JFK)  
HL-061-01 (PW)

[illegible]

**A TRUE COPY**

Signed: Y. S. Yoon  
Designer

Date: 4/24/2021

Signed: B. J. J.

Date: 4/29/2021





Coleman Partners ARCHITECTS LLC.  
3377 North Blvd.  
Baton Rouge, Louisiana 70806, USA  
225.387.4414 TELEPHONE  
225.214.5365 FACSIMILE  
cparch.com WEBSITE

3701 Kirby Drive, Suite 988  
Houston, Texas 77098, USA  
832.947.1038

935 Gravier St. Suite 830  
New Orleans, LA 70112  
504.322.3191

## Item 11.N

May 2, 2021

Ms. Heather Burton, Architect AIA  
CSRS Inc.  
1304 Enterprise Blvd, Suite B  
Lake Charles, LA 70601

Robert M. Coleman III Architect, AIA  
Gary Gilbert Architect, AIA, MBA  
Marvin R. Ragland, Jr. Architect, AIA  
Dale M. Songy Architect, AIA  
Joseph Saffioti Architect, AIA  
Wendy H. Lee Architect, AIA  
Jonathan M. Heltz Architect, AIA  
Brent J. Gullibeau Architect, AIA  
William M. Thibaut Architect, AIA

Dear Ms. Burton:

Relative to our bid opening on April 29, 2021 for FK White Middle (HL-066-01), I would like to provide the following additional information relative to the current bid market:

- 1) I spoke with three of the general contractors that chose not to submit a bid on FK White Middle School. Their reasons are as follows:
  - a. One local general contractor was not able to secure commitments from their subcontracting base due to obligations on existing contracts.
  - b. Another general contractor has existing contracts in place and could not submit a bid due to limits associated with their current bonding capacity.
  - c. A third general contractor chose not to bid because they were awarded two significant projects by the CPSB and are in the process of completing a large project at McNeese. Their team will not bid on any additional CPSB projects until their current CPSB projects have commenced construction.
- 2) Roofing work and metal wall panel work constitute a majority of the work at FK White Middle School. In order to better understand the higher than expect bid from Dunhill Development and Construction, I have spoken with the apparent low roofing contractor, a roofing manufacturer's representative and a few local and regional general contractors. Their comments regarding current pricing is as follows:
  - a. Some roofing contractors have received three notices of price increases from roofing manufacturers/suppliers within the last 45 days.
  - b. Roofing contractors and other subcontractors are pricing future material cost increases into their quotes. They don't want to be responsible for absorbing potential future increased material costs.
  - c. Material shortages are becoming the norm in many building trades and many distributors are selling from restricted allotments. Limited supply and higher than usual demand are driving costs upward.
  - d. A few manufacturers have invoked the "force majeure clause" in their contracts which allows both parties to be freed from liability or obligation when an extraordinary event or circumstance occurs beyond the control of the parties. Pandemics, natural disasters, supply chain disruptions are examples of extraordinary events.
  - e. General Contractors and Subcontractors are being told that pricing increases are expected to continue through the first quarter of 2022.

- f. The current labor shortages in the area are aggravated by the work large amount of work being released by the CPSB, the community colleges, private groups and industrial firms within the Greater Lake Charles Area. In order to address these challenges, some labor is being provided from surrounding communities as far away as Baton Rouge and Houston. The costs associated with this long distance solution are reflected in the higher than normal quotes.

While we would have preferred a lower quote for FK White Middle, we believe that a re-advertisement of the project could possibly result in a quote higher than the initial quote. Given the extreme volatility of the current market conditions, we recommend that the project be awarded to Dunhill Development and Construction.

Please feel free to contact me if you have any questions or concerns.

