

Legal Committee

Agenda

July 1, 2025

(Malcolm Larvadain, Chuck Fowler, Lizzie Felter)

4:30 P.M.

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- 1) To consider final adoption of an ordinance annexing 5.00 Acres of land situated in Section 26, Township 4 North, Range 2 West, Rapides Parish, Louisiana and being that property shown on the attached description requesting zoning Classification I-1 (Light Industrial District). **(Item 13)**

Alexandria City Council meetings and Council Committee meetings are broadcast live and may be viewed live by the public on Optimum Cable Channel 4. A rebroadcast may be viewed on Optimum Cable Channel 4 and the City of Alexandria website. [www.cityofalexandrialala.com](http://www.cityofalexandrialala.com).

A&E Selection Committee

Agenda

July 1, 2025

(Malcolm Larvadain, Chuck Fowler, Lizzie Felter)

4:45 P.M. or immediately following.

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- 2) To consider proposals from firms or service professionals for Alexandria City Hall Chilled Water Plant Replacement Project.

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**ALEXANDRIA CITY COUNCIL**

**TUESDAY JULY 1, 2025**

**CITY COUNCIL CHAMBERS- 5:00 P.M.**

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**PERSONS DESIRING TO ADDRESS THE COUNCIL SHALL INFORM  
THE PRESIDENT AT THE APPROPRIATE AGENDA ITEM**

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**A. CALL TO ORDER**

**B. INVOCATION**

**C. PLEDGE OF ALLEGIANCE**

**D. ROLL CALL**

**E. APPROVAL OF MINUTES TAKEN FROM A REGULAR MEETING  
HELD ON JUNE 17 2025.**

**F. CONSENT CALENDAR**

- 1) Introduction of an ordinance authorizing the mayor to accept the low bid submitted for spun prestressed wood pole equivalent concrete poles.
- 2) Introduction of an ordinance authorizing the mayor to accept the low bid submitted for annual vehicle bid current model year or new.
- 3) Introduction of an ordinance authorizing the mayor to accept the low bid submitted for annual uniform bid for Fire Department.
- 4) Introduction of an ordinance authorizing the mayor to accept the low bid submitted for single phase polemount transformers.
- 5) Introduction of an ordinance authorizing the mayor to accept the low bid submitted for single phase padmount transformers.
- 6) Introduction of an ordinance authorizing the mayor to accept the low bid submitted for three phase padmount transformers.

- 7) Introduction of an ordinance authorizing the mayor to enter into a Technical Services Agreement with MCD Consulting, LLC.
- 8) Introduction of an ordinance authorizing the mayor to enter into a Master Services Agreement with CSRS, LLC for Engineering and related services and otherwise to provide with respect thereto.

#### **G. RESOLUTION**

- 9) **RESOLUTION** confirming the re-appointment of Ronald Morgan to serve as a Commissioner on the Greater Alexandria Economic Development Authority representing District 2.
- 10) **RESOLUTION** to adopt HUD Report for PY2024-2025 CAPER.
- 11) **RESOLUTION** confirming the re-appointment of Curtis Lewis to serve as a Commissioner on the Greater Alexandria Economic Development Authority representing District 3.
- 12) **RESOLUTION** authorizing advertisement for bids for the 2025-2028 Water Well Maintenance and Rehabilitation Contract.

#### **H. ORDINANCES FOR FINAL ADOPTION**

##### **SUBJECT TO PUBLIC HEARING**

- 13) To consider final adoption of an ordinance annexing 5.00 Acres of land situated in Section 26, Township 4 North, Range 2 West, Rapides Parish, Louisiana and being that property shown on the attached description requesting Zoning Classification I-1 (Light Industrial District).
- 14) To consider final adoption of an ordinance authorizing the mayor to accept the low bid submitted for a minimum of one 30 passenger trolley.

15) To consider final adoption of an ordinance authorizing the mayor to accept the low bid submitted for Fire Station Number 4 roof leak repairs.

16) Adjourned.

Alexandria City Council meetings and Council committee meetings are broadcast live and may be viewed live by the public on Optimum Cable Channel 4. A rebroadcast may be viewed on Optimum Cable Channel 4 and the City of Alexandria, LA website [www.cityofalexandrialala.com](http://www.cityofalexandrialala.com)

**ALEXANDRIA CITY COUNCIL**

**TUESDAY JULY 1, 2025**

**CITY COUNCIL CHAMBERS- 5:00 P.M.**

---

**PERSONS DESIRING TO ADDRESS THE COUNCIL SHALL INFORM  
THE PRESIDENT AT THE APPROPRIATE AGENDA ITEM**

---

**A. CALL TO ORDER**

**B. INVOCATION**

**C. PLEDGE OF ALLEGIANCE**

**D. ROLL CALL**

**E. APPROVAL OF MINUTES TAKEN FROM A REGULAR MEETING  
HELD ON JUNE 17 2025.**

PROCEEDINGS OF THE COUNCIL OF THE CITY OF ALEXANDRIA,  
STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING HELD ON JUNE  
17, 2025

The Council of the City of Alexandria, Louisiana, met in a regularly scheduled meeting session in the City Council Chambers, on Tuesday, June 17, 2025 at 5:00 P.M. Those present were the Honorable Jules Green, Gary Johnson, Jim Villard and Malcolm Larvadain. Cynthia Perry, Lizzie Felter and Chuck Fowler were absent. Also present were Mayor Roy, City Attorney Jonathon Goins, Michael Caffery and Council Staff.

The Council of the City of Alexandria, State of Louisiana was duly convened as the governing authority of said City by the Honorable Jules Green, who stated that the Council was ready for the transaction of business. The invocation was pronounced by Mr. Caffery and the Pledge of Allegiance was led by Mr. Larvadain.

**APPROVAL OF MINUTES**

On a motion of Mr. Villard and seconded by Mr. Johnson the minutes taken from a regular Council Meeting held on June 3, 2025 were unanimously approved by the Council.

**CONSENT CALENDAR**

The Council next read all items found under the heading Consent Calendar and assigned them to committees.

Mr. Villard moved for the introduction of all items appearing under the heading Consent Calendar.

Mr. Larvadain seconded the motion. It was unanimously carried by the Council.

On a motion of Mr. Villard and seconded by Mr. Larvadain the following ordinance was introduced to wit:

AN ORDINANCE ANNEXING 5.00 ACRES OF LAND SITUATED IN SECTION 26, TOWNSHIP 4 NORTH, RANGE 2 WEST, RAPIDES PARISH, LOUISIANA

AND BEING THAT PROPERTY SHOWN ON THE ATTACHED DESCRIPTION REQUESTING ZONING CLASSIFICATION I-1 (LIGHT INDUSTRIAL DISTRICT) AND OTHER MATTERS WITH RESPECT THERETO.

**RESOLUTIONS**

Mr. Villard moved for the adoption of the following resolution, which was seconded by Mr. Johnson.

RESOLUTION NO. 0670-2025

RESOLUTION TO CO-SPONSOR FRIENDS OF THE ALEXANDRIA ZOO SAFARI SMASH PICKLEBALL TOURNAMENT IN OCTOBER 2025 AT THE RECREATION FACILITIES.

The President called for any discussion, a vote was called for and resulted as follows:

YEAS: Villard, Larvadain, Johnson, Green.

NAYS: None.

ABSENT: Perry, Felter, Fowler.

This resolution was thereupon declared adopted on this the 17<sup>th</sup> day of June, 2025.

**ORDINANCES FOR FINAL ADOPTION**  
**SUBJECT TO A PUBLIC HEARING**

Upon request of the Administration and a motion of Mr. Villard and seconded by Mr. Johnson, the following item was delayed for two weeks:

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR FIRE STATION NUMBER 4 ROOF LEAK REPAIRS AND OTHER MATTERS WITH RESPECT THERETO.

The following ordinance, which was previously introduced and laid over for publication of notice and no objection having been filed thereto, was



brought up for final adoption on a motion of Mr. Villard and seconded by Mr. Johnson.

ORDINANCE NO. 59-2025

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR SULFUR DIOXIDE TECHNICAL GRADE, LIQUID ONE TON CYLINDERS FOR WASTEWATER DEPARTMENT AND OTHER MATTERS WITH RESPECT THERETO.

The President called for any discussion, a vote was called for and resulted as follows:

YEAS: Villard, Larvadain, Johnson, Green.

NAYS: None.

ABSENT: Perry, Felter, Fowler.

This ordinance was thereupon declared adopted on this the 17<sup>th</sup> day of June, 2025.

Upon request of the Administration and a motion of Mr. Villard and seconded by Mr. Johnson, the following item was delayed two weeks:

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR A MINIMUM OF ONE 30 PASSENGER TROLLEY AND OTHER MATTERS WITH RESPECT THERETO.

The following ordinance, which was previously introduced and laid over for publication of notice and no objection having been filed thereto, was brought up for final adoption on a motion of Mr. Villard and seconded by Mr. Johnson.

ORDINANCE NO. 60-2025

AN ORDINANCE AUTHORIZING THE MAYOR TO RENEW THE EXISTING CONTRACT FOR ENVIRONMENTAL ENGINEERING AND CONSULTING SERVICES AND OTHER MATTERS WITH RESPECT THERETO.

The President called for any discussion, a vote was called for and resulted as follows:

YEAS: Villard, Larvadain, Johnson, Green.

NAYS: None.

ABSENT: Perry, Felter, Fowler.

This ordinance was thereupon declared adopted on this the 17<sup>th</sup> day of June, 2025.

The following ordinance, which was previously introduced and laid over for publication of notice and no objection having been filed thereto, was brought up for final adoption on a motion of Mr. Villard and seconded by Mr. Larvadain.

ORDINANCE NO. 61-2025

AN ORDINANCE AUTHORIZING THE MAYOR TO RENEW THE CONTRACT FOR TESTING, CALIBRATION AND MAINTENANCE OF SUBSTATIONS AND D. G. HUNTER GENERATING STATION'S RELAYS, METERS AND RELATED EQUIPMENT FOR THE ELECTRIC DISTRIBUTION DEPARTMENT AND OTHER MATTERS WITH RESPECT THERETO.

The President called for any discussion, a vote was called for and resulted as follows:

YEAS: Villard, Larvadain, Johnson, Green.

NAYS: None.

ABSENT: Perry, Felter, Fowler.

This ordinance was thereupon declared adopted on this the 17<sup>th</sup> day of June, 2025.

The following ordinance, which was previously introduced and laid over for publication of notice and no objection having been filed thereto, was brought up for final adoption on a motion of Mr. Villard and seconded by Mr. Johnson.

ORDINANCE NO. 62-2025

AN ORDINANCE AUTHORIZING THE MAYOR TO RENEW THE EXISTING CONTRACT WITH KOLDER, SLAVEN AND COMPANY LLC FOR ANNUAL AUDIT AND RELATED SERVICES AND OTHER MATTERS WITH RESPECT THERETO.

The President called for any discussion, a vote was called for and resulted as follows:

YEAS: Villard, Larvadain, Johnson, Green.

NAYS: None.

ABSENT: Perry, Felter, Fowler.

This ordinance was thereupon declared adopted on this the 17<sup>th</sup> day of June, 2025.

The following ordinance, which was previously introduced and laid over for publication of notice and no objection having been filed thereto, was brought up for final adoption on a motion of Mr. Villard and seconded by Mr. Johnson.

ORDINANCE NO. 63-2025

AN ORDINANCE AMENDING THE 2025-2026 CAPITAL BUDGET FOR 24" KISATCHIE BYPASS PHASE 1 AND OTHER MATTERS WITH RESPECT THERETO.

The President called for any discussion, a vote was called for and resulted as follows:

YEAS: Villard, Larvadain, Johnson, Green.

NAYS: None.

ABSENT: Perry, Felter, Fowler.

This ordinance was thereupon declared adopted on this the 17<sup>th</sup> day of June, 2025.

The following ordinance, which was previously introduced and laid over for publication of notice and no objection having been filed thereto, was brought up for final adoption on a motion of Mr. Villard and seconded by Mr. Johnson.

ORDINANCE NO. 64-2025

AN ORDINANCE AUTHORIZING CHANGE ORDER NUMBER 2 FOR KISATCHIE BYPASS PHASE 1 PROJECT AND OTHER MATTERS WITH RESPECT THERETO.

The President called for any discussion, a vote was called for and resulted as follows:

YEAS: Villard, Larvadain, Johnson, Green.

NAYS: None.

ABSENT: Perry, Felter, Fowler.

This ordinance was thereupon declared adopted on this the 17<sup>th</sup> day of June, 2025.

The following ordinance, which was previously introduced and laid over for publication of notice and no objection having been filed thereto, was

brought up for final adoption on a motion of Mr. Villard and seconded by Mr. Johnson.

ORDINANCE NO. 65-2025

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A COOPERATIVE SERVICE AGREEMENT WITH THE UNITED STATES DEPARTMENT OF AGRICULTURE, ANIMAL AND PLANT HEALTH INSPECTION SERVICES AND OTHER MATTERS WITH RESPECT THERETO.

The President called for any discussion, a vote was called for and resulted as follows:

YEAS: Villard, Larvadain, Johnson, Green.

NAYS: None.

ABSENT: Perry, Felter, Fowler.

This ordinance was thereupon declared adopted on this the 17<sup>th</sup> day of June, 2025.

The Vice -President adjourned the meeting at 5:35 p.m.

**/S/ Cynthia Perry**

President

ATTEST:

**/S/Donna P. Jones**

City Clerk

## **F. CONSENT CALENDAR**

Introduction of an ordinance authorizing the mayor to accept the low bid submitted for spun prestressed wood pole equivalent concrete poles.



## AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.  
Please insure that the information is clear, concise and current.*

Division/Department:

Date: April 22, 2025

**Title:** Resolution Authorizing Permission to Advertise for Bid #2527-Spun Prestressed Wood Pole Equivalent Concrete Poles

### Explanation of Proposal:

Additional Information Attached ☒

We request permission to advertise for Spun Prestressed Wood Pole Equivalent Concrete Poles for use by the Electric Distribution Department. Bid will remain in effect for twelve months from bid award date.

**Budget:**

☐

Neutral

☒

Within  
Existing

☐

Requires  
Amendment

Account Number: 401-0-141720-0  
Electric Distribution Inventory

Expense Amount: N/A

Account Line Item: N/A

Remaining Amount: N/A

### Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information: Sufficient

☐

Insufficient

☐

Remarks:

RECEIVED

1:25 PM

APR 29 2025

CITY COUNCIL

**ADVERTISEMENT FOR BID**

CITY OF ALEXANDRIA, LOUISIANA  
PURCHASING DEPARTMENT

**BID # 2527 SPUN PRESTRESSED WOOD POLE EQUIVALENT CONCRETE POLES**

Separate sealed bids for, SPUN PRESTRESSED WOOD POLE EQUIVALENT CONCRETE POLES, will be received by the CITY OF ALEXANDRIA at the CITY COUNCIL MEETING CHAMBERS, ALEXANDRIA CITY HALL, ALEXANDRIA, LOUISIANA, until 10:00 AM CST, Tuesday, June 17, 2025, and then at said office publically opened and read aloud.

Complete bid packet, bid specifications may be obtained at the City of Alexandria's website, [www.cityofalexandria.com](http://www.cityofalexandria.com) under the heading "Business", and drop down to "RFP/RFQ/RFI/BIDS". There is no charge to download bid documents from the City's website.

Pursuant to LA R.S. 38:2212.1 B.(4)(a), vendors have the option to submit their bids electronically. Please find bid related documents and place electronic bids at [www.centralbidding.com](http://www.centralbidding.com) . For questions regarding the electronic bidding process, please call Central Bidding at 225-810-4814.

Questions and/or clarifications of bid specifications are to be in written form only, either mailed, faxed, or emailed to the attention of Andre Garsaud, City of Alexandria Purchasing Department, PO Box 71, Alexandria, LA 71309-0071; Fax 318-441-6185; email to [Andre.Garsaud@cityofalex.com](mailto:Andre.Garsaud@cityofalex.com) be received by 4:00 PM CST, Thursday, June 12, 2025.

OR

**Address for Postal Delivery:**

City of Alexandria  
Donna Jones, City Clerk  
PO Box 71  
Alexandria, LA 71309-0071

**Address for Courier or  
Overnight Delivery:**

City of Alexandria  
Donna Jones, City Clerk  
915 Third Street, 1<sup>st</sup> Floor  
Alexandria, LA 71301  
Phone: 318-449-5090

**Address for Electronic  
Bid Submission:**

[www.centralbidding.com](http://www.centralbidding.com)  
Phone: 225-810-4814

PLEASE PUBLISH THREE (3) TIMES:

Friday, May 9, 2025  
Friday, May 16, 2025  
Friday, May 23, 2025



**RESOLUTION NO. 0660-2025**

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR  
SPUN PRESTRESSED WOOD POLE EQUIVALENT CONCRETE POLES.**

**BE IT RESOLVED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes advertisement for bids for spun prestressed wood pole equivalent concrete poles.

**BE IT FURTHER RESOLVED, etc.,** that the City Clerk proceed with the advertisement according to law, with bids to be opened on July 1, 2025.