Sincerely,



Giuseppe "Joe" Saffiotti, Architect AIA  
Coleman Partners Architects LLC

## BID TABULATION SHEET

**Bid Date: April 29, 2021**

**Project Name:**

FK White Middle School

**Designer:**

Coleman Partners Architects LLC

Project No. HL-066-001[illegible]

**A TRUE COPY**

Signed: 4/29/2021 Date: 4/29/2021 Signed: [Signature]  
Designer

Date: 4/29/2021 Signed: [Signature] Date: 4/29/2021



May 3, 2021

Jennifer Hagan  
Calcasieu Parish School Board  
3310 Broad Street  
Lake Charles, LA 70615


**Re: Calcasieu Parish School Board  
Hurricane Laura Damages Restoration  
Brentwood Elementary and Henry Heights Elementary  
Lake Charles, LA (HL-006-02 & HL-024-02)**

Dear Ms. Hagan,

Following review of the bid tabulation for the Hurricane Laura Damages Restoration–Brentwood Elementary and Henry Heights Elementary project, we recommend Cotton Holdings, Inc for their bid of \$1,375,480.00.

Sincerely,

**MANNING**



Jonathan House, AIA  
LEED Green Associate  
Architect

**Bid Date: April 29<sup>th</sup>, 2021**

**Designer:** Manning Architects, APAC  
New Orleans, LA

HL-006-02 & HL-024-02[illegible]

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

CSRS Representative

**Bid Date: April 29<sup>th</sup>, 2021**

Project No. HL-006-02 & HL-024-02[illegible]

Signed: John House  
Designer

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
CSRS Representative

# Item 11.P



May 4, 2021

Mr. Jeff Oeltjen  
CSRS  
1304 Enterprise Blvd, Suite B  
Lake Charles, LA 70601

**Re: CPSB Tech Center & Tech Operations Hurricane Repairs  
Lake Charles, Louisiana  
CPSB LOC Code: HL-768-01 & HL-769-01**

Mr. Oeltjen,

On April 29, 2021 bids were publicly opened and read aloud for the above referenced project. Two contractors chose to submit bids for the project and the bids are outlined in the enclosed Bid Tabulation Sheet. GHC has contacted the lowest bidder to ensure the submitted bid is accurate and this bidder has ensured the validity of their bid. Based on this evaluation, we believe their bid to be responsive and complete.

We recommend that the Owner accept the apparent low bidder, Cuzan Services LLC, with a Base Bid of \$1,229,150. This project did not include any alternates.

Thank you for the opportunity to evaluate the bid process for you. Please call if you need any additional information.

Sincerely,

Jeremy Durham, AIA

Grace Hebert Curtis Architects, APAC





REQUEST FOR PERMISSION TO  
ADVERTISE

Permission to advertise is requested for the  
following:

Description:	Phase 3-Improvements , Classroom Addition to Existing Pod R.D.Molo Middle School
Funds:	School Districts # 31 Bond Funds
Designer:	Ellender Architect & Associates, LLC
Advertise:	To be determined

**ITEM 12. B.**

**PERMISSION TO ADVERTISE**

Sam Houston High School Baseball & Softball Field Improvements

---

**Funds:** Sales Tax District 3 Funds and Partner Donations

---

**Designer:** Champeaux Evans Hotard , APAC

---

---

**Advertise:** to be determined

---

## ITEM 12. C.

### **PERMISSION TO ADVERTISE:**

BAND INSTRUMENTS FOR MULTIPLE SITES  
GENERAL FUNDS

# Item 13.A

## BENEFICIAL OCCUPANCY

NOT FOR RECORDATION

DATE: 4/28/2021

PROJECT NAME: Phase 2 – Restroom Renovations for A.M. Barbe High School

PROJECT NO: 16045B2

ARCHITECT: Randy M. Goodloe, AIA APAC

CONTRACTOR: Gunter Construction

OWNER: Calcasieu Parish School Board

The below described portion of subject project is, to the best of my knowledge and belief, complete to a point where the User desires to use in according with the Contract Documents

DATE OCCUPIED: 4/14/2021

WARRANTY items covered by Occupancy: (See Attached List)

\_\_\_\_\_  
Architect Date

\_\_\_\_\_  
Contractor Date

\_\_\_\_\_  
Owner Date

Punch List See Attached List x  
None \_\_\_\_\_

NOT FOR RECORDATION PURPOSES

# Item 13.B

## CHANGE ORDER

Change Order No.: 07  
Date: May 3, 2021  
Contract Date: July 1, 2019

Project: Classroom Pods – Phase 11  
Riverboat & 50 Million Capital Fund Project Allocation  
For Calcasieu Parish School Board

Project No.: CPSB Project No. 2019-06PC  
Champeaux Evans Hotard - Project No. 1805

To: Keiland Construction, L.L.C.  
600 Bayou Pines East, Suite G  
Lake Charles, LA 70601

You are directed to make the following change in this Contract:  
(Attach Itemized Breakdown)


The Original Contract Sum	\$8,155,000.00
Net Change by Previous Change Order	<u>\$357,186.99</u>
Contract Sum Prior to this Change Order	\$8,512,186.99
Contract Sum will be <u>decreased</u> by this Change Order	<u>(\$5,092.50)</u>
New Contract Sum Including this Change Order	\$8,507,094.49

Contract Time will be increased by: 76 days  
Revised Contract Completion Date: May 17, 2021

### RECOMMENDED

Champeaux Evans  
Hotard, APAC  
(ARCHITECT)

702 Dr. Michael DeBakey Dr.  
Lake Charles, LA 70601

By:   
Dated: 5.3.2021

### ACCEPTED

Keiland Construction, L.L.C.  
(CONTRACTOR)

600 Bayou Pines East, Suite G  
Lake Charles, LA 70601

By: \_\_\_\_\_  
Dated: \_\_\_\_\_

### APPROVED

Calcasieu Parish  
School Board  
(OWNER)

P. O. Box 800  
Lake Charles, LA 70602

By: \_\_\_\_\_  
Dated: \_\_\_\_\_



Date: **May 3, 2021**

To: **Calcasieu Parish School Board  
Planning & Construction Department**

Attn.: **Harold Heath, Construction Manager**

From: **Champeaux Evans Hotard, APAC  
Brad Evans**

Re: **CEH Project # 1805  
Classroom Pods – Phase 11  
Riverboat & 50 Million Capital Find Project Allocation  
For Calcasieu Parish School Board**

BB  
Tara

[www.champeaux.biz](http://www.champeaux.biz)

## **Change Order No. 7 – Recap**

### **Change Order Request No.24 (Revised)**

**Fairview, Kaufman, MBMS** – Add additional rafter ties at gable endwall framing and outlookers. (Refer to supporting documentation, attached hereto.)

Amount Requested:	<b>ADD</b>	<b>\$9,207.88</b>
Days Requested:		<b>3 days</b>

### **Change Order Request No.25**

**Fairview, Kaufman, MBMS, MBES, PLES** – Install (2) grab bars and associated blocking in attic above attic access hatch locations at each school. (Refer to supporting documentation, attached hereto.)

Amount Requested:	<b>ADD</b>	<b>\$1,770.54</b>
Days Requested:		<b>0 days</b>

### **Change Order Request No. 26 (Revised)**

**Prien Lake Elementary School** – Modification to Water Line routing and tie-in for the New 2-Story Classroom Pod Building, and re-routing of the Water Line serving the existing 1-Story Classroom Pod Building. (Refer to supporting documentation, attached hereto.)

Amount Requested:	<b>ADD</b>	<b>\$1,387.37</b>
Days Requested:		<b>1 days</b>

### **Change Order Request No.29**

**Fairview Elementary School** – Credit for modifications to the routing and location of the new Sewer Force Main tie-in. (Refer to supporting documentation, attached hereto.)

Amount Requested:	<b>DEDUCT</b>	<b>(\$5,500.00)</b>
Days Requested:		<b>0 days</b>

Calcasieu Parish School Board  
Classroom Pods – Phase 11  
Change Order No.7 – Recap  
CPSB Project No. 2019-06PC  
CEH Project # 1805  
May 3, 2021  
Page 2 of 2

**Change Order Request No.30**

**Moss Bluff Middle School** – Revisions to Greenhouse foundation, including Plumbing and Electrical Rough-In to accommodate the future Greenhouse structure. (Refer to supporting documentation, attached hereto.)