**PASSED AND ADOPTED** at Alexandria, Louisiana, this 20<sup>th</sup> day of May 2025.

/s/ Donna P. Jones, MMC  
City Clerk

## **ORDINANCE NO.**

**AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR SPUN PRESTRESSED WOOD POLE EQUIVALENT CONCRETE POLES AND OTHER MATTERS WITH RESPECT THERETO.**

**SECTION I: BE IT ORDAINED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes the mayor to accept the low bid submitted for spun prestressed wood pole equivalent concrete poles.

**SECTION II: BE IT FURTHER ORDAINED, etc.** that the Mayor of the City of Alexandria be authorized to pay said low bidder from the 2025/2026 budget and to each and every other act or deed needed or necessary to consummate said transaction.

**SECTION III: BE IT FURTHER ORDAINED, etc.,** that this ordinance shall become effective upon signature by the Mayor; or, if not signed or vetoed by the Mayor, upon expiration of the time for ordinances to become law without signature by the Mayor.

**SECTION IV: BE IT FURTHER ORDAINED, etc.,** that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this ordinance which can be given effect without the invalid provisions, items, or applications, and to this end the provisions of this ordinance or hereby declared severable.

**SECTION V: BE IT FURTHER ORDAINED, etc.,** that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

**THIS ORDINANCE** was introduced on the 1<sup>st</sup> day of July 2025.

**NOTICE PUBLISHED** on the 4<sup>th</sup> day of July, 2025.

**THIS ORDINANCE** having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:

YEAS:

NAYS:

ABSENT:

**AND THE ORDINANCE** was declared adopted on this the \_\_\_\_ day of July, 2025 and final publication was made in the Alexandria Daily Town Talk on the \_\_\_\_\_ day of July, 2025.

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
MAYOR'S APPROVAL/VETO

Introduction of an ordinance authorizing the mayor to accept the low bid submitted for annual vehicle bid current model year or new.



## AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.  
Please insure that the information is clear, concise and current.*

**Division/Department:** Finance / Purchasing

**Date:** APRIL 30, 2025

**Title:** Request a resolution to advertise for the Annual Vehicle Bid - Current Model Year Or New

### Explanation of Proposal:

*Additional Information Attached* ☒

We request permission to advertise for the ANNUAL VEHICLE BID - CURRENT MODEL YEAR OR NEW, for use by all City Departments. Contract shall remain in place for twelve(12) months from bid award date. Purchases shall be made on an "as needed" basis only. Pursuant to LA R.S. 38:2212.1 F, any public procurement unit may participate in a cooperative agreement with the City of Alexandria to acquire additional quantities of the above under a contract with the City of Alexandria for items awarded by public bid.

**Budget:**

☐

Neutral

☒

Within  
Existing

☐

Requires  
Amendment

Account Number:

Expense Amount:

Account Line Item:

Remaining Amount:

### Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

**Council Staff**

Form

☐

**Review:**

Content

☐

**Information:**

Sufficient

☐

Insufficient

☐

**Remarks:**

APPROVED

MAY 09 2025

CITY COUNCIL

## ADVERTISEMENT FOR BID

CITY OF ALEXANDRIA, LOUISIANA  
PURCHASING DEPARTMENT

### BID #2529- ANNUAL VEHICLE BID - CURRENT MODEL YEAR OR NEW

Separate sealed bids for the ANNUAL VEHICLE BID - CURRENT MODEL YEAR OR NEWER, will be received by the CITY OF ALEXANDRIA at the CITY COUNCIL MEETING CHAMBERS, ALEXANDRIA CITY HALL, ALEXANDRIA, LOUISIANA, until 10:00 AM CDT, TUESDAY, JULY 1, 2025, and then at said office publically opened and read aloud.

Complete bid packet, bid specifications may be obtained at the City of Alexandria's website, [www.cityofalexandria.com](http://www.cityofalexandria.com) under the heading "Business", and drop down to "RFP/RFQ/RFI/BIDS". There is no charge to download bid documents from the City's website.

Pursuant to LA R.S. 38:2212.1 B.(4)(a), vendors have the option to submit their bids electronically. Please find bid related documents and place electronic bids at [www.centralbidding.com](http://www.centralbidding.com) . For questions regarding the electronic bidding process, please call Central Bidding at 225-810-4814.

A mandatory pre-bid conference shall be held on Thursday June 12, 2025, at 10:00 AM CDT, at the City of Alexandria Purchasing Department, located at 2021 Industrial Park Road, Building WH, Alexandria, LA 71303. All vendors wishing to submit bid proposals for this project "MUST ATTEND" this pre-bid conference. Pursuant to LA R.S. 38:2212 (I), all prospective bidders shall be present at the beginning of this pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration, shall be prohibited from submitting a bid.

#### Address for Postal Delivery:

City of Alexandria  
Donna Jones, City Clerk  
PO Box 71  
Alexandria, LA 71309-0071

#### Address for Courier or Overnight Delivery:

City of Alexandria  
Donna Jones, City Clerk  
915 Third Street, 1<sup>st</sup> Floor  
Alexandria, LA 71301  
Phone: 318-449-5090

#### Address for Electronic Bid Submission:

[www.centralbidding.com](http://www.centralbidding.com)

Phone: 225-810-4814

PLEASE PUBLISH THREE (3) TIMES:

Friday, May 23, 2025  
Friday, May 30, 2025  
Friday, June 6, 2025

**RESOLUTION NO. 0661-2025**

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE ANNUAL VEHICLE BID CURRENT MODEL YEAR OR NEW.**

**BE IT RESOLVED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes advertisement for bids for annual vehicle bid current model year or new.

**BE IT FURTHER RESOLVED, etc.,** that the City Clerk proceed with the advertisement according to law, with bids to be opened on July 1, 2025.

**PASSED AND ADOPTED** at Alexandria, Louisiana, this 20<sup>th</sup> day of May, 2025.

/s/ Donna P. Jones, MMC  
City Clerk

**ORDINANCE NO...**

**AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR ANNUAL VEHICLE BID CURRENT MODEL YEAR OR NEW AND OTHER MATTERS WITH RESPECT THERETO.**

**SECTION I: BE IT ORDAINED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes the mayor to accept the low bid submitted for annual vehicle bid current model year or new.

**SECTION II: BE IT FURTHER ORDAINED, etc.** that the Mayor of the City of Alexandria be authorized to pay said low bidder from the 2025/2026 budget and to each and every other act or deed needed or necessary to consummate said transaction.

**SECTION III: BE IT FURTHER ORDAINED, etc.,** that this ordinance shall become effective upon signature by the Mayor; or, if not signed or vetoed by the Mayor, upon expiration of the time for ordinances to become law without signature by the Mayor.

**SECTION IV: BE IT FURTHER ORDAINED, etc.,** that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this ordinance which can be given effect without the invalid provisions, items, or applications, and to this end the provisions of this ordinance or hereby declared severable.

**SECTION V: BE IT FURTHER ORDAINED, etc.,** that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

**THIS ORDINANCE** was introduced on the 1<sup>st</sup> day of July 2025.

**NOTICE PUBLISHED** on the 4<sup>th</sup> day of July, 2025.

**THIS ORDINANCE** having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:



YEAS:

NAYS:

ABSENT:

**AND THE ORDINANCE** was declared adopted on this the \_\_\_\_ day of July, 2025 and final publication was made in the Alexandria Daily Town Talk on the \_\_\_\_\_ day of July, 2025.

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
MAYOR'S APPROVAL/VETO

Introduction of an ordinance authorizing the mayor to accept the low bid submitted for annual uniform bid for Fire Department.



## AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.  
Please insure that the information is clear, concise and current.*

Division/Department: Finance / Purchasing

Date: April 30, 2025

Title: Request a resolution to advertise for Annual Uniform Bid for Fire Department

### Explanation of Proposal:

Additional Information Attached ☒

We request permission to advertise for the Annual Uniform Bid for Fire Uniforms, to be used by Fire Department. Purchases are to be made on an "As Needed" basis only. Prices shall be held firm for twelve (12) months from bid award date. Contingent upon the ability of successful bidder to hold prices, the City reserves the right to renew the existing contract for an additional twelve (12) month period.

Budget:

☐

Neutral

☒

Within  
Existing

☐

Requires  
Amendment

Account Number:

Expense Amount:

Account Line Item:

Remaining Amount:

### Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

RECEIVED

MAY 03 2025

CITY OF ALEXANDRIA

## ADVERTISEMENT FOR BID

CITY OF ALEXANDRIA, LOUISIANA  
PURCHASING DEPARTMENT

### BID #2528 – ANNUAL UNIFORM BID FOR FIRE DEPARTMENT

Separate sealed bids for, ANNUAL UNIFORM BID FOR FIRE DEPARTMENT, will be received by the CITY OF ALEXANDRIA at the CITY COUNCIL MEETING CHAMBERS, ALEXANDRIA CITY HALL, ALEXANDRIA, LOUISIANA, until Tuesday, July 1, 2025 at 10:00AM CST.

Complete bid packet, bid specifications may be obtained at the City of Alexandria's website, [www.cityofalexandria.com](http://www.cityofalexandria.com) under the heading "Business", and drop down to "RFP/RFQ/RFI/BIDS". There is no charge to download bid documents from the City's website.

Pursuant to LA R.S. 38:2212.1 B.(4)(a), vendors have the option to submit their bids electronically. Please find bid related documents and place electronic bids at [www.centralbidding.com](http://www.centralbidding.com) . For questions regarding the electronic bidding process, please call Central Bidding at 225-810-4814.

Questions and/or clarifications of bid specifications are to be in written form only, either mailed, faxed, or emailed to the attention of Joann Swain, City of Alexandria Purchasing Department, PO Box 71, Alexandria, LA 71309-0071; Fax 318-619-3412; email to [joann.swain@cityofalex.com](mailto:joann.swain@cityofalex.com); and must be received by 4:00 PM, Thursday, June 19, 2025.

#### Address for Postal Delivery:

City of Alexandria  
Donna Jones, City Clerk  
PO Box 71  
Alexandria, LA 71309-0071

#### Address for Courier or Overnight Delivery:

City of Alexandria  
Donna Jones, City Clerk  
915 Third Street, 1<sup>st</sup> Floor  
Alexandria, LA 71301  
Phone: 318-449-5090

#### Address for Electronic Bid Submission:

[www.centralbidding.com](http://www.centralbidding.com)

Phone: 225-810-4814

PLEASE PUBLISH THREE (3) TIMES:

Friday, May 23, 2025

Friday, May 30, 2025

Friday, June 6, 2025

**RESOLUTION NO. 0662-2025**

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR  
ANNUAL UNIFORM BID FOR FIRE DEPARTMENT.**

**BE IT RESOLVED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes advertisement for bids for annual uniform bid for Fire Department.

**BE IT FURTHER RESOLVED, etc.,** that the City Clerk proceed with the advertisement according to law, with bids to be opened on July 1, 2025.

**PASSED AND ADOPTED** at Alexandria, Louisiana, this 20<sup>th</sup> day of May, 2025.

/s/ Donna P. Jones, MMC  
City Clerk

## **ORDINANCE NO.**

### **AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR ANNUAL UNIFORM BID FOR FIRE DEPARTMENT AND OTHER MATTERS WITH RESPECT THERETO.**

**SECTION I: BE IT ORDAINED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes the mayor to accept the low bid submitted for annual uniform bid for Fire Department.

**SECTION II: BE IT FURTHER ORDAINED, etc.** that the Mayor of the City of Alexandria be authorized to pay said low bidder from the 2025/2026 budget and to each and every other act or deed needed or necessary to consummate said transaction.

**SECTION III: BE IT FURTHER ORDAINED, etc.,** that this ordinance shall become effective upon signature by the Mayor; or, if not signed or vetoed by the Mayor, upon expiration of the time for ordinances to become law without signature by the Mayor.

**SECTION IV: BE IT FURTHER ORDAINED, etc.,** that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this ordinance which can be given effect without the invalid provisions, items, or applications, and to this end the provisions of this ordinance or hereby declared severable.

**SECTION V: BE IT FURTHER ORDAINED, etc.,** that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

**THIS ORDINANCE** was introduced on the 1<sup>st</sup> day of July 2025.

**NOTICE PUBLISHED** on the 4<sup>th</sup> day of July, 2025.

**THIS ORDINANCE** having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:

YEAS:

NAYS:

ABSENT:

**AND THE ORDINANCE** was declared adopted on this the \_\_\_\_ day of July, 2025 and final publication was made in the Alexandria Daily Town Talk on the \_\_\_\_\_ day of July, 2025.

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
MAYOR'S APPROVAL/VETO

Introduction of an ordinance authorizing the mayor to accept the low bid submitted for single phase polemount transformers.





## AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.  
Please insure that the information is clear, concise and current.*

Division/Department: **FINANCE/PURCHASING**

Date: **May 05, 2025**

Title: **RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE FOR POLEMOUNT TRANSFORMERS**

### Explanation of Proposal:

Additional Information Attached ☒

Request permission to advertise for Single Phase Polemount Transformers. Said material to be inventoried by the Electric Distribution Warehouse Department. Bids are to remain in effect for a period of twelve months from bid award date.

### Budget:

☐

Neutral

☒

Within  
Existing

☐

Requires  
Amendment

Account Number: 401-0-141720-00000  
INVENTORY

Expense Amount: N/A

Account Line Item: N/A

Remaining Amount: N/A

### Authorization:

1. Mayor

4. Finance Director

5. Division Director

2. Chief Operating Officer

6. Department Head

3. City Attorney

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

RECEIVED

MAY 06 2025

CITY COUNCIL

## ADVERTISEMENT FOR BID

CITY OF ALEXANDRIA, LOUISIANA  
PURCHASING DEPARTMENT

### BID # 2519 SINGLE PHASE POLEMOUNT TRANSFORMERS

Separate sealed bids for, SINGLE PHASE POLEMOUNT TRANSFORMERS, will be received by the CITY OF ALEXANDRIA at the CITY COUNCIL MEETING CHAMBERS, ALEXANDRIA CITY HALL, ALEXANDRIA, LOUISIANA, until 10:00 AM CST, TUESDAY, JULY 1, 2025, and then at said office publically opened and read aloud.

Complete bid packet, bid specifications may be obtained at the City of Alexandria's website, [www.cityofalexandria.com](http://www.cityofalexandria.com) under the heading "Business", and drop down to "RFP/RFQ/RFI/BIDS". There is no charge to download bid documents from the City's website.

Pursuant to LA R.S. 38:2212.1 B.(4)(a), vendors have the option to submit their bids electronically. Please find bid related documents and place electronic bids at [www.centralbidding.com](http://www.centralbidding.com) . For questions regarding the electronic bidding process, please call Central Bidding at 225-810-4814.

Questions and/or clarifications of bid specifications are to be in written form only, either mailed, faxed, or emailed to the attention of Andre Garsaud, City of Alexandria Purchasing Department, PO Box 71, Alexandria, LA 71309-0071; Fax 318-441-6185; email to [andre.garsaud@cityofalex.com](mailto:andre.garsaud@cityofalex.com) and must be received by 4:00 PM CST, Thursday, June 19, 2025.

OR

#### Address for Postal Delivery:

City of Alexandria  
Donna Jones, City Clerk  
PO Box 71  
Alexandria, LA 71309-0071

#### Address for Courier or Overnight Delivery:

City of Alexandria  
Donna Jones, City Clerk  
915 Third Street, 1<sup>st</sup> Floor  
Alexandria, LA 71301  
Phone: 318-449-5090

#### Address for Electronic Bid Submission:

[www.centralbidding.com](http://www.centralbidding.com)  
Phone: 225-810-4814

PLEASE PUBLISH THREE (3) TIMES:

Friday, May 23, 2025  
Friday, May 30, 2025  
Friday, June 6, 2025

**RESOLUTION NO. 0663-2025**

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR  
POLEMOUNT TRANSFORMERS.**

**BE IT RESOLVED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes advertisement for bids for polemount transformers.

**BE IT FURTHER RESOLVED, etc.,** that the City Clerk proceed with the advertisement according to law, with bids to be opened on July 1, 2025.

**PASSED AND ADOPTED** at Alexandria, Louisiana, this 20<sup>th</sup> day of May, 2025.

/s/ Donna P. Jones, MMC  
City Clerk

## **ORDINANCE NO.**

### **AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR SINGLE PHASE POLEMOUNT TRANSFORMERS AND OTHER MATTERS WITH RESPECT THERETO.**

**SECTION I: BE IT ORDAINED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes the mayor to accept the low bid submitted for single phase polemount transformers.

**SECTION II: BE IT FURTHER ORDAINED, etc.** that the Mayor of the City of Alexandria be authorized to pay said low bidder from the 2025/2026 budget and to each and every other act or deed needed or necessary to consummate said transaction.

**SECTION III: BE IT FURTHER ORDAINED, etc.,** that this ordinance shall become effective upon signature by the Mayor; or, if not signed or vetoed by the Mayor, upon expiration of the time for ordinances to become law without signature by the Mayor.