Amount Requested:	<b>ADD</b>	<b>\$12,241.71</b>
Days Requested:		<b>5 days</b>

**Change Order Request No.31**

**Hurricane Laura and Hurricane Delta Related Delays** (Refer to supporting documentation, attached hereto.)

Amount Requested:	<b>ADD</b>	<b>\$0.00</b>
Days Requested:		<b>67 days</b>

**Credit for unused portion of Sitework Excavation & Fill Allowance**

<b>Fairview Elementary School</b>	<b>(\$5,500.00)</b>
<b>Kaufman Elementary School</b>	<b>(\$5,500.00)</b>
<b>Moss Bluff Middle School</b>	<b>(\$2,200.00)</b>
<b>Moss Bluff Elementary School</b>	<b>(\$5,500.00)</b>
<b>Prien Lake Elementary School</b>	<b>(\$5,500.00)</b>

Amount Requested:	<b>DEDUCT</b>	<b>(\$24,200.00)</b>
Days Requested:		<b>0 days</b>

**Total Contract Amount modification recommended  
for Change Order No. 7**

---

<b>DEDUCT</b>	<b>(\$5,092.50)</b>
---------------	---------------------

**Total Contract Time modification recommended  
for Change Order No. 7**

<b>ADD</b>	<b>76 days</b>
------------	----------------

# Item 13.C

## CHANGE ORDER

01

**PROJECT NAME:** RENOVATIONS TO WHS GIRLS' SOFTBALL FIELD  
1000 GARDEN DRIVE  
WESTLAKE, LOUISIANA 70669

### CONTRACT INFORMATION:

Contract For: General Construction  
Contract Date: February 18, 2021

### CHANGE ORDER INFORMATION:

Change Order Date: April 21, 2021  
Change Order Number: 01  
CO Request Number: 01

### OWNER:

Calcasieu Parish School Board  
3310 Broad Street  
Lake Charles, Louisiana 70615

### ARCHITECT:

King Architects, Inc  
1312 Sampson Street  
Westlake, Louisiana 70669

### CONTRACTOR:

GeoSurfaces, Inc  
7080 St Gabriel Avenue, Suite A  
St Gabriel, Louisiana 70776

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change(s) and attach the itemized breakdown.)

ORIGINAL CONTRACT SUM	\$	1,291,000.00
NET CHANGES BY PREVIOUS CHANGE ORDERS	\$	0.00
CONTRACT SUM PRIOR TO THIS CHANGE ORDER	\$	1,291,000.00
CONTRACT SUM WILL BE <u>DECREASED</u> BY THIS CHANGE ORDER - DETAILS ATTACHED	\$	-363,000.00
NEW CONTRACT SUM INCLUDING THIS CHANGE ORDER	\$	928,000.00
CONTRACT TIME WILL BE _____ BY _____ DAYS.		
REVISED CONTRACT COMPLETION DATE: _____		

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

### RECOMMENDED:

### ACCEPTED:

### APPROVED:

### ARCHITECT

Barry King, AIA  
King Architects, Inc.

### CONTRACTOR

Charles Dawson  
GeoSurfaces, Inc

### OWNER

Calcasieu Parish School Board

By:   
Dated: 04.21.2021

By:   
Dated: 04.21.2021

By: \_\_\_\_\_  
Dated: \_\_\_\_\_



## CHANGE ORDER REQUEST

PROJECT NAME: RENOVATIONS TO WHS GIRLS' SOFTBALL FIELD  
1000 GARDEN DRIVE  
WESTLAKE, LOUISIANA 70669

### CONTRACT INFORMATION:

Contract For: General Construction  
Contract Date: February 18, 2021

Architect's Project Number: 1619A3  
CO Request Date: April 16, 2021  
Change Order Request No. 1

OWNER:  
Calcasieu Parish School Board  
PO Box 800  
Lake Charles, Louisiana 70602

ARCHITECT:  
King Architects, Inc  
1312 Sampson Street  
Westlake, Louisiana 70669

CONTRACTOR:  
GeoSurfaces, Inc  
7080 St Gabriel Avenue, Suite A  
St Gabriel, Louisiana 70776

The Owner requests an itemized request for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. *(Insert a detailed description of the proposed modifications to the Contract Documents and attach all corresponding documents.)*