**SECTION IV: BE IT FURTHER ORDAINED, etc.,** that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this ordinance which can be given effect without the invalid provisions, items, or applications, and to this end the provisions of this ordinance or hereby declared severable.

**SECTION V: BE IT FURTHER ORDAINED, etc.,** that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

**THIS ORDINANCE** was introduced on the 1<sup>st</sup> day of July 2025.

**NOTICE PUBLISHED** on the 4<sup>th</sup> day of July, 2025.

**THIS ORDINANCE** having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:

YEAS:

NAYS:

ABSENT:

**AND THE ORDINANCE** was declared adopted on this the \_\_\_\_ day of July, 2025 and final publication was made in the Alexandria Daily Town Talk on the \_\_\_\_ day of July, 2025.

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
MAYOR'S APPROVAL/VETO

Introduction of an ordinance authorizing the mayor to accept the low bid submitted for single phase padmount transformers.



## AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.  
Please insure that the information is clear, concise and current.*

Division/Department: FINANCE/PURCHASING

Date: MAY 5, 2025

Title: RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE FOR SINGLE PHASE PADMOUNT

### Explanation of Proposal:

Additional Information Attached ☒

Request permission to advertise for Single Phase Padmount Transformers to be used by Electric Distribution.  
Bids are to remain in effect for a period of twelve months from bid award date.

### Budget:

☐

Neutral

☒

Within  
Existing

☐

Requires  
Amendment

Account Number: 401-0-141720-00000  
INVENTORY

Expense Amount: N/A

Account Line Item: N/A

Remaining Amount: N/A

### Authorization:

1. Mayor

4. Finance Director

5. Division Director

2. Chief Operating Officer

6. Department Head

3. City Attorney

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

## ADVERTISEMENT FOR BID

CITY OF ALEXANDRIA, LOUISIANA  
PURCHASING DEPARTMENT

### BID # 2520 SINGLE PHASE PADMOUNT TRANSFORMERS

Separate sealed bids for, SINGLE PHASE PADMOUNT TRANSFORMERS, will be received by the CITY OF ALEXANDRIA at the CITY COUNCIL MEETING CHAMBERS, ALEXANDRIA CITY HALL, ALEXANDRIA, LOUISIANA, until 10:00 AM CST, TUESDAY, JULY 1, 2025, and then at said office publically opened and read aloud.

Complete bid packet, bid specifications may be obtained at the City of Alexandria's website, [www.cityofalexandria.com](http://www.cityofalexandria.com) under the heading "Business", and drop down to "RFP/RFQ/RFI/BIDS". There is no charge to download bid documents from the City's website.

Pursuant to LA R.S. 38:2212.1 B.(4)(a), vendors have the option to submit their bids electronically. Please find bid related documents and place electronic bids at [www.centralbidding.com](http://www.centralbidding.com) . For questions regarding the electronic bidding process, please call Central Bidding at 225-810-4814.

Questions and/or clarifications of bid specifications are to be in written form only, either mailed, faxed, or emailed to the attention of Andre Garsaud, City of Alexandria Purchasing Department, PO Box 71, Alexandria, LA 71309-0071; Fax 318-441-6185; email to [andre.garsaud@cityofalex.com](mailto:andre.garsaud@cityofalex.com) and must be received by 4:00 PM CST, Thursday, June 19, 2025.

OR

#### Address for Postal Delivery:

City of Alexandria  
Donna Jones, City Clerk  
PO Box 71  
Alexandria, LA 71309-0071

#### Address for Courier or Overnight Delivery:

City of Alexandria  
Donna Jones, City Clerk  
915 Third Street, 1<sup>st</sup> Floor  
Alexandria, LA 71301  
Phone: 318-449-5090

#### Address for Electronic Bid Submission:

[www.centralbidding.com](http://www.centralbidding.com)  
Phone: 225-810-4814

PLEASE PUBLISH THREE (3) TIMES:

Friday, May 23, 2025  
Friday, May 30, 2025  
Friday, June 6, 2025



**RESOLUTION NO. 0664-2025**

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS  
FOR SINGLE PHASE PADMOUNT.**

**BE IT RESOLVED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes advertisement for bids for single phase padmount.

**BE IT FURTHER RESOLVED, etc.,** that the City Clerk proceed with the advertisement according to law, with bids to be opened on July 1, 2025.

**PASSED AND ADOPTED** at Alexandria, Louisiana, this 20<sup>th</sup> day of May, 2025.

/s/ Donna P. Jones, MMC  
City Clerk

## **ORDINANCE NO.**

### **AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR SINGLE PHASE PADMOUNT TRANSFORMERS AND OTHER MATTERS WITH RESPECT THERETO.**

**SECTION I: BE IT ORDAINED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes the mayor to accept the low bid submitted for single phase padmount transformers.

**SECTION II: BE IT FURTHER ORDAINED, etc.** that the Mayor of the City of Alexandria be authorized to pay said low bidder from the 2025/2026 budget and to each and every other act or deed needed or necessary to consummate said transaction.

**SECTION III: BE IT FURTHER ORDAINED, etc.,** that this ordinance shall become effective upon signature by the Mayor; or, if not signed or vetoed by the Mayor, upon expiration of the time for ordinances to become law without signature by the Mayor.

**SECTION IV: BE IT FURTHER ORDAINED, etc.,** that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this ordinance which can be given effect without the invalid provisions, items, or applications, and to this end the provisions of this ordinance or hereby declared severable.

**SECTION V: BE IT FURTHER ORDAINED, etc.,** that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

**THIS ORDINANCE** was introduced on the 1<sup>st</sup> day of July 2025.

**NOTICE PUBLISHED** on the 4<sup>th</sup> day of July, 2025.

**THIS ORDINANCE** having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:

YEAS:

NAYS:

ABSENT:

**AND THE ORDINANCE** was declared adopted on this the \_\_\_\_ day of July, 2025 and final publication was made in the Alexandria Daily Town Talk on the \_\_\_\_ day of July, 2025.

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
MAYOR'S APPROVAL/VETO

Introduction of an ordinance authorizing the mayor to accept the low bid submitted for three phase padmount transformers.



## AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.  
Please insure that the information is clear, concise and current.*

Division/Department: **FINANCE/PURCHASING**

Date: **May 05, 2025**

Title: **RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE FOR THREE PHASE PADMOUNT**

### Explanation of Proposal:

Additional Information Attached ☒

Request permission to advertise for Three Phase Padmount Transformers. Said material to be inventoried by the Electric Distribution Warehouse Department. Bids are to remain in effect for a period of twelve months from bid award date.

### Budget:

☐

Neutral

☒

Within  
Existing

☐

Requires  
Amendment

Account Number: 401-0-141720-00000  
INVENTORY

Expense Amount: N/A

Account Line Item: N/A

Remaining Amount: N/A

### Authorization:

1. Mayor

2. Chief Operating Officer

4. Finance Director

5. Division Director

6. Department Head

3. City Attorney

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

## ADVERTISEMENT FOR BID

CITY OF ALEXANDRIA, LOUISIANA  
PURCHASING DEPARTMENT

### BID # 2521 THREE PHASE PADMOUNT TRANSFORMERS

Separate sealed bids for, SINGLE PHASE POLEMOUNT TRANSFORMERS, will be received by the CITY OF ALEXANDRIA at the CITY COUNCIL MEETING CHAMBERS, ALEXANDRIA CITY HALL, ALEXANDRIA, LOUISIANA, until 10:00 AM CST, TUESDAY, JULY 1, 2025, and then at said office publically opened and read aloud.

Complete bid packet, bid specifications may be obtained at the City of Alexandria's website, [www.cityofalexandria.com](http://www.cityofalexandria.com) under the heading "Business", and drop down to "RFP/RFQ/RFI/BIDS". There is no charge to download bid documents from the City's website.

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**Questions and/or clarifications of bid specifications are to be in written form only, either mailed, faxed, or emailed to the attention of Andre Garsaud, City of Alexandria Purchasing Department, PO Box 71, Alexandria, LA 71309-0071; Fax 318-441-6185; email to [andre.garsaud@cityofalex.com](mailto:andre.garsaud@cityofalex.com) and must be received by 4:00 PM CST, Thursday, June 19, 2025.**

OR

**Address for Postal Delivery:**

City of Alexandria  
Donna Jones, City Clerk  
PO Box 71  
Alexandria, LA 71309-0071

**Address for Courier or  
Overnight Delivery:**

City of Alexandria  
Donna Jones, City Clerk  
915 Third Street, 1<sup>st</sup> Floor  
Alexandria, LA 71301  
Phone: 318-449-5090

**Address for Electronic  
Bid Submission:**

[www.centralbidding.com](http://www.centralbidding.com)

Phone: 225-810-4814

PLEASE PUBLISH THREE (3) TIMES:

Friday, May 23, 2025  
Friday, May 30, 2025  
Friday, June 6, 2025

**RESOLUTION NO. 0665-2025**

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR  
THREE PHASE PADMOUNT.**

**BE IT RESOLVED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes advertisement for bids for three phase padmount.

**BE IT FURTHER RESOLVED, etc.,** that the City Clerk proceed with the advertisement according to law, with bids to be opened on July 1, 2025.

**PASSED AND ADOPTED** at Alexandria, Louisiana, this 20<sup>th</sup> day of May, 2025.

/s/ Donna P. Jones, MMC  
City Clerk

## **ORDINANCE NO.**

### **AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR THREE PHASE PADMOUNT TRANSFORMERS.**

**SECTION I: BE IT ORDAINED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes the mayor to accept the low bid submitted for three phase padmount transformers.

**SECTION II: BE IT FURTHER ORDAINED, etc.** that the Mayor of the City of Alexandria be authorized to pay said low bidder from the 2025/2026 budget and to each and every other act or deed needed or necessary to consummate said transaction.

**SECTION III: BE IT FURTHER ORDAINED, etc.,** that this ordinance shall become effective upon signature by the Mayor; or, if not signed or vetoed by the Mayor, upon expiration of the time for ordinances to become law without signature by the Mayor.

**SECTION IV: BE IT FURTHER ORDAINED, etc.,** that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this ordinance which can be given effect without the invalid provisions, items, or applications, and to this end the provisions of this ordinance or hereby declared severable.

**SECTION V: BE IT FURTHER ORDAINED, etc.,** that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

**THIS ORDINANCE** was introduced on the 1<sup>st</sup> day of July 2025.

**NOTICE PUBLISHED** on the 4<sup>th</sup> day of July, 2025.



**THIS ORDINANCE** having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:

YEAS:

NAYS:

ABSENT:

**AND THE ORDINANCE** was declared adopted on this the \_\_\_\_ day of July, 2025 and final publication was made in the Alexandria Daily Town Talk on the \_\_\_\_\_ day of July, 2025.

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
MAYOR'S APPROVAL/VETO

Introduction of an ordinance authorizing the mayor to enter into a  
Technical Services Agreement with MCD Consulting, LLC.



## AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.  
Please insure that the information is clear, concise and current.*

**Division/Department:** Finance / Information Systems

**Date:** 6/11/2025

**Title:** MCD CONSULTING, LLC Technical Services Agreement

**Explanation of Proposal:**

*Additional Information Attached* ☒

Provide remote technical and database administration services for City of Alexandria, Information Systems.

(See Exhibit A - Statement of Work - Section B - MCD Deliverables outlined in submitted Technical Services Agreement)

**Budget:**

☐

Neutral

☒

Within  
Existing

☐

Requires  
Amendment

Account Number: 401-218800-605114

Expense Amount: \$12,000 (annually)

Account Line Item: Maintenance of Software

Remaining Amount:

**Authorization:**

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

**Council Staff**

Form

☐

**Review:**

Content

☐

**Information:**

Sufficient

☐

Insufficient

☐

**Remarks:**

RECEIVED

JUN 13 2025

CITY COUNCIL



## Technical Services Agreement

THIS TECHNICAL SERVICE AGREEMENT (the "Agreement") BETWEEN:

City of Alexandria  
915 3<sup>rd</sup> Street  
Alexandria, LA 71301  
(the "CLIENT")

- AND -

MCD Consulting, LLC  
348 Lucy Belle Drive  
Marksville, LA 71351  
(the "MCD")

THIS TECHNICAL SERVICES AGREEMENT (this "Agreement") is by and between MCD Consulting, LLC, ("MCD") and City of Alexandria ("CLIENT").

### WITNESSETH:

WHEREAS, the CLIENT desires and needs assistance with SOFTWARE support and/or TECHNICAL services and any other services that may be provided or arranged by MCD CONSULTING, LLC, as attached in the Statement of Work (Exhibit A).

WHEREAS MCD Consulting, LLC desires to become a consultant to the CLIENT and provide the SOFTWARE support and/or TECHNICAL services to CLIENT as outlined and defined in this Agreement.

WHEREAS MCD has expertise in providing technical and software support and CLIENT desires for MCD to furnish such analysis, software and technical support, to CLIENT as described in this Agreement and Exhibit A so that the CLIENT may benefit from MCD'S expertise and abilities.

### 1. TERM

The initial term of this Agreement shall start on the "EFFECTIVE" date of the technical support services agreement, July 1, 2025 ("Effective Date") and will continue through the "END" date June 30, 2026 ("End Date"). This Agreement will automatically renew for successive one (1) year terms, unless terminated as provided in this Agreement. Either party may terminate this Agreement prior to the expiration term if they notify the other party, in writing at least sixty (60) days prior to the expiration of any term. If this Agreement is automatically renewed for an additional one (1) year term, prices for the services may increase each year by one percent 1% but will not exceed the annual cumulative Consumer Price Index as published by the



United States Department of Labor Statistics. This Agreement may also be terminated pursuant to Section 6 of this Agreement.

2. CURRENCY

Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in US Dollars.

3. CONFIDENTIALITY

Confidential information (the "Confidential Information") refers to any data or information relating to the business of the CLIENT which would reasonably be considered to be proprietary to the CLIENT including, but not limited to, accounting records, business processes and employee records and that is not generally known in the industry of the CLIENT and where the release of that Confidential Information could reasonably be expected to cause harm to the CLIENT. Confidential Information also means any trade secrets, data or information that is competitively important to MCD or CLIENT and is not generally known to the public at large, including, but not limited to the following:

- (1) Specifications of any products or software, services idea, or concepts under development or consideration by MCD,
- (2) CLIENT will endeavor not to share or release any Confidential Information, subject to the Louisiana Public Records Law or any court-ordered process.

4. SERVICES

CLIENT hereby engages MCD to serve as a consultant and provide certain services, as outlined in the Statement of Work (Exhibit A), and MCD agrees to act as a consultant upon the terms and conditions set forth in this contract. MCD will provide up to one hundred twenty (120) service hours (on a shared resource basis) over the Term of this Agreement ("Service Hours"). Use of Service Hours in excess of ten (10) hours per month may result in all Service Hours being expended prior to the End Date of the current Term. CLIENT agrees to pay for additional Service Hours at the hourly rate set forth in this Agreement. Unused Service Hours will not carry over to new Term.

5. COMPENSATION

For the services rendered by MCD as required by this Agreement, the CLIENT will provide compensation (the "Compensation") to MCD at the rate of one hundred dollars (\$100.00) per hour.

- i. MCD will invoice CLIENT on a fixed retainer fee basis, and CLIENT agrees to pay to MCD, twelve thousand dollars (\$12,000.00) for the Services in monthly installments of one thousand dollars (\$1,000.00) per month.
- ii. For Services provided above and beyond the 120 Service Hours during the Term, CLIENT agrees to pay MCD at the rate of one hundred dollars (\$100.00) per hour.

- iii. Reimbursable expenses are not included in the fees for Service Hours, and will be invoiced monthly, as expenses are incurred.

## 6. TERMINATION

### 1) This Agreement may be terminated as follows:

- a. MCD shall have the right to terminate this Agreement upon the happening of an "Event of Default." For purposes of this Agreement, an event of Default shall mean:
  - (i) The CLIENT'S failure to pay any undisputed amounts due or disputed amounts due after thirty (30) days of attempts to resolve such dispute.
  - (ii) The CLIENT'S breach of any provision of this Agreement other than payment which continues for more than thirty (30) days after written notice thereof from MCD specifying the breach.
  - (iii) The CLIENT'S insolvency or admission that it is unable to pay debts as they become due.
  - (iv) An assignment by the CLIENT for the benefit of its creditors.
  - (v) The institution of any proceeding, bankruptcy or otherwise, for the relief of debtors by or against the CLIENT.
- b. MCD shall also have the right to terminate this Agreement for any reasonable reason, by providing 30 days written notice of termination of this agreement.
- c. This Agreement may be terminated by the mutual agreement of the Parties.
- d. The obligations of MCD will end upon termination of this Agreement.

## 7. LIABILITY AND INDEMNIFICATION

### (a) LIMITED WARRANTY.

Except as otherwise stated in section otherwise herein, the services hereunder are provided "AS IS" and MCD makes no representations or warranties of any kind, nature, description, express or implied, with respect to the services performed by MCD, including, but not by way of limitation, any Warranty of Merchantability or Fitness for a Particular Purpose and MCD disclaims the same. Without limiting the above MCD makes no warranty, express or implied, as to the results to be obtained from MCD or that the services provided will be error-free or uninterrupted. MCD shall have no responsibility for decisions made by CLIENT contrary to advice of MCD or for CLIENT'S use of systems in the operation of the CLIENT'S business, which are available as a result of the consulting services of MCD.