### ITEM(S):

remove construction of concession stand/press box building	\$ -275500
remove grooming equipment	-16000
remove portable mound	-7500
remove installation of all new chainlink fencing and gates	-45000
additional concession stand deduct	-19,000
SUBTOTAL	-363000
PROFIT & OVERHEAD <u>0 %</u>	0
TOTAL AMOUNT OF CHANGE ORDER REQUEST	\$ (363,000.00)

AMOUNT OF CALENDAR DAYS REQUESTED TO BE ADDED TO CONTRACT TIME FOR THIS CHANGE  

**THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.**

### REQUESTED BY:

  
SIGNED

Ben Moran, Project Manager  
PRINTED NAME AND TITLE

GeoSurfaces, Inc.  
COMPANY

RECOMMENDATION OF ACCEPTANCE

**Item 13.D**

Dated: **May 4, 2021**

Project No.: **Calcasieu Parish School Board Project No. 2019-06PC  
Champeaux Evans Hotard - Project No. 1805**

Project Name: **Classroom Pods – Phase 11  
Riverboat & 50 Million Capital Fund Project Allocation  
For Calcasieu Parish School Board**

Architect: **Champeaux Evans Hotard, APAC  
702 Dr. Michael DeBakey Drive  
Lake Charles, LA 70601**

Contractor: **Keiland Construction, L.L.C.  
600 Bayou Pines East, Suite G  
Lake Charles, LA 70601**

Owner: **Calcasieu Parish School Board  
c/o Planning & Construction Department  
3800 Mallard Cove Drive  
Lake Charles, LA 70615**

I hereby certify that, to the best of my knowledge and belief, this project is complete or substantially complete, in accordance with the plans and specifications to a point that the project can be used for the purpose intended, and I hereby recommend that this project be accepted.

Date of Acceptance by Architect: **May 4, 2021**

Contract Date of Completion: **May 17, 2021**

Number of Days ~~Over Run~~ / Under Run: **Fourteen (13) Days**

Liquidated Damages Per Day Stipulated in Contract: **Not Applicable**

Value of Punch Lists (Itemized Lists Attached): **\$186,141.00**

Value of Storm Damage Assessment Lists (Itemized Lists Attached): **\$28,050.00**

Was Part of the Project Occupied Prior To Acceptance: **Yes**

Portion(s) of Project Occupied Prior To Acceptance (Beneficial Occupancy Forms Attached):

**Fairview Elementary School, 1-Story / 8 Classroom Pod (Interior of Building Only) - July 20, 2020**

**Kaufman Elementary School, 1-Story / 8 Classroom Pod (Interior of Building Only) - July 20, 2020**

**Prien Lake Elementary School, 2-Story / 16 Classroom Pod – March 9, 2021**

Accepted:   
Champeaux Evans Hotard, APAC

For Use By Owner:

I concur in the Acceptance of this project: \_\_\_\_\_  
Calcasieu Parish School Board

NAME	POSITION	LOCATION	DATES	ADDITIONAL INFO
<b>RESIGNATION</b>				
Anhane, Rosa	Para	Brentwood	3/9/2021	Personal Reason
Burns, Tiki	Clerk B	Positive Connections	4/9/2021	Personal Reason
Davis, Jarome	Bus Driver	John J Johnson	5/12/2021	Personal Reason
Dowden, Jason	Custodian	Sulphur	4/27/2021	Personal Reason
Fontenot, Terri	Clerk C	Warehouse	6/15/2021	Personal Reason
Franklin, Tara	Teacher	Starks	4/8/2021	Personal Reason
Goodly, Alexis	Teacher	Oak Park Elementary	6/25/2021	Accepted teaching job outside of La.
Grigar, Stacie	Teacher	Gillis	6/4/2021	Accepted teaching job outside of La.
Holland, Magen	Teacher	Gillis	6/4/2021	Spouse transferred
Jackson, Thelma	Custodian	R W Vincent	4/7/2021	Personal Reason
Kennon, Melissa	Bus Driver	DeQuincy Elementary	3/30/2021	Personal Reason
London, Annie	Custodian	Kaufman	4/15/2021	Personal Reason
Parks, Angela	Fixed Assets Coordinator	Warehouse	4/1/2021	Accepted job outside of education
Richard, Garren	Para	Iowa	3/26/2021	Accepted job outside of education
<b>RETIREMENT</b>				
Broussard, Georgia	Teacher	Sulphur	6/4/2021	
Dahlen, Cheryl	Teacher	Barbe Elementary	3/29/2021	
Fruge, Brenda	Bus Driver	Iowa	6/4/2021	
Hennigan, Nancy	Educational Diagnosticians	Pupil Appraisal	6/4/2021	
Kyle, Jacqueline	Teacher	Vinton High	6/19/2021	