### (b) ACKNOWLEDGMENTS

CLIENT acknowledges that due to the nature of the services being performed, MCD offers no explicit or implied warranty or guarantee on any software or hardware provided to CLIENT. Notwithstanding any provisions herein to the contrary MCD shall not be liable to CLIENT for lost profits or revenues, special, incidental, consequential or similar damages arising out of a breach of this Agreement. CLIENT will hold MCD harmless for any loss of data, productivity, security, or any other functionality or business loss during any maintenance window granted to MCD by CLIENT.

(c) INDEMNIFICATION BY CLIENT

CLIENT shall indemnify, defend and hold harmless MCD from, any and all liabilities, damages, losses, costs or expenses incurred by or suffered by MCD as a result of CLIENT'S breach or violation of this Agreement. CLIENT shall indemnify, defend and hold harmless MCD from any and all liability associated with the performance of services and waives any right to consequential or incidental damages stemming from the performance of services, unless such failure is a result of gross negligence or willful misconduct on the part of MCD. CLIENT agrees that in the event of any damage to CLIENT'S hardware or software, CLIENT shall be fully and solely responsible for all costs to restore the hardware and software to operating conditions.

(d) LIABILITY and INDEMNIFICATION OF THIRD-PARTY ACTIONS

MCD shall not be liable for any criminal acts of third parties for unlawful infiltration or hacking into system of CLIENT nor shall MCD be responsible for virus infiltration by third parties. CLIENT agrees that in the event of any damage to CLIENT'S hardware or software, CLIENT shall be fully and solely responsible for all costs to restore the hardware and software to operating conditions.

8. **FORCE MAJEURE**

MCD shall not be responsible for liability, loss or damage resulting from delays in the performance or failure to perform its obligations or responsibilities under this Agreement to the extent that MCD is prevented from performing its obligations by Acts of God, fire, flood, earthquake, weather, climate change, electrical or computer failure, hurricanes, blizzards, software or hardware failure, elements of nature, war, riots, terrorism, civil disturbance, labor disruptions or strikes, quarantines, embargoes, or other governmental action, or any other problems inherent in the use of the Internet and electronic communications or other causes beyond the reasonable control of MCD.

9. **WARRANTIES**

MCD will, to the maximum extent allowable by third-party Vendors, pass-through to CLIENT all warranties for materials, furnished under this Agreement.

10. **NON-SOLICITATION**

MCD understands and agrees that any attempt on the part of MCD to induce other employees of CLIENT to leave the CLIENT'S employ, or any effort by MCD to interfere with the CLIENT'S relationship with its employees or other service providers would be harmful and damaging to the CLIENT.

11. **RETURN OF PROPERTY**

Upon the expiration or termination of this Agreement, MCD will return to the CLIENT any equipment or hardware in its possession, which is the property of the CLIENT.

**12. CAPACITY/INDEPENDENT CONTRACTOR**

In providing the Services under this Agreement, it is expressly agreed that MCD is acting as an independent contractor and not as an employee. MCD and CLIENT acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for services.

**13. MODIFICATION OF AGREEMENT**

Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party.

**14. TIME OF THE ESSENCE**

Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

**15. ASSIGNMENT**

MCD will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the CLIENT.

**16. ENTIRE AGREEMENT**

It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

**17. GOVERNING LAW**

It is the intention of the Parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be constructed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of Louisiana, without regard to the jurisdiction in which the any action or special proceedings may be instituted. The venue for any litigation is to be the Ninth Judicial District Court, Rapides Parish, Louisiana.

**18. SEVERABILITY**

In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of the Agreement.

**19. WAIVER**

The waiver by either Party of breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.





**IN WITNESS WHEREOF**, the undersigned authorized representatives of MCD Consulting, LLC and the CLIENT have executed this Agreement.

**MCD Consulting, LLC**

**City of Alexandria, LA**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **Exhibit A**

### **Statement of Work**

#### **A. MCD Services**

1. CLIENT will assign a project manager to work directly with MCD for requesting of services to be provided.
2. MCD will provide remote database administration services for the CLIENT. These services are defined in Section B (MCD Deliverables).
3. MCD will use allocated hours to provide the Services specified below under Section B.
  - a. After hours work should be scheduled at least two (2) weeks in advance. Failure to do so may result in after hours being charged a double-time rate, i.e. each hour of service will be charged at a rate equivalent to two (2) hours.
  - b. If requested, MCD will provide services on-site to perform any of the deliverables defined in Section B. Client agrees to reimburse MCD for all travel and living expenses related to on-site assistance.

#### **B. MCD Deliverables**

##### **1. RDBA Deliverables**

- a. Provide remote technical and database administration services.
- b. Review existing computing environment (hardware and software) and discuss future goals and direction desired by CLIENT.
- c. Periodically connect into the CLIENT computer system to review and monitor software and database environments, and propose needed changes, upgrades, and tuning adjustments as necessary.
- d. Coordinate with CLIENT IT staff for scheduling any changes that may be needed.
- e. Perform database review and maintenance.
- f. Install/configure new Banner Servers.
- g. Create/recreate new Banner software environments.
- h. Create/recreate new Oracle database environments.
- i. Write custom Banner reports/processes.
- j. Write custom interfaces to/from Banner.
- k. Support all custom reports, processes and interfaces that are not supported by baseline Banner software support.
- l. Perform Banner software, and tax, updates (test and production).
- m. Perform Oracle software updates (test and production).

## **ORDINANCE NO.**

### **AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A TECHNICAL SERVICES AGREEMENT WITH MCD CONSULTING, LLC. AND OTHER MATTERS WITH RESPECT THERETO.**

**SECTION I: BE IT ORDAINED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes the mayor to enter into a Technical Services Agreement with MCD Consulting, LLC.

**SECTION II: BE IT FURTHER ORDAINED, etc.,** that this ordinance shall become effective upon signature by the Mayor; or, if not signed or vetoed by the Mayor, upon expiration of the time for ordinances to become law without signature by the Mayor.

**SECTION III: BE IT FURTHER ORDAINED, etc.,** that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this ordinance which can be given effect without the invalid provisions, items, or applications, and to this end the provisions of this ordinance or hereby declared severable.

**SECTION IV: BE IT FURTHER ORDAINED, etc.,** that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

**THIS ORDINANCE** was introduced on the 1<sup>st</sup> day of July 2025.

**NOTICE PUBLISHED** on the 4<sup>th</sup> day of July, 2025.

**THIS ORDINANCE** having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:

YEAS:

NAYS:

ABSENT:

**AND THE ORDINANCE** was declared adopted on this the \_\_\_\_ day of July, 2025 and final publication was made in the Alexandria Daily Town Talk on the \_\_\_\_ day of July, 2025.

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
MAYOR'S APPROVAL/VETO

Introduction of an ordinance authorizing the mayor to enter into a Master Services Agreement with CSRS, LLC for Engineering and related services and otherwise to provide with respect thereto.



## AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.  
Please insure that the information is clear, concise and current.*

Division/Department: Legal

Date: 6/24/2025

**Title:** AN ORDINANCE TO AUTHORIZE THE MAYOR ON BEHALF OF THE CITY TO ENTER INTO A MASTER SERVICES AGREEMENT OR CONTRACT WITH CSRS, LLC FOR ENGINEERING AND RELATED SERVICES AND OTHERWISE TO PROVIDE WITH RESPECT THERETO.

### Explanation of Proposal:

Additional Information Attached ☐

CSRS is an engineering and related services company which may offer services to the City under a Master Services Agreement to perform various task based services for capital and other projects. The administration recommends retention of CSRS for various and potential projects.

### Budget:

☐

Neutral

☐

Within  
Existing

☐

Requires  
Amendment

Account Number:

Expense Amount:

Account Line Item:

Remaining Amount:

### Authorization:

4. Finance Director

1. Mayor

5. Division Director

2. Chief Operating Officer

6. Department Head

3. City Attorney

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

RECEIVED

JUN 24 2025

CITY COUNCIL

## CSRS, LLC MASTER SERVICES AGREEMENT

**THIS AGREEMENT** (the "AGREEMENT"), (together with the attachments hereto) dated and effective as of \_\_\_\_\_ (the "Effective Date"), is hereby made and entered into by and between , **City of Alexandria** a legal entity incorporated and existing under the laws of the State of Louisiana (hereinafter "the **CLIENT**") having a place of business located at 915 3<sup>rd</sup> Street, Alexandria, Louisiana 71309 and **CSRS, LLC**, a Louisiana corporation (hereinafter "**CSRS**") having a place of business located at 8555 United Plaza, Suite 100, Baton Rouge, LA 70809. **CLIENT** and **CSRS** are each individually referred to as a "Party" and collectively as the "Parties".

**NOW, THEREFORE**, The Parties agree as follows:

1. **SCOPE OF SERVICES.** **CSRS** agrees to undertake and perform certain professional services ("Services") in accordance with the terms and conditions contained herein, as may be requested by **CSRS** from time to time. Services can include, but are not limited to, Program and Project Management, Planning, all Federal, State, and Local Grants Management, Construction Management, Owner's Representation, Development Advisory, R/W Acquisition Services, and Permitting Management. The Services to be performed, **CSRS**' compensation, and the schedule for performance for each task shall be described in one or more authorizations issued to **CSRS** by **CLIENT**, the form of which is attached hereto as **EXHIBIT 1** ("Task Order"). A Task Order shall be valid and binding upon the parties only if accepted in writing by **CLIENT** and **CSRS**. Each duly executed Task Order shall be subject to the terms and conditions of this **AGREEMENT**, except to the extent expressly modified by the Task Order.

It is the expressed intent of the parties that this **AGREEMENT** shall be made available to subsidiaries and affiliated companies of **CSRS**. For the purposes of this **AGREEMENT**, as it applies to each Task Order, the term "**CSRS**" shall mean either **CSRS** as defined above or the subsidiary or affiliate of **CSRS** identified in the Task Order. The applicable Task Order shall clearly identify the legal name of the entity accepting the Task Order.

2. **TERMS.** Unless otherwise specified, the initial term of this **AGREEMENT** shall run for three (3) years from the effective date and shall continue from year to year thereafter. This **AGREEMENT** may be terminated at will by either Party upon thirty (30) days written notice to the other Party. In the event of termination, **CSRS** will be compensated for services performed under Task Orders up to the date of termination, which have been accepted by **CLIENT**. If at the time of termination of this **AGREEMENT**, Services pursuant to a Task Order remain uncompleted and the parties intend that such Services shall be completed, the terms of this **AGREEMENT** shall continue to apply to such Services.
3. **PAYMENT FOR SERVICES.** **CLIENT** agrees to compensate **CSRS** in accordance with **EXHIBIT 2** Schedule of Fees and Charges, when the Services are performed. Copies of the schedules in effect as of the date hereof are attached hereto as **EXHIBIT 2** and are an integral part of this **AGREEMENT**.

CSRS' rate schedules are revised periodically; CSRS will notify CLIENT of any revisions in the rate schedules and the effective date thereof, which date shall not be less than thirty (30) days after such notice. Any changes in the rate schedule shall not be applicable to open or existing Task Orders at the time of the change and are only applicable to future Task Orders after the date of change. Invoices shall be submitted no more frequently than bi-weekly. CLIENT shall pay undisputed portions of each progress invoice within thirty (30) days from the due date of such payment. Any invoices due, owing, and unpaid in excess of thirty (30) days after the date thereof shall bear interest from the date thereof at a rate equal to the lesser of one and one-half percent (1-1/2%) per month or the maximum rate permissible by law.

CSRS reserves the right to require advance payment for all or any portion of the Services. Any such advance payment will be invoiced and be applied against the final billing for such Task Order.

4. **INDEPENDENT CONTRACTOR.** CSRS shall be an independent contractor in performing the Services. Unless otherwise agreed in writing, CSRS shall have no authority, express or implied, to act as an agent of CLIENT, its affiliates or subsidiaries for any purpose or to bind CLIENT in any fashion. CSRS shall remain responsible for all obligations and liabilities incurred in connection with this AGREEMENT, including the obligation to pay all of CSRS' own employment, income and social security taxes. CLIENT shall report fees paid hereunder on Internal Revenue Service Form No. 1099.
5. **WARRANTIES.** CSRS warrants that: (1) CSRS has the capability, experience, and means required to perform the Services; (2) such Services will be performed using personnel, equipment, and material qualified and/or suitable therefor; and (3) within the limits prescribed by CLIENT, CSRS will perform the Services in a diligent and workmanlike manner consistent with (i) that degree of care and skill ordinarily exercised by members of CSRS' profession practicing at the same time in the same location, and (ii) CLIENT's reasonable rules, standards, and specifications as communicated to CSRS prior to beginning the Services under each Task Order.

If CLIENT alleges that CSRS has breached a warranty set forth in this Article 5, then CLIENT shall promptly notify CSRS in writing, and before taking any further action against CSRS, shall afford CSRS the opportunity, at CSRS' cost and option, to either re-perform any defective Service according to the original scope of work therefor (as modified up to the time of breach), or to commence and diligently pursue the cure of such breach, in which event such re-performance or cure shall be CLIENT's sole and exclusive remedy therefor (except as provided in the next sentence). CLIENT's sole and exclusive remedy for the breach of any of the above warranties which breach damages property (other than the Services themselves) or injures persons, shall be as provided in Article 6 hereof.

THE WARRANTY SET FORTH IN THIS ARTICLE 5 IS EXCLUSIVE, AND IN LIEU OF ANY AND ALL OTHER WARRANTIES RELATING TO THE SERVICES, WHETHER STATUTORY, EXPRESS OR IMPLIED, AND CONSULTANT DISCLAIMS ANY SUCH OTHER WARRANTIES, INCLUDING BUT NOT LIMITED TO ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE AND ANY AND ALL WARRANTIES ARISING FROM COURSE OF DEALING AND/OR USAGE OF TRADE.



6. **INDEMNITY BY CSRS.** Subject to limitations of Articles 5 through 9 hereof, any indemnity by CLIENT shall not apply to, and CSRS shall defend, indemnify and hold harmless (and does hereby release) CLIENT (including its subsidiary and affiliated companies and their officers, directors, employees, and agents) from and against any and all losses, liabilities, claims, demands, damages (including incidental, consequential, indirect and special damages), fines and penalties, and related expenses (including reasonable legal fees and cost of investigation) with respect to any injury to or death of any person (including employees and agents of CLIENT and CSRS), or damage, loss or destruction of any tangible property (including property of CLIENT and CSRS and their respective employees and agents), to the extent (and only to the extent) resulting from, attributable to, or arising out of CSRS' gross negligence or willful misconduct in performing Services. For purposes of this Article 6, "CSRS" shall include CSRS' employees and subcontractors and their respective employees and agents.
7. **INDEMNITY BY CLIENT.** Subject to the limitations of Article 8 hereof, any indemnity by CSRS shall not apply to, and CLIENT shall defend, indemnify, and hold harmless (and does hereby release) CSRS (including its subsidiary and affiliated companies and their officers, directors, employees, and agents) from and against, any and all liabilities, claims, demands, losses, damages, fines and penalties, and related expenses (including legal fees and reasonable costs of investigation), to the extent resulting from, attributable to, or arising out of:
- a. Any negligence or willful misconduct of CLIENT or compliance by CSRS with directives issued by CLIENT;
  - b. Any violation of laws, regulations or ordinances by CLIENT;
  - c. Any material breach by CLIENT of any warranties or other provisions hereof;
  - d. Any condition existing in a project to the arrival of CSRS or over which CSRS had no control;
  - e. Any action or inaction of any other contractor, subcontractor, independent contractor, or agent of CLIENT, or third party.
8. **NOTICES/DEFENSE.** A party entitled to indemnity under Article 6 or 7 hereof shall be the "Indemnitee" and the party obligated to provide such indemnity shall be the "Indemnitor". The Indemnitee shall promptly provide written notice to the Indemnitor upon the earlier of (a) any assertion of any Claim (as hereafter defined) falling within the Indemnitor's duties to indemnify or (b) learning of facts (other than the knowledge CSRS gains through performing the Services) which may give rise to a duty by Indemnitor to defend, to indemnify, or hold harmless. In the event an Indemnitor is required, during the course of an action or other proceeding, to pay any sum pursuant to Article 6 or 7 hereof which results from, is attributable to or arises out of any cause other than one for which the Indemnitor is required to defend, indemnify or hold harmless, the Indemnitor shall be entitled to recover from the Indemnitee and others to the extent such sums are in excess of those sums which the Indemnitor is required to pay pursuant to Article 6 or 7, as the case may be.

CLIENT and CSRS shall notify each other of (1) service of any notice of violation of any law, regulation, permit, or license relating to the Services; (2) initiation of any proceedings to revoke any permits or licenses which relate to such Services; (3) revocation of any permits, licenses, or other

governmental authorizations relating to such Services; or (4) commencement of any litigation that could affect such Services.