Pickett, Helen	Teacher	Moss Bluff Elem	5/28/2021	
Riggins, Gloria	Teacher	Vinton Middle	6/4/2021	
Stelly, Susan	Speech Therapists	Westwood	6/4/2021	

**RETIRE-REHIRE TERM**

Jackson, Mary	Café Tech	Ralph Wilson	4/1/2021	
Prejean, Opal	Para	Pearl Watson	4/12/2021	
Richard, Michael	Teacher	Westlake T&I	6/30/2021	

**MATERNITY LEAVE**

Due Date:

Clophus, Tatiana	Bus Driver	Cypress Cove	05/24/2021 to 08/06/2021	5/24/2021
Comeaux, Brittany	Teacher	St John	08/06/2021 to 01/03/2022	7/10/2021
Cooley, Ferrin	Teacher	A M Barbe	05/24/2020 to 08/06/2021	5/23/2021
Coyne, Katherine	Teacher	T S Cooley	04/08/2021 to 06/07/2021	4/17/2021
Johnson, Skye	Teacher	R W Vincent	08/19/2021 to 09/30/2021	8/19/2021
Juneau, Kelly	Assistant Principal	Prien Lake	04/19/2021 to 06/04/2021	4/29/2021
Spell, Kali	Teacher	Sulphur 9th	03/29/2021 to 05/24/2021	3/28/2021

**WAIVE ACT 715**

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**EXITING/DROP  
RETIREMENT**

Abshire, Michael	Teacher	Sam Houston	6/18/2021	
Bargeman, Sarah	Café Tech	Ray D Molo	6/4/2021	
Bormann, Janis	Bus Driver	W W Lewis	3/11/2021	
Breaux, Kathy	Field Manager	School Lunch	6/4/2021	

Carter, Doyle	Teacher	Sam Houston	6/18/2021	
Chapman, Suzanne	Teacher	Kaufman	6/4/2021	
DeJean, Rachelle	Teacher	Maplewood Elementary	6/22/2021	
DeLucca, Madeline	Counselor	S J Welsh	6/11/2021	
George, Patricia	Clerk B	College St T&I	6/2/2021	
Hair-Campbell, Eunice	Teacher	Combret-Fondel	6/22/2021	
Johns, Barbara	Teacher	S J Welsh	6/4/2021	
Lafleur, Sandra	Bus Aide	Sulphur	6/4/2021	
Miller, Jake	Teacher	Starks	6/18/2021	
Miller, Veronica	Café Tech	Brentwood	4/15/2021	
Nester, Tammy	Counselor	Barbe High	6/25/2021	
Olson, Della	Bus Driver	Frasch	6/4/2021	
Welch, Debbie	Clerk C	Media Center	4/16/2021	
Winfrey, Cheryl	Bus Driver	J I Watson	6/3/2021	
<b>PROFESSIONAL SABBATICAL</b>				
Buxton, Dana	Teacher	Starks	08/06/2021 to 05/27/2022	
Zachary, Dedie	Teacher	Sulphur	08/06/2021 to 05/27/2022	
<b>MEDICAL SABBATICAL</b>				
Anderson, Danielle	Teacher	Henry Heights	2021-2022	
<b>LEAVE WITHOUT PAY</b>				
Davis, Deborah	Teacher	Oak Park Middle	03/18/2021 to 06/04/2021	Personal Illness
Felix, Kayla	Clerk B	Barbe Elementary	04/16/2021 to 06/07/2021	Personal

Reeves, Christine	Aide	College Oaks	5/20/2021	Personal Illness
APPROVED 4/30/2021				

*Robert Barantini*