Any notice, request, consent, approval or other document or communication required or which may be given under this AGREEMENT shall be in writing and deemed delivered upon receipt if delivered personally or by registered mail or by courier, and upon confirming advice of transmission and receipt if a delivered by email. Each such notice, request, consent, approval or other document shall be addressed as follows:

To CSRS:  
CSRS, LLC  
8555 United Plaza Blvd.  
Baton Rouge, LA 70809  
Attn: Mr. Dornoine Rutledge  
Principal, Vice President & General Counsel

To CLIENT:  
City of Alexandria  
915 3<sup>rd</sup> Street, Alexandria, LA 71309  
Attn: Jonathan Goins  
City Attorney

9. **LIMITATION OF LIABILITY:** NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT:

- a. FOR ALL LOSSES, DAMAGES, LIABILITIES OR EXPENSES (INCLUDING ATTORNEY'S FEES AND COSTS), WHETHER FOR INDEMNITY, OR NEGLIGENCE, INCLUDING, ERRORS, OMISSIONS OR OTHER ACTS, OR WILLFUL MISCONDUCT, OR BASED IN CONTRACT, WARRANTY (INCLUDING ANY COSTS AND FEES FOR REPAIRING, REPLACING OR RE-PERFORMING SERVICES OR CURING A BREACH HEREOF), OR FOR ANY OTHER CAUSE OF ACTION (INDIVIDUALLY, A "CLAIM"; COLLECTIVELY "CLAIMS"), CSRS' LIABILITY, INCLUDING THE LIABILITY OF ITS INSURERS, EMPLOYEES, AGENTS, DIRECTORS, AND OFFICERS AND ALL OTHER PERSONS FOR WHOM CSRS IS LEGALLY RESPONSIBLE, SHALL NOT, TO THE MAXIMUM EXTENT PERMITTED BY LAW, EXCEED IN THE CUMULATIVE AGGREGATE WITH RESPECT TO ALL CLAIMS ARISING OUT OF OR RELATED TO THIS AGREEMENT, SUCH MINIMUM AMOUNT AS IS PERMITTED BY LAW OR, IF NONE, THE LESSER OF THE TOTAL AMOUNT OF COMPENSATION PAID TO CSRS HEREUNDER OR TWO MILLION DOLLARS (\$2,000,000); AND
- b. ALL CLAIMS AGAINST CSRS, ITS INSURERS, EMPLOYEES, AGENTS, DIRECTORS OR OFFICERS AND ALL OTHER PERSONS FOR WHOM CSRS IS LEGALLY LIABLE, SHALL BE DEEMED WAIVED UNLESS AND TO THE EXTENT CLIENT SHALL

BRING SUIT THEREFOR AGAINST CSRS WITHIN THE APPLICABLE  
PRESCRIPTIVE PERIOD, PEREMPTIVE PERIOD, OR STATUTE OF LIMITATIONS.

10. **INSURANCE.** CSRS shall procure and maintain, for the term of this AGREEMENT, the following insurance :

- a. Worker's Compensation insurance in full compliance with all applicable State and Federal laws and Employer's Liability insurance against loss, damage or injury to CSRS' employees of not less than \$1,000,000 per occurrence.
- b. Commercial general liability insurance with limits:
  - i. no less than \$2,000,000 in general aggregate if aggregate applies per policy or
  - ii. no less than \$2,000,000 in general aggregate if aggregate applies per project:
    1. \$1,000,000 CSL each occurrence
- c. Automobile insurance no less than \$1,000,000 CSL for any owned, non-owned or hired automobiles.
- d. Professional Liability Insurance no less than \$1,000,000.
- e. Umbrella Liability Insurance no less than \$5,000,000.

In the event CLIENT requires additional insurance coverage beyond that described above, CSRS will use its best efforts to obtain the coverage; provided, CLIENT shall pay any additional costs and premiums associated with obtaining this additional coverage. The certificates shall specify the dates when such insurance expires and shall provide further that CLIENT shall be given not less than thirty (30) days' written notice before cancellation of or any material change in such insurance. CSRS and its insurer(s) hereby reserve all rights of subrogation.

11. **OWNERSHIP OF INSTRUMENTS OF SERVICE.** CLIENT may use any final reports of findings, feasibility studies, industrial hygiene and safety, engineering work or other work performed or prepared (collectively, "Instruments of Service") by CSRS under this AGREEMENT for its internal purposes in connection with the project and/or location for which such work was prepared, but CSRS reserves all other rights with respect to such documents and all other documents produced in performing the Services. The Instruments of Service shall become the property of CLIENT upon acknowledgement by CSRS of full and final payment under this AGREEMENT.

CLIENT shall retain all right, title and interest in intellectual property, including patents, copyrights, trademarks and confidential know-how (collectively, "Intellectual Property") pertaining to CLIENT's field of expertise which is developed by CLIENT and/or by CSRS in connection with performing the Services.

CSRS shall retain all right, title and interest to all Intellectual Property pertaining to CSRS' field of expertise which is developed by CSRS in connection with performing Services; provided, however, that CSRS shall grant to CLIENT a royalty-free, nonexclusive, nontransferable license as to such Intellectual Property for use in any of CLIENT's facilities.

12. **INTELLECTUAL PROPERTY RIGHTS.** CSRS shall use its best efforts to provide Services that do not infringe on any valid Intellectual Property or involve the use of any confidential information that is the property of others unless CSRS is licensed or otherwise has the right to use such Intellectual Property or confidential information. CSRS shall also use its best efforts to inform CLIENT of any infringement upon any Intellectual Property that may be reasonably expected to result from the use of the Services; provided, however, that the best efforts of CSRS shall not include a duty to conduct and/or prepare a copyright, trademark or patent search and/or opinion. In any legal proceeding where CLIENT is made a defendant for Intellectual Property infringement based upon a Service, the liability of CSRS under this AGREEMENT shall be as limited in Article 5 hereof.
13. **TECHNOLOGY FEES.** In the event the Services require the application of certain of CSRS' Intellectual Property, CSRS shall (a) identify the applicability of technology fees for the utilization of such Intellectual Property prior to or during the process definition phase of a project and (b) define for CLIENT the technical and economic factors associated with application of such technology. If CLIENT elects to proceed with evaluation or application of CSRS' Intellectual Property, CLIENT and CSRS shall negotiate in good faith, and establish in writing, the appropriate technology fees and payment schedules.
14. **CONFIDENTIALITY, NONDISCLOSURE.** In the course of performing Services, to the extent that CLIENT discloses to CSRS, or CSRS otherwise acquires, business or technical information that CLIENT clearly marks as confidential or proprietary, CSRS will receive and maintain in confidence such information and will exercise all reasonable efforts to avoid the disclosure of such information to others. CSRS will not use such information for any purpose other than the performance of Service for CLIENT.

Upon CLIENT's request, any reports, drawings plans, or other documentation (or copies thereof) furnished to CSRS by CLIENT shall be returned upon completion of the Services. CSRS may retain one (1) copy of any documents prepared by or furnished to CSRS in the performance of the Services. CLIENT shall treat as confidential all information and data furnished to it by CSRS in connection with this AGREEMENT including, but not limited to CSRS' technology, formulae, procedures, process, methods, trade secrets, ideas, inventions, and/or computer programs; and CLIENT shall not disclose such information to any third party, except to a related company which has first agreed in writing with CSRS to an obligation of confidentiality identical to the obligations of CLIENT as set forth in this Article 14.

Nothing in the AGREEMENT shall prevent or be interpreted as preventing either CSRS or CLIENT or either party's employees or agents from disclosing and/or using, said information or data (a) when the information or data are actually known to the receiving party before being obtained or derived from the originating party; (b) when the information or data is generally available to the public without the receiving party's fault at any time before or after it is acquired from the originating party, (c) where the information or data are obtained or acquired in good faith at any time by the receiving party from a third party who has the same in good faith and who is not under any obligation to the originating party with respect thereto; (d) where a written release is obtained by the receiving party from the originating party; three (3) years from the date of the receipt of such information; (f) where permitted

by this AGREEMENT; or (g) where disclosure is required by process of law including as required by the Louisiana Public Records Law, provided that the party subject to such process shall promptly notify the originating party and allow the originating party the opportunity to resist such process.

15. **FORCE MAJEURE**. Neither party shall be deemed in default of this AGREEMENT or any Task Order to the extent that any delay or failure in the performance of its obligations (other than the payment of money) results, without its fault or negligence, from any cause beyond its reasonable control, such as acts of God, strike, labor dispute, fire, storm, flood, windstorm, unusually severe weather, sabotage, embargo, terrorism, energy shortage, accidents or delay in transportation, accidents in the handling and rigging of heavy equipment, explosion, riot, war, court injunction or order, delays by acts or orders of any governmental body or changes in laws or government regulations or the interpretations or application thereof.

If any such force majeure condition occurs and will materially delay or impair performance hereunder, then the party whose performance is delayed or impaired by such condition shall give prompt written notice to the other party as to the nature and anticipated extent of the delay or impairment. The party receiving said notice may then elect to either (a) terminate the affected Service or any part thereof or (b) suspend the affected Service or any part thereof for the duration of the force majeure condition and resume performance once the force majeure condition ceases. Unless written notice electing option (a) under this Article 15 is given within three (3) days after receipt of notification of the force majeure condition, then option (b) shall be deemed to have been elected.

16. **ASSIGNMENT**. Neither party shall assign or delegate any of its duties or obligations under this AGREEMENT without the prior written consent of the other. Notwithstanding the foregoing, CSRS may assign or subcontract all or any portion of the Services to one or more subsidiaries of CSRS or affiliates of CSRS or to such other persons as CSRS deems appropriate. This Agreement shall inure to the benefit of, and be binding upon, the parties' respective successors and assigns.
17. **GOVERNING LAW**. The laws of the State of Louisiana shall govern the enforcement and interpretation of this AGREEMENT. Venue for any litigation arising out of this AGREEMENT shall be 9th JDC, Parish of Rapides, LA.
18. **TERMINATION**. Either party can terminate this AGREEMENT or a Task Order for cause if the other commits a material, uncured breach of this AGREEMENT or becomes insolvent. Termination for cause shall be effective fourteen (14) days after receipt of a notice of termination, unless a later date is specified in the notice. The notice of termination for cause shall contain specific reasons for termination and both parties shall cooperate in good faith to cure the causes for termination stated in the notice. Termination shall not be effective if reasonable action to cure the breach has been taken before the effective date of the termination. CLIENT shall pay CSRS upon invoice for Services performed and charges incurred prior to termination.

This AGREEMENT may be terminated at will by either Party upon thirty (30) days written notice to the other Party as outlined in Article 2 above.

19. **ENTIRE AGREEMENT.** The terms and conditions set forth herein constitute the entire understanding of the parties relating to the provisions of Services by CSRS to CLIENT and shall be deemed incorporated in all Task Orders unless otherwise agreed in writing by both parties. In the event of conflict, this AGREEMENT shall govern. This AGREEMENT may be amended only by a written instrument signed by both parties.
20. **SEVERABILITY; SURVIVAL.** Each provision of this AGREEMENT is severable from the others. Should any provision of this AGREEMENT be found invalid or unenforceable, such provision shall be ineffective only to the extent required by law, without invalidating the remainder of such provision or the remainder of his AGREEMENT. Further, to the extent permitted by law, any provision found invalid or unenforceable shall be deemed automatically redrawn to the extent necessary to render it valid and enforceable consistent with the parties' intent. The terms and conditions set forth herein shall survive the termination of this AGREEMENT.

IN WITNESS WHEREOF, CLIENT and CSRS agree to the foregoing and have caused this AGREEMENT to be executed by their respective duly authorized representatives effective as of the day and year first above mentioned.

\_\_\_\_\_  
City of  
Alexandria

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
CSRS, LLC

Name: Domoine D. Rutledge

Title: V.P. & Gen. Counsel

Date: \_\_\_\_\_  
8555 United Plaza Blvd.

Address: Baton Rouge, LA 70809

Phone: 225-769-0546

Email: domoine.rutledge@csrsinc.com

**ATTACHMENTS:**

Exhibit 1 – Task Order

Exhibit 2 - Schedule of Fees and Charges

**EXHIBIT 1 – TASK ORDER**  
**Task Order NO.**

In accordance with the Agreement for Consulting and Professional Services between \_\_\_\_\_ ("CLIENT"), and CSRS, LLC, a Louisiana corporation, dated \_\_\_\_\_, this Task Order describes the Services, Schedule, and Payment Conditions for Services to be provided by the CONSULTANT on the Project known as:

Task Order 1 – \_\_\_\_\_

**CONSULTANT Authorized**

**Representative:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**CSRS Authorized**

**Representative:**

**Address:** CSRS, LLC  
8555 United Plaza Blvd.  
Baton Rouge, LA 70809

**Telephone No.:** 225-xxx-xxxx (direct), 225-xxx-xxxx (cell)

**SERVICES.** *[The Services under this Task Order are described herein]*

**SCHEDULE.**

**PAYMENT.**

**TERMS AND CONDITIONS.** The terms and conditions of the Agreement referenced above shall apply to this Work Authorization, except as expressly modified herein.

**ACCEPTANCE** of the terms of this Work Authorization is acknowledged by the following signatures of the Authorized Representatives.

**City of Alexandria**

**CSRS, LLC**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name/Title

\_\_\_\_\_  
Typed Name/Title

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Signature



**ORDINANCE NO. --**

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A MASTER SERVICES AGREEMENT WITH CSRS, LLC FOR ENGINEERING AND RELATED SERVICES AND OTHERWISE TO PROVIDE WITH RESPECT THERETO.**

**SECTION I: BE IT ORDAINED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes the mayor to enter into a Master Services Agreement with CSRS, LLC for Engineering and Related Services.

**SECTION II: BE IT FURTHER ORDAINED, etc.,** that this ordinance shall become effective upon signature by the Mayor; or, if not signed or vetoed by the Mayor, upon expiration of the time for ordinances to become law without signature by the Mayor.

**SECTION III: BE IT FURTHER ORDAINED, etc.,** that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this ordinance which can be given effect without the invalid provisions, items, or applications, and to this end the provisions of this ordinance or hereby declared severable.

**SECTION IV: BE IT FURTHER ORDAINED, etc.,** that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

**THIS ORDINANCE** was introduced on the 1<sup>st</sup> day of July 2025.

**NOTICE PUBLISHED** on the 4<sup>th</sup> day of July, 2025.

**THIS ORDINANCE** having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:

YEAS:

NAYS:

ABSENT:

**AND THE ORDINANCE** was declared adopted on this the \_\_\_\_ day of July, 2025 and final publication was made in the Alexandria Daily Town Talk on the \_\_\_\_ day of July, 2025.

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
MAYOR'S APPROVAL/VETO

**RESOLUTION** confirming the re-appointment of Ronald Morgan to serve as a Commissioner on the Greater Alexandria Economic Development Authority representing District 2.



*This fact sheet is the basis for a decision by the City Council.  
Please insure that the information is clear, concise and  
current.*

Date: June 19, 2025

Resolution confirming the re-appointment of Ronald Morgan to serve as  
a Commissioner on the Greater Alexandria Economic Development  
Authority representing District 2.

Explanation:

**Budget:**

☐

Neutral

Within  
Existing

Requires  
Amendment

Account Number:  
Account Line Item:

Expense Amount:  
Remaining Amount:

**Authorization:**

**Gary Johnson,  
District 2**

3. Finance Director

4. Division Director

5. Department Head

6. Purchasing Agent

1. Mayor

2. City Attorney

**Council Staff**

Form

☐

**Review:**

Content

☐

**Information:** Sufficient

☐

Insufficient

☐

**Remarks:**

Greater Alexandria Economic Development Authority



**Board of Directors**

**Chair**

Dr. Curtis Lewis

**Vice-Chair**

Mr. Steven R. McGee

**Secretary/Treasurer**

Rev. Earl Williams, Jr.

**Board Members**

Mr. Ronald Morgan

**Executive Director**

Angela Varnado

*(Signature of Angela Varnado)*

June 24, 2025

Ms. Donna Jones  
Alexandria City Clerk  
P. O. Box 71  
Alexandria, LA 71309

**RE: GAEDA Board Expiration of Commission Terms**

Dear Ms. Jones:

This letter comes on behalf of the Greater Alexandria Economic Development Authority (GAEDA), regarding the status of several appointments to the GAEDA Board. As you know, Ordinance No. 286-2003 which created GAEDA, requires that the City Council appoint new or re-appoint commissioners to the Authority at the expiration of their terms to serve on the board for the succeeding four years.

By this letter, I am requesting that the following commissioners be added to the agenda for the next City Council meeting to consideration for reappointment:

| Commissioner   | Term    | Sworn in   | Term Expiration | Appointed by |
|----------------|---------|------------|-----------------|--------------|
| Lewis, Curtis  | 4 Years | 07/14/2021 | 07/14/2025      | Perry        |
| Morgan, Ronald | 2 years | 06/30/2023 | 06/30/2025      | Johnson      |

If I can be of further assistance in this matter, please feel free to contact me at (318) 318.880.0407.

Respectfully,

A handwritten signature in black ink, appearing to read "Angela Varnado", written over a horizontal line.

Angela Varnado  
Executive Director

JUN24 25 10:48 AM

**RESOLUTION NO.**

**RESOLUTION CONFIRMING THE RE-APPOINTMENT OF RONALD MORGAN TO SERVE AS A COMMISSIONER ON THE GREATER ALEXANDRIA ECONOMIC DEVELOPMENT AUTHORITY REPRESENTING DISTRICT 2.**

**BE IT RESOLVED**, by the Council of the City of Alexandria, Louisiana, in legal session convened, that Council hereby confirms the re-appointment of Ronald Morgan to serve as a commissioner on the Greater Alexandria Economic Development Authority (GAEDA) representing District 2.

**THIS RESOLUTION** having been submitted in writing, was then submitted to a final vote as a whole, the vote thereon being as follows:

YEAS:

NAYS:

ABSENT:

**PASSED AND ADOPTED** at Alexandria, Louisiana, this the 1<sup>st</sup> day of July, 2025.

**RESOLUTION** to adopt HUD Report for PY2024-2025 CAPER.



## AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.  
Please insure that the information is clear, concise and current.*

Division/Department: Planning / Com. Development

Date: 6/06/25

Title: RESOLUTION TO ADOPT HUD REPORT FOR PY2024-2025 CAPER

### Explanation of Proposal:

Additional Information Attached ☒

HUD requires the City of Alexandria's Community Development Department to submit a Consolidated Annual Performance Evaluation Report (CAPER) outlining the Departments performance related to CDBG & HOME funds spent in the prior fiscal year. A public comment period will be held for fifteen (15) days with a public hearing and a meeting with the Citizens Advisory Committee will also be held for review.

### Budget:



Neutral



Within  
Existing



Requires  
Amendment

Account Number:

Expense Amount:

Account Line Item:

Remaining Amount:

### Authorization:

1. Mayor

4. Finance Director

5. Division Director

2. Chief Operating Officer

6. Department Head

3. City Attorney

7. Purchasing Agent

Council Staff

Form



Information:

Sufficient



Review:

Content



Insufficient



Remarks: Exhibit: 2024-2025 CAPER

RECEIVED

JUN 24 2025

CITY COUNCIL



# Memorandum – TIME SENSITIVE

**To:** Melynda Gremillion, Assistant Planning Director  
**From:** Shirley Branham, Community Development Administrator  
**Date:** June 4, 2025  
**Pages Attached:** Fifty-Six (56)  
**Re:** PY2024-2025 CAPER

---

Attached is the Agenda Fact Sheet and the PY2024-2025 CAPER to be presented to City Council on the July 1<sup>st</sup> meeting.

- **Resolution to adopt the PY2024-2025 CAPER**
  - This document is required annually by HUD to explain the program activities that were funded and executed in the *previous* program year through the use of CDBG and HOME funds from HUD. We completed:
    - CDBG Minor Rehab – 40 houses for \$338,048.00
    - CDBG Lead Remediation – 19 houses for \$350,890.59
    - CDBG Code Enforcement – 339 complaints addresses for \$46,572.26
      - Led to 30 Owner Demo's
    - CDBG Demolition – 32 residential structures
  - One fifteen (15) day public comment period will be held from 6/13/25 through 6/30/25
  - Citizen Advisory Committee meeting will be held on 6/17/25
  - Critical dates for presentation to City Council:
    - **Introduce & adopt on 7/1/25**
- **Request permission to upload to the City's Community Development webpage.**
  - Must be available for public comment.
  - Comments will be reviewed but will not cause any changes to the report since it is a performance report of work already completed in the prior fiscal year.

If you have any questions, let me know.

Thanks.

# City of Alexandria - Citizen Advisory Committee Meeting Agenda

## Tuesday, June 17, 2025 – 10:00 AM

### A. INTRODUCTIONS

1. Opening Prayer
2. Appreciate member participation!
3. Purpose of the meeting – to review the 2024-2025 PROPOSED CAPER
  - a. 15 day public comment period runs from June 13<sup>th</sup> through June 30<sup>th</sup> at 4:pm.
  - b. Will be on City Council agenda for July 1, 2025 for introduction and adoption.

### B. ACTION ITEMS

1. Review 2024-2025 CAPER.
  - a. Document is on the City's webpage at [www.cityofalexandria.com/community-development](http://www.cityofalexandria.com/community-development)
2. Review 2024-2025 accomplishments.
  - a. CDBG Minor Rehab – processed 269 applications and awarded 40 rehab contracts for \$338,048
  - b. HOME Major Rehab – awarded 4 contracts for \$181,950
  - c. CDBG Lead Remediation – completed final five addresses with CDBG match for \$18,145
  - d. CDBG Code Enforcement – processed 339 complaints; led to 30 Owner Demo's!
  - e. City Demolition – processed 32 residential demolitions and two commercial demolitions for with City general funds. The City contribution totaled \$552,343.19. Remaining balance for new program year is \$56,219.50. The demolition was supported with CDBG soft costs of \$46,584.33.
  - f. Brownfield Assessment – assessed 5 sites: 1101 N. 3<sup>rd</sup>, 1237 Texas Avenue, 1130 3<sup>rd</sup>, 701 Bolton, 711-721 Bolton (Strip Mall) for \$69,310
  - g. Brownfield Clean-Up Grant - \$1,290,550 - 210 Bolton Avenue (Rush Cleaners) Phase I Environmental Site Assessment complete, Phase II assessment completed identifying compounds in soil, EPA approved Terracon's quality assurance project plan for cleanup, cleanup on site to begin June 2025
  - h. No affordable housing units were completed by MGM Development for the proposed 64-unit new construction rental project, as the Alexandria City Council denied the associated contract. In response, two new applications are being pursued:
    1. **Bethel Apartment Replacement Project** – Requesting funding from the Office of Community Development for the development of replacement housing at 3409 Eddie Williams Street. The project proposes the use of \$750,000 in HOME-ARP funds and \$750,000 in regular HOME funds.
    2. **New Townhouse Development** – A second application is being submitted by a private developer in partnership with the City of Alexandria through the Louisiana Housing Corporation (LHC) under the 2025 Qualified Allocation Plan. This development will consist of 64 new townhouse units located at 2150 Memorial Drive and will utilize \$750,000 in HOME funds.

### C. NEW BUSINESS

1. Review proposed 2024-2025 program activities and budgets for preparation of Annual Action Plan.
  - a. CDBG Code Enforcement
  - b. CDBG Demo – limited to 30% on CDBG demo.
  - c. CDBG Program Delivery for CDBG and HOME
  - d. CDBG Minor Rehab
  - e. CDBG Public Facilities and Infrastructure for parks, sidewalks, streets and adaptive reuse of buildings
  - f. HOME New Construction OR HOME Major Rehab
  - g. HOME-ARP Homelessness Prevention
6. Pre-2025 funds to be re-allocated to this fiscal year budgets: estimated at \$366,603.85 in CDBG and \$1,665,873.18 in HOME.
7. 2024-2025 Meeting schedule.
  - a. Neighborhood Community Meeting on November 5, 2025 at 6:00 pm
  - b. CAC meeting to review AAP on January 15, 2026 @ 10:00 am

### D. ADJOURN

Resolution confirming the re-appointment of Curtis Lewis to serve as a Commissioner on the Greater Alexandria Economic Development Authority representing District 3.



*This factsheet is the basis for a decision by the City Council.  
Please insure that the information is clear, concise and  
current.*

Date: June 24, 2025

**RESOLUTION CONFIRMING THE RE-APPOINTMENT OF CURTIS LEWIS  
TO SERVE AS A COMMISSIONER ON THE GREATER ALEXANDRIA  
ECONOMIC DEVELOPMENT AUTHORITY REPRESENT DISTRICT 3.**

Explanation:

**Budget:**

☐

Neutral

Within  
Existing

Requires  
Amendment

Account Number:  
Account Line Item:

Expense Amount:  
Remaining Amount:

**Authorization:**  
**Cynthia Perry,**  
**District 3**

3. Finance Director

4. Division Director

1. Mayor

5. Department Head

2. City Attorney

6. Purchasing Agent

**Council Staff**

Form

☐

**Review:**

Content

☐

**Information:** Sufficient

☐

Insufficient

☐

**Remarks:**



**Board of Directors**

**Chair**

Dr. Curtis Lewis

**Vice-Chair**

Mr. Steven R. McGee

June 24, 2025

**Secretary/Treasurer**

Rev. Earl Williams, Jr.

**Board Members**

Mr. Ronald Morgan

Ms. Donna Jones

Alexandria City Clerk

P. O. Box 71

Alexandria, LA 71309

**Executive Director**

Angela Varnado

angela@gaeda.org

**RE: GAEDA Board Expiration of Commission Terms**

Dear Ms. Jones:

This letter comes on behalf of the Greater Alexandria Economic Development Authority (GAEDA), regarding the status of several appointments to the GAEDA Board. As you know, Ordinance No. 286-2003 which created GAEDA, requires that the City Council appoint new or re-appoint commissioners to the Authority at the expiration of their terms to serve on the board for the succeeding four years.

By this letter, I am requesting that the following commissioners be added to the agenda for the next City Council meeting to consideration for reappointment:

| Commissioner   | Term    | Sworn in   | Term Expiration | Appointed by |
|----------------|---------|------------|-----------------|--------------|
| Lewis, Curtis  | 4 Years | 07/14/2021 | 07/14/2025      | Peirv        |
| Morgan, Ronald | 2 years | 06/30/2023 | 06/30/2025      | Johnson      |

If I can be of further assistance in this matter, please feel free to contact me at (318) 318.880.0407.

Respectfully,

Angela Varnado  
Executive Director

JUN24 25 10:48AM

**RESOLUTION NO.:**

**RESOLUTION CONFIRMING THE RE-APPOINTMENT OF CURTIS LEWIS TO SERVE AS A COMMISSIONER ON THE GREATER ALEXANDRIA ECONOMIC DEVELOPMENT AUTHORITY REPRESENT DISTRICT 3.**

**BE IT RESOLVED**, by the Council of the City of Alexandria, Louisiana, in legal session convened, that Council hereby confirms the re-appointment of Curtis Lewis to serve as a commissioner on the Greater Alexandria Economic Development Authority (GAEDA) representing District 3.

**THIS RESOLUTION** having been submitted in writing, was then submitted to a final vote as a whole, the vote thereon being as follows:

YEAS:

NAYS:

ABSENT:

**PASSED AND ADOPTED** at Alexandria, Louisiana, this the 1<sup>st</sup> day of July, 2025.

/s/ Donna P. Jones  
City Clerk

Resolution authorizing advertisement for bids for the 2025-2028 Water Well Maintenance and Rehabilitation Contract.



## AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.  
Please insure that the information is clear, concise and current.*

Division/Department: **Utility**

Date: **June 11, 2025**

**Title:** A resolution authorizing the advertisement for bids for the 2025 - 2028 Water Well Maintenance and Rehabilitation contract.

### Explanation of Proposal:

Additional Information Attached ☒

The City employs an annual water well maintenance contract to complete necessary repairs and maintenance related to the 50 City owned water wells. The contract is awarded every 3 years. If mutually agreed to by the City and the low bidding contractor, the initial contract is renewable for up to 2 additional terms (3 year total). This resolution authorizes advertising of the contract initial term.

It is critically important that a reliable supply of potable water remain available. Due to the ever increasing age and mechanical nature of water wells, periodic repairs and maintenance must be performed on an "on-call" basis.

**Budget:**

☐

Neutral

☒

Within  
Existing

☐

Requires  
Amendment

Account Number:

Expense Amount: Pursuant to funds available

Account Line Item:

Remaining Amount:

### Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

RECEIVED

JUN 24 2025

CITY COUNCIL



## **ADVERTISEMENT FOR BIDS**

Separate sealed bids will be received by the Council of the City of Alexandria, Louisiana at the City Council Meeting Chambers, Alexandria City Hall, 915 Third Street, until 10:00 A.M. local time on Tuesday, August 12, 2025, and then at said office publicly opened and read aloud for:

### **2025 - 2028 WATER WELL MAINTENANCE AND REHABILITATION**

The Bidding Documents may be examined at the office of the Engineer:

**MEYER, MEYER, LACROIX & HIXSON, INC.  
TELEPHONE (318) 448-0888  
100 ENGINEER PLACE  
ALEXANDRIA, LOUISIANA 71303**

Bidding documents on a USB flash drive may be obtained from the office of the Engineer at a cost per copy of \$40.00, which represents the cost of reproduction and handling, and is nonrefundable. Any requests for bid documents must be accompanied by payment in full. Prime Bidders must obtain Bidding Documents from the Engineer. Bids received from Contractors utilizing any other Bidding Document source will be returned unopened.

The contract will be awarded to the lowest responsible, responsive bidder with the right reserved by the City to reject any or all Bids for just cause as defined by LA R.S. 2214(B). No bidder may withdraw his bid within 45 days after the actual date of opening thereof.

All bidders shall attend a Mandatory Pre-Bid Conference to be held at the Office of the Engineer at 100 Engineer Place, Alexandria, Louisiana on July 22, 2025 at 1:00 p.m., local time. Only bids from those bidders in attendance at the mandatory pre-bid conference will be considered at the bid opening. All prospective bidders shall be present at the beginning of the pre-bid conference and shall remain in attendance for the duration of the conference.

Preference is hereby given to materials, supplies and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside of the State.

Each bid must be accompanied by bid security made payable to Owner in an amount of 5 percent of bidder's maximum bid price and in the form of a certified check, cashier's check or a bid bond. The successful bidder will be required to obtain a Performance Bond and a Payment Bond each in the amount of 100% of the contract amount. All bonds shall be executed by such sureties as are named in U.S. Department of the Treasury Circular 570. A bond signed by an agent or attorney-in-fact must be accompanied by a certified copy of that individual's authority to bind the surety.

Bidders shall be licensed in the classification of Municipal and Public Works Construction or Specialty: Water Well Drilling.

Bids must be filed prior to the above hour and date with the undersigned at City Hall.

Bidders have the option to submit bids electronically. Bidders seeking to submit bids electronically shall register online at [www.centrauctionhouse.com](http://www.centrauctionhouse.com). Bidders choosing to submit electronic bids online will be charged a fee by electronic bidding website. Additionally, contractors shall obtain a digital signature certificate prior to submitting bids online. Electronic bids shall be accompanied by the bid security and power-of-attorney required by this solicitation.

Bidders electing to submit bids electronically shall follow procedures as established by the electronic bidding website. Proper and timely submission of an electronic bid is the responsibility of the Bidder. Bidders are encouraged to complete the electronic bid documents in advance of bid closing. Late bids due to malfunction of internet infrastructure, certificate service providers, electronic bid bond providers, or other interruptions shall not be accepted. The City of Alexandria is not responsible for damages, lost revenue, etc., for bids not timely received due to malfunctions or breakdown of the either the internet or the electronic bidding service. Telephone or facsimile bids are invalid and shall not receive consideration.

Address for  
Postal Delivery

Ms. Donna Jones, City Clerk  
915 Third Street  
Alexandria, LA 71301

Address for  
Courier or Overnight Delivery

Ms. Donna Jones, City Clerk  
915 Third Street  
Alexandria, LA 71301  
Phone (318) 449-5047

Address for  
Electronic Delivery

[www.centrauctionhouse.com](http://www.centrauctionhouse.com)

/S/ DONNA JONES  
CITY CLERK

PLEASE PUBLISH: July 9, 16, and 23, 2025

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE  
2025-2028 WATER WELL MAINTENANCE AND REHABILITATION  
CONTRACT.**

**BE IT RESOLVED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes advertisement for bids for the 2025-2028 Water Well Maintenance and Rehabilitation Contract.

**BE IT FURTHER RESOLVED, etc.,** that the City Clerk proceed with the advertisement according to law, with bids to be opened on August 12, 2025.

**PASSED AND ADOPTED** at Alexandria, Louisiana, this 1<sup>st</sup> day of July, 2025.

/s/ Donna P. Jones, MMC  
City Clerk

**G. ORDINANCES FOR FINAL ADOPTION**

**SUBJECT TO PUBLIC HEARING**

To consider final adoption of an ordinance annexing 5.00 Acres of land situated in Section 26, Township 4 North, Range 2 West, Rapides Parish, Louisiana and being that property shown on the attached description requesting Zoning Classification I-1 (Light Industrial District).



## AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.  
Please insure that the information is clear, concise and current.*

Division/Department: **PLANNING DIV. / ZONING DEPT.**

Date: **6/05/2025**

**TITLE: Annexation of a 5.00 Acre Tract of land being in Sec 54 T4N, R2W  
in Rapides Parish LA.**



### EXPLANATION OF PROPOSAL:

Request is being made to the City Council by Tri V Property Group, LLC to annex into the City 5.00 Acres of land situated in Section 26, Township 4 North, Range 4 West, Rapides Parish, Louisiana, and being that property shown on the attached description. Requested designated zone- I-1 (Light Industrial District).

**Budget:**



Neutral



Within  
Existing



Requires  
Amendment

Account Number:

Expense Amount:

Account Line Item:

Remaining Amount:

### Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

**Council Staff**

Form



**Review:**

Content



**Information:**

Sufficient



Insufficient



**Remarks:**

JUN 10 2025

CITY COUNCIL



## REQUEST FOR ANNEXATION

Date 6/4/25

To: City of Alexandria – Director of Planning  
625 Murray St., Second Floor - Alexandria, LA 71301

Name of Property Owner(s): Tri V Property Group, LLC

Address: 3805 Halsey St. Suite C, Alexandria, LA 71301

Email Address Joey.vercher@yahoo.com

Office Number (318) 473-8344

Cell Number (318) 308-6578

Description of Property (Attach legal description and/or plat)

5.00 acres fronting 387.6 feet on Louisiana Highway 3054 (Vandenburg Drive) being part of Lot 18 of David K. Cooper partition as shown attached to act of partition recorded in conveyance book 533, page 342 records of Rapides Parish

Requested Zoning Classification: I-1

Executed Certificate from Rapides Parish Tax Assessor

Executed Certificate from Rapides Parish Registrar of Voters  
(Residents living on Property or no residents) N/A

Copy of Deed indicating current ownership (attached hereto)

I/We/Legally Designated Representative, the undersigned, do hereby request that the above-described property be annexed into the Corporate Limits of the City of Alexandria, Louisiana.

Property Owner(s) or Legally Designated Representative Signature

MANASING MEMBER  
3805 Halsey St.  
Alexandria, LA 71301

## CERTIFICATE

I, the undersigned ASSESSOR for the Parish of Rapides, State of Louisiana, do hereby certify that I have examined the petition to annex the following described property into the Corporate Limits of the City of Alexandria, to wit:

AREA TO BE ANNEXED CONTAINS A CERTAIN PARCEL OF LAND WITH ALL RIGHTS, WAYS, AND PRIVILEGES THERETO BELONGING OR APPERTAINING, BEING, LYING, AND SITUATED IN SECTION 54 OF TOWNSHIP 4 NORTH, RANGE 2 WEST, RAPIDES PARISH, LOUISIANA, CONTAINING 5 ACRES AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

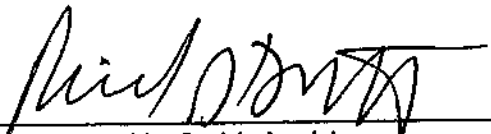
5.00 ACRES FRONTING 387.6 FEET ON LOUISIANA HIGHWAY 3054 (VANDERBURG DRIVE), BEING PART OF LOT 18 OF DAVID K. COOPER PARTITION AS SHOWN ATTACHED TO ACT OF PARTITION RECORDED IN CONVEYANCE BOOK 533, PAGE 342, RECORDS OF RAPIDES PARISH, AND MORE PARTICULARLY DESCRIBED THUS: START AT THE SOUTHWEST CORNER OF LOT 18 DAVID K. COOPER PARTITION AND RUN NORTH 9 DEGREES 08 MINUTES EAST, A DISTANCE OF 835.63 FEET ALONG THE EAST RIGHT OF WAY LINE OF LOUISIANA HIGHWAY 3054 (VANDERBURG DRIVE) TO THE POINT OF BEGINNING; THENCE CONTINUE ALONG THE RIGHT OF THE WAY LINE NORTH 9 DEGREES 08 MINUTES EAST, A DISTANCE OF 387.6 FEET; THENCE RUN SOUTH 88 DEGREES 22 MINUTES EAST, A DISTANCE OF 580.28 FEET; THENCE RUN SOUTH 12 DEGREES 54 MINUTES WEST, A DISTANCE OF 391.8 FEET; THENCE RUN NORTH 88 DEGREES 22 MINUTES WEST, A DISTANCE OF 553.54 FEET TO THE POINT OF BEGINNING. SAID 5 ACRES BEING PARTICULARLY SHOWN ON CERTIFICATE OF SURVEY DATED OCTOBER 10, 1968, BY DANIEL D. SADEFUR, R.S. ATTACHED TO AN ACT OF CASH SALE, RECORDED AT CONVEYANCE BOOK 799, PAGE 824 OF THE RECORDS OF RAPIDES PARISH LOUISIANA.

I further certify:

- (1) The total number of **RESIDENT PROPERTY OWNERS** within said area is 0.
- (2) The total number of **PROPERTY OWNERS** signing the petition is 1.
- (3) The total assessed valuation of the property within said area is \$ 43,500.

I further certify that 100 percent of the **PROPERTY OWNERS** within the above-described area have requested annexation.

IN WITNESS WHEREOF, witness my hand and seal of office at Alexandria, Louisiana, on this the 5<sup>th</sup> day of June 2025.

  
\_\_\_\_\_  
Assessor, Rapides Parish, Louisiana

\*\*\*\*\*

## CERTIFICATE

I, the undersigned **Registrar of Voters** for Rapides Parish, Louisiana, certify that \_\_\_\_\_ percent of the **REGISTERED VOTERS** residing within the above-described area have requested annexation.

WITNESS MY HAND AND SEAL OF OFFICE at Alexandria, Louisiana, on this the \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Registrar of Voters  
Rapides Parish, Louisiana

# CERTIFICATE

I, the undersigned **REGISTRAR OF VOTERS** for the Parish of Rapides, State of Louisiana, do hereby certify that there are 0 registered voters within the below described area, and that the attached petition has been signed by a majority of the registered voters residing in the following area:

AREA TO BE ANNEXED CONTAINS A CERTAIN PARCEL OF LAND WITH ALL RIGHTS, WAYS, AND PRIVILEGES THERETO BELONGING OR APPERTAINING, BEING, LYING, AND SITUATED IN SECTION 54 OF TOWNSHIP 4 NORTH, RANGE 2 WEST, RAPIDES PARISH, LOUISIANA, CONTAINING 5 ACRES AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

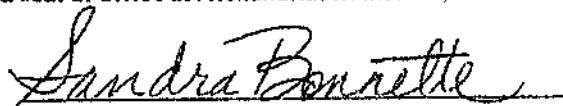
5.00 ACRES FRONTING 387.6 FEET ON LOUISIANA HIGHWAY 3054 (VANDERBURG DRIVE), BEING PART OF LOT 18 OF DAVID K. COOPER PARTITION AS SHOWN ATTACHED TO ACT OF PARTITION RECORDED IN CONVEYANCE BOOK 533, PAGE 342, RECORDS OF RAPIDES PARISH, AND MORE PARTICULARLY DESCRIBED THUS: START AT THE SOUTHWEST CORNER OF LOT 18 DAVID K. COOPER PARTITION AND RUN NORTH 9 DEGREES 08 MINUTES EAST, A DISTANCE OF 835.63 FEET ALONG THE EAST RIGHT OF WAY LINE OF LOUISIANA HIGHWAY 3054 ( VANDENBURG DRIVE ) TO THE POINT OF BEGINNING; THENCE CONTINUE ALONG THE RIGHT OF THE WAY LINE NORTH 9 DEGREES 08 MINUTES EAST, A DISTANCE OF 387.6 FEET; THENCE RUN SOUTH 88 DEGREES 22 MINUTES EAST, A DISTANCE OF 580.28 FEET; THENCE RUN SOUTH 12 DEGREES 54 MINUTES WEST, A DISTANCE OF 391.8 FEET; THENCE RUN NORTH 88 DEGREES 22 MINUTES WEST, A DISTANCE OF 553.54 FEET TO THE POINT OF BEGINNING. SAID 5 ACRES BEING PARTICULARLY SHOWN ON CERTIFICATE OF SURVEY DATED OCTOBER 10, 1968, BY DANIEL D. SADEFUR, R.S. ATTACHED TO AN ACT OF CASH SALE, RECORDED AT CONVEYANCE BOOK 799, PAGE 824 OF THE RECORDS OF RAPIDES PARISH LOUISIANA.

THE SAID PROPERTY WILL BE CLASSIFIED AS A : I-1 (Light Industrial) ZONING DISTRICT.

THE ASSIGNED PHYSICAL ADDRESS IS CURRENTLY: 270, 330, and 364 VANDENBURG DRIVE  
ALEXANDRIA, LOUISIANA, 71303

I further certify that 0 percent of the **PROPERTY OWNERS** within the above-described area have requested annexation.

IN WITNESS WHEREOF, witness my hand and seal of office at Alexandria, Louisiana, on this the 5 day of June  
2022, 2025

  
Registrar of Voters  
Rapides Parish, Louisiana



CONVEYANCE BOOK 799, PAGE 824 OF THE RECORDS OF RAPIDES PARISH, LOUISIANA.

BEING THE SAME AND IDENTICAL PROPERTY HAVING BEEN PURCHASED BY AND ACT OF CASH SALE, CHARLES L. LIBERTO, JR., ET AL, FROM MICHAEL M. WALDER, ET AL, DATED, FILED AND RECORDED JULY 20, 1972, CONVEYANCE BOOK 801, PAGE 29, OF THE RECORDS OF RAPIDES PARISH, LOUISIANA, AND AN ACT OF CASH SALE CHARLES L. LIBERTO, JR., ET AL FROM MICHAEL M. WAHLDER ET AL, DATED JANUARY 2, 1973, FILED AND RECORDED JANUARY 3, 1973, CONVEYANCE BOOK 809, PAGE 580, OF THE RECORDS OF RAPIDES PARISH, LOUISIANA.

To have and to hold the said property unto said purchaser and unto itself, its heirs and assigns forever. Certificate of mortgages as required by law is waived and dispensed with by the parties and all taxes due and exigible have been paid. Taxes for the current year shall be prorated.

**Condition of Property.** Purchaser acknowledges that the property being purchased is being purchased without any warranty whatsoever as to the condition, fitness for use nor serviceability of the property and that the price agreed upon by Vendor is based upon the property being sold in its present condition, "as is, where is." Purchaser has thoroughly, completely and fully inspected and examined all of the improvements, if any, that are located on the property to the extent deemed necessary by Purchaser and Purchaser is willing to purchase the property and improvements, if any, in its present condition. This purchase is made by Purchaser with the knowledge that Vendor does not warrant the fitness for use, serviceability nor condition of the improvements, if any, on the property. Purchaser is aware and realizes that the use, occupancy and ownership of the property and the improvements, if any, may not be in compliance with federal, state, parish or municipal statutes, ordinances, codes or regulations. Purchaser expressly waives all warranties as to the property herein sold, whether implied by this or any other writing or representation, as well as all warranties provided by law. This waiver applies to all warranties of any nature, express or implied, including without limitation warranties of fitness for a particular purpose, or of merchantability, or otherwise. Purchaser acknowledges that under Articles 2475, and 2520 through 2548 of the Louisiana Civil Code and other provisions of law, this sale would ordinarily include a warranty, implied by law, against certain defects in the property sold. Purchaser expressly waives any and all such warranties with respect to all defects, whether apparent or latent, visible or not, and regardless of whether Vendor is aware of any defects. This waiver of warranty extends to all defects, even if the defect or defects render the property absolutely useless, or so inconvenient and imperfect that Purchaser would not have purchased it had Purchaser known of the defect. In addition, Purchaser waives, relieves, discharges, relinquishes and releases Vendor from any and all demands, claims, causes of action or other rights

1756996  
FILED & RECORDED  
NOBIL HOUTER  
RECORDER  
MAY - 9 AM 11:32  
NOTARY CLERK & RECORDER  
RAPIDES PARISH, LA

# CASH SALE

STATE OF LOUISIANA  
PARISH OF RAPIDES

BE IT KNOWN, that this day before me, the undersigned Notary Public, duly  
commissioned and qualified in accordance with law, personally came and appeared:

CHARLES LAWRENCE LIBERTO, III, married to and residing with Sherry Lynn  
Chambers Liberto, but dealing herein with his separate and paraphernal property  
having been maintained under his separate administration and control, whose  
mailing address is 101 Sandy Lane, Alexandria, Louisiana 71301;

who declared unto me, Notary, in the presence of the undersigned competent witnesses, that for  
and in consideration of the price and sum of **FOUR HUNDRED THIRTY FIVE THOUSAND  
AND NO/100 (\$435,000.00) DOLLARS**, cash in hand paid, the receipt of which is hereby  
acknowledged, it has bargained and sold and do by these presents bargain, sell, transfer, convey  
and deliver, with full warranty of title and subrogation to all rights and actions in warranty they  
may have against former owners, unto:

**TRI V PROPERTY GROUP, L.L.C.**, (TIN: XX-XXX2199), a Louisiana limited  
liability company, whose mailing address is 3805 Halsey Street, Suite C, Alexandria,  
Louisiana 71301, represented herein by Harold J. Vercher, Jr., its duly authorized  
Representative, pursuant to the Unanimous Consent recorded in Conveyance Book  
1770, page 398, Instrument #1325732, records of Rapides Parish, Louisiana,

here present, accepting and purchasing for itself, its heirs and assigns, and acknowledging  
possession and delivery thereof, all right, title and interest in and to the following property, to-wit:

A CERTAIN PARCELOTRACT OF LAND WITH ALL RIGHTS, WAYS AND PRIVILEGES  
THERETO BELONGING OR APPERTAINING, BEING, LYING AND SITUATED IN  
SECTION 54, TOWNSHIP 4 NORTH, RANGE 2 WEST, RAPIDES PARISH, LOUISIANA,  
CONTAINING 5 ACRES, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

5.00 ACRES FRONTING 387.6 FEET ON LOUISIANA HIGHWAY 3054(VANDEBURG  
DRIVE) , BEING PART OF LOT 18 OF DAVID K. COOPER PARTITION AS SHOWN  
ATTACHED TO ACT OF PARTITION RECORDED IN CONVEYANCE BOOK 533, PAGE  
342, RECORDS OF RAPIDES PARISH, AND MORE PARTICULARLY DESCRIBED THUS:  
START AT THE SOUTHWEST CORNER OF LOT 18 OF DAVID K. COOPER PARTITION  
AND RUN NORTH 9 DEGREES 08 MINUTES EAST, A DISTANCE OF 835.63 FEET  
ALONG THE EAST RIGHT OF WAY LINE OF LOUISIANA HIGHWAY  
3054(VANDEBURG DRIVE) TO THE POINT OF BEGINNING; THENCE CONTINUE  
ALONG THE RIGHT OF WAY LINE NORTH 9 DEGREES 08 MINUTES EAST, A  
DISTANCE OF 387.6 FEET; THENCE RUN SOUTH 88 DEGREES 22 MINUTES EAST, A  
DISTANCE OF 580.28 FEET; THENCE RUN SOUTH 12 DEGREES 54 MINUTES WEST, A  
DISTANCE OF 391.8 FEET; THENCE RUN NORTH 88 DEGREES 22 MINUTES WEST, A  
DISTANCE OF 553.54 FEET TO THE POINT OF BEGINNING. SAID 5 ACRES BEING  
PARTICULARLY SHOWN ON CERTIFICATE OF SURVEY DATED OCTOBER 10, 1968, BY  
DANIEL D. SANDEFUR, R.S., ATTACHED TO AN ACT OF CASH SALE, RECORDED AT  
CONVEYANCE BOOK 799, PAGE 824 OF THE RECORDS OF RAPIDES PARISH,

175-

to payment, performance, remedy or relief, which Purchaser may have or may be otherwise entitled to, whether affecting person and/or property.

Purchaser hereby accepts the Property in its existing environmental condition and waives, discharges, and releases Seller from any and all claims and/or causes of action which Purchaser or its assigns or transferees may have or hereafter be otherwise entitled to, whether affecting person and/or property, for any environmental liabilities arising from the Property, including any claims, demands, causes of action (both public and private), judgments, attorneys' fees, costs, expenses, penalties and fines, imposed or assessed under any federal, state or local environmental law, rule or regulation.

It is specifically agreed and understood that Seller makes no warranty as to the condition of the soil or the health or any trees and/or vegetation existing and/or situated on the Property. It is further understood and agreed that the above described property may be subject to drainage servitudes, designated wetlands by FEMA or some other governmental agency, and/or areas of the property lying within the 100-year flood plain and/or flood zone and if applicable, Purchaser accepts title to the above described property subject to any and all governmental regulations, procedures, and/or guidelines applicable to same. Some area of the Property may have trees removed and may have been filled, therefore, the Buyer shall have the responsibility to take any remedial action such as foundation modifications to any structure that may be constructed on the property.

Purchaser acknowledges and confirms that a material and integral part of the consideration is the waiver and release by Purchaser of Seller from any and all claims or causes of action listed above. Purchaser declares, acknowledges and confirms that the terms and conditions have been fully explained to Purchaser, that Purchaser understands that its execution of this Agreement on such terms and conditions constitutes a full and complete waiver and release of Purchaser's rights to cancel, rescind or void this Agreement in whole or in part under any theory of law for any reason having to do with the terms listed above.

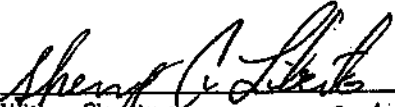
Purchaser confirms and acknowledges that the terms of the exclusion of warranty described above are clear and unambiguous and have been brought to the attention of Purchaser and that it has read and understands the Declaration.

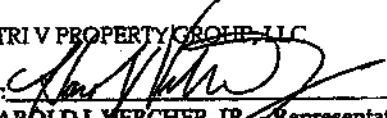
SIGNATURE PAGE TO FOLLOW

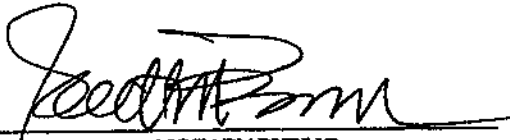
THUS DONE AND SIGNED in Rapides Parish, Louisiana, in the presence of me, Notary,  
and the undersigned competent witnesses, this 8<sup>th</sup> day of May, 2024.

  
Witness Signature  
Printed name: Aaron Vercher

  
CHARLES LAWRENCE LIBERTO, III  
Vendor/Seller

  
Witness Signature  
Printed name: Sherry C. Liberto

TRI V PROPERTY GROUP, LLC  
By:   
HAROLD J. VERCHER, JR. Representative  
Vendee/Puchaser

  
NOTARY PUBLIC  
Scott M. Brame  
Bar Roll #20717



799-826  
**CERTIFICATE OF SURVEY**  
 ALEXANDRIA, LA. OCT. 10 1968

TO ALL PARTIES INTERESTED IN TITLE TO PREMISES SURVEYED:

I HEREBY CERTIFY THAT THIS PLAT CORRECTLY REPRESENTS THE SURVEY MADE OF THE FOLLOWING DESCRIBED PREMISES OR TRACT OF LAND TO WIT: 10 ACS. FRONTING ON LA. HWY. 28 AND ON LA. HWY. 3054, BEING PART OF LOT 18 OF THE DAVID K. COOPER PARTITION AS SHOWN ON PLAT ATTACHED TO ACT OF PARTITION RECORDED IN CS-333, P-342 OF THE RECORDS OF RAPIDES PARISH, LA.

SCALE: 1"=300'

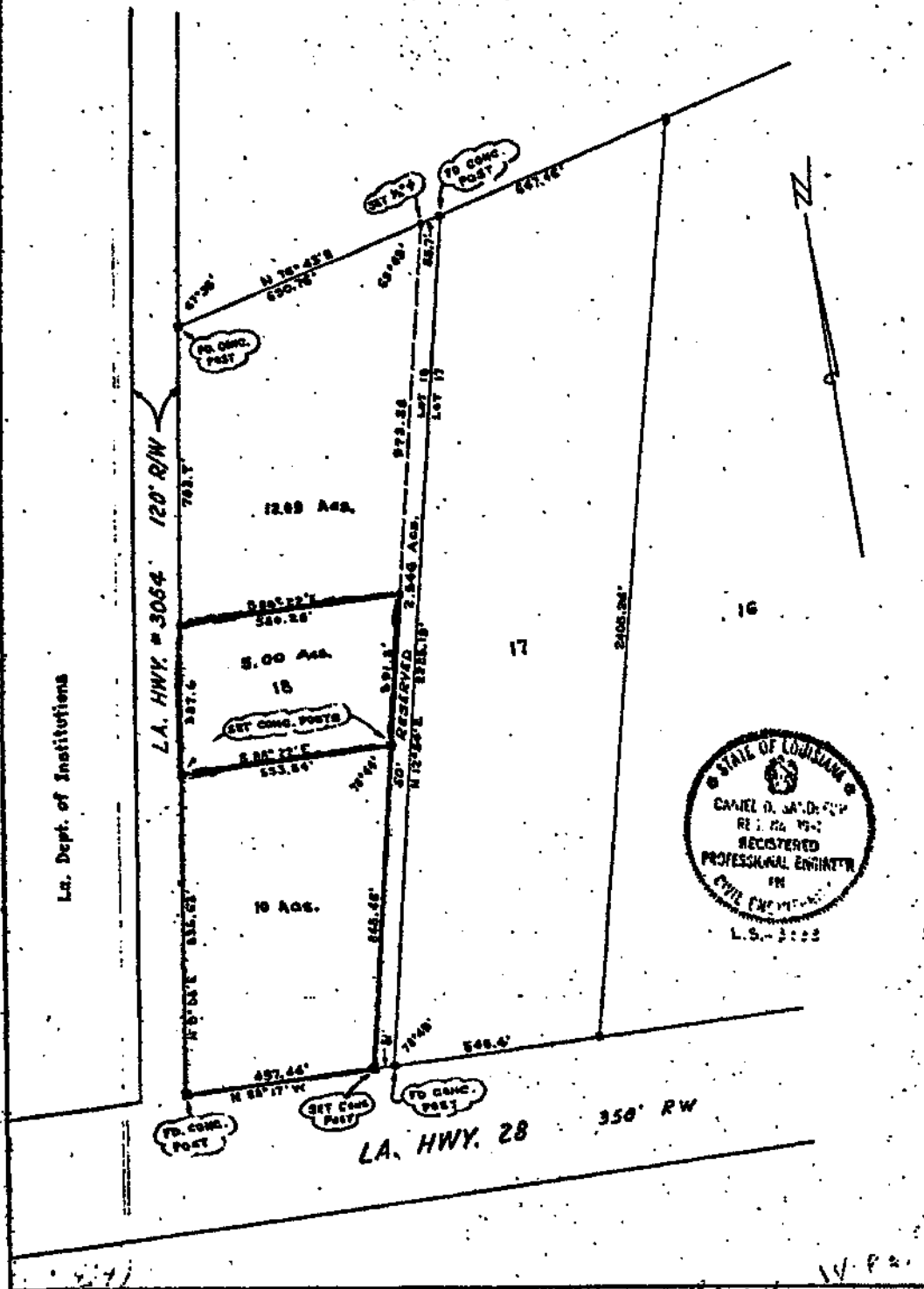
FOR: MIKE WAHLDER

AT REQUEST:

DANIEL B. SANDEFUR

*Daniel B. Sandefur*

5.00 ACS. ADDED 6-13-72



SF - 2

OUT 18

VANDEBURG DR - 120'

340 WPI STOP

330 FANTASY

270 CHARLES

350 LIGHTHOUSE

out

SF - 2

C - 2

Ord. # 212-2013  
(Annexation)

SF - 2

JOHNNY DOWNS SP  
CORP  
LIES ON THE N.W. CORNER  
377 VANDENBURG DR.

CHEVROLET  
7500  
OUT

DOLLAR  
GENERAL  
7918

Ord. # 228 - 1998  
(Annexation)

OUT

17

OUT

50' Re



June 9, 2025

**Potential Annexation – 364 Vandenburg Drive**

*This property sits off of 28 West on Vandenburg right before the Fed Ex distribution center and directly across from Johnny Downs sports complex. It is approximately 5 acres and there is a proposed development for WPI, Waukesha-Pearce Industries, which is a heavy machinery dealership. The developer should be entering into contract with WPI the beginning of this week.*

- All utilities are available at this site.
- Property can be served by Fire and Police
- Engineering suggests that a detention pond would be required because of poor drainage
- Fire would request installation of a fire hydrant at that location.

\*Attached map for location reference\*

Jacques M. Roy  
Mayor



City of Alexandria Planning Division  
Melynda Gremillion, CBO, CFM,  
Assistant Director of Planning  
625 Murray St. Ste 6  
Alexandria, LA 71309-0071  
Tel (318) 473-1370  
Email: [melynda.gremillion@cityofalex.com](mailto:melynda.gremillion@cityofalex.com)

## **ORDINANCE NO.**

**AN ORDINANCE ANNEXING 5.00 ACRES OF LAND SITUATED IN SECTION 26, TOWNSHIP 4 NORTH, RANGE 2 WEST, RAPIDES PARISH, LOUISIANA AND BEING THAT PROPERTY SHOWN ON THE ATTACHED DESCRIPTION REQUESTING ZONING CLASSIFICATION I-1 (LIGHT INDUSTRIAL DISTRICT) AND OTHER MATTERS WITH RESPECT THERETO.**

**WHEREAS,** a request is being made by Joey Vercher on behalf of Tri V Property Group, LLC to rezone 5.00 acres fronting 387.6 feet on Louisiana Highway 3054 Vandenburg Drive being part of Lot 18 of David K. Cooper Partition as shown attached to act of partition recorded in conveyance book 533, page 342 record of Rapides Parish.

**SECTION I: BE IT ORDAINED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes annexing 5.00 Acres of land situated in Section 26, Township 4 North Range 2 West, Rapides Parish, Louisiana and being that property shown on the attached description requesting zoning classification I-1 (Light Industrial District).

**SECTION II: BE IT FURTHER ORDAINED, etc.,** that the properties annexed shall have be annexed with a Zoning Classification of I-1, Light Industrial District and the properties annexed shall be a part of City Council District 5 for designation and location.

**SECTION III: BE IT FURTHER ORDAINED, etc.,** that this Ordinance shall become effective thirty days after final publication pursuant to R. S. 33:173 and R.S. 33:176 and otherwise as provided by the Charter of the City of Alexandria.

**SECTION IV: BE IT FURTHER ORDAINED, etc.,** that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this ordinance which can be given effect without the invalid provisions, items,



or applications, and to this end the provisions of this ordinance or hereby declared severable.

**SECTION V: BE IT FURTHER ORDAINED, etc.,** that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

**THIS ORDINANCE** was introduced on the 17<sup>th</sup> day of June 2025.

**NOTICE PUBLISHED** on the 20<sup>th</sup> day of June, 2025.

**THIS ORDINANCE** having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:

YEAS:

NAYS:

ABSENT:

**AND THE ORDINANCE** was declared adopted on this the \_\_\_\_ day of June, 2025 and final publication was made in the Alexandria Daily Town Talk on the 23<sup>rd</sup> day of June, 2025.

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
MAYOR'S APPROVAL/VETO

To consider final adoption of an ordinance authorizing the mayor to accept the low bid submitted for a minimum of one 30 passenger trolley.



## AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.  
Please insure that the information is clear, concise and current.*

Division/Department: **FINANCE/PURCHASING**

Date: **JUNE 4, 2025**

Title: **ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID FOR A MINIMUM OF ONE (1) 30 PASSENGER TROLLEY**

### Explanation of Proposal:

Additional Information Attached ☐

On Tuesday, June 3, 2025 @ 10:00 AM, one (1) bid was opened and read aloud for a minimum of one (1) 30 Passenger Trolley for use by the Public Works Department. It is our recommendation that award be made to Model 1 Commercial Vehicle.

Bid price shall remain in effect for a period of 30 days from bid award date.

Budget:

☐

Neutral

☒

Within  
Existing

☐

Requires  
Amendment

Account Number: 101-043700-707500

Expense Amount: \$300,000.00

Account Line Item: Vehicles

Remaining Amount:

### Authorization:

1. Mayor 

2. Chief Operating Officer

4. Finance Director 

5. Division Director

6. Department Head

3. City Attorney 

7. Purchasing Agent 

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

RECEIVED

JUN 10 2025

CITY COUNCIL

City of Alexandria - Purchasing Department  
 2021 Industrial Park Road, Bldg. WH  
 P.O. Box 71  
 Alexandria, LA 71309-0071  
 Phone (318)441-6162 Fax (318)619-3415 or (318)441-6185

| BID TABULATION                                     |                            |
|----------------------------------------------------|----------------------------|
| Bid Number & Bid Name: #2526- 30 Passenger Trolley |                            |
| Bid Date: Tuesday, June 3, 2025, 10:00 AM          |                            |
| Using Department: Public Works                     |                            |
| Price Quote & Options                              | Model 1 Commercial Vehicle |
| Gas Powered Engine                                 |                            |
| Louisiana License Number:                          | SV-2024-00117              |
| Manufacturer's Brand Name:                         | Hometown Manufacturing     |
| Model:                                             | Villager                   |
| Year:                                              | 2026                       |
| Cab/Chassis Brand Name:                            | Ford                       |
| Model Number:                                      | F53                        |
| BID PRICE:                                         | \$338,479.00               |
| Option 29.1 Diesel Powered Engine                  |                            |
| Manufacturer's Brand Name:                         | Hometown Manufacturing     |
| Model:                                             | Mainstream                 |
| Year:                                              | \$2,025.00                 |
| Cab/Chassis Brand Name:                            | International              |
| Model Number:                                      | XB                         |
| BID PRICE:                                         | \$440,850.00               |
| Option 29.2 Scrolling Front Sign                   |                            |
|                                                    | \$3,353.00                 |
| Prices held firm for a period of:                  | 30 Days                    |
| ETA after receipt of Purchase Order:               | 18 Months                  |
|                                                    |                            |
|                                                    |                            |
|                                                    |                            |



## AGENDA ITEM FACT SHEET

This fact sheet is the basis for a decision by the City Council.  
Please insure that the information is clear, concise and current.

Division/Department: **FINANCE/PURCHASING**

Date: **April 3, 2025**

**Title:** Resolution Authorizing Permission to Advertise for a Minimum of One (1) 30 Passenger Trolley

### Explanation of Proposal:

Additional Information Attached ☒

We request permission to advertise for a Minimum of one (1) 30 Passenger Trolley to be used by the City of Alexandria.

A mandatory pre-bid conference will be held on Thursday, May 22, 2025 @ 10:00 AM CST at the City of Alexandria Purchasing Department, located at 2021 Industrial Park Road, Alexandria, LA 71301. All vendors wishing to submit bid proposals "MUST ATTEND" this pre-bid conference. Failure to do so shall constitute grounds for automatic bid rejection.

### Budget:

☐

Neutral

☒

Within Existing

☐

Requires Amendment

Account Number: 101-043700-707500

Expense Amount: \$300,000

Account Line Item: Vehicles

Remaining Amount:

### Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

FILED

APR 04 2025

CITY OF ALEXANDRIA

## **ADVERTISEMENT FOR BID**

**CITY OF ALEXANDRIA, LOUISIANA  
PURCHASING DEPARTMENT**

### **BID # 2526 – 30 PASSENGER TROLLEY**

Separate sealed bids for, a minimum of (1) 30 Passenger Trolley will be received by the CITY OF ALEXANDRIA at the CITY COUNCIL MEETING CHAMBERS, ALEXANDRIA CITY HALL, ALEXANDRIA, LOUISIANA, until 10:00 AM CST CDT, TUESDAY, June 3, 2025 and then at said office publically opened and read aloud.

Complete bid packet, bid specifications may be obtained at the City of Alexandria's website, [www.cityofalexandria.com](http://www.cityofalexandria.com) under the heading "*Business*", and drop down to "*RFP/RFQ/RFI/BIDS*". There is no charge to download bid documents from the City's website.

Pursuant to LA R.S. 38:2212.1 B.(4)(a), vendors have the option to submit their bids electronically. Please find bid related documents and place electronic bids at [www.centralbidding.com](http://www.centralbidding.com) . For questions regarding the electronic bidding process, please call Central Bidding at 225-810-4814.

A mandatory pre-bid conference shall be held on Thursday, May 22, 2025, at 10:00 AM CDT, at the City of Alexandria Purchasing Department, Building WH, located at 2021 Industrial Park Road, Alexandria, LA 71303. All vendors wishing to submit bid proposals for this project "**MUST ATTEND**" this pre-bid conference. Pursuant to LA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid

#### **Address for Postal Delivery:**

City of Alexandria  
Donna Jones, City Clerk  
PO Box 71  
Alexandria, LA 71309-0071

#### **Address for Courier or Overnight Delivery:**

City of Alexandria  
Donna Jones, City Clerk  
915 Third Street, 1<sup>st</sup> Floor  
Alexandria, LA 71301  
Phone: 318-449-5090

#### **Address for Electronic Bid Submission:**

[www.centralbidding.com](http://www.centralbidding.com)  
Phone: 225-810-4814

**PLEASE PUBLISH THREE (3) TIMES:**

Friday, April 25, 2025  
Friday, May 2, 2025  
Friday, May 9, 2025

**RESOLUTION NO. 0658-2025**

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR A  
MINIMUM OF ONE 30 PASSENGER TROLLEY.**

**BE IT RESOLVED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes advertisement for bids for a minimum of one 30 passenger Trolley.

**BE IT FURTHER RESOLVED, etc.,** that the City Clerk proceed with the advertisement according to law, with bids to be opened on June 3, 2025.

**PASSED AND ADOPTED** at Alexandria, Louisiana, this 22<sup>nd</sup> day of April, 2025.

/s/ Donna P. Jones, MMC  
City Clerk

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## **ORDINANCE NO.**

### **AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR A MINIMUM OF ONE 30 PASSENGER TROLLEY AND OTHER MATTERS WITH RESPECT THERETO.**

**SECTION I: BE IT ORDAINED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes the mayor to accept the low bid submitted from Model 1 Commercial Vehicle for a minimum of one 30 passenger trolley.

**SECTION II: BE IT FURTHER ORDAINED, etc.** that the Mayor of the City of Alexandria be authorized to pay said low bidder from the 2025/2026 budget and to each and every other act or deed needed or necessary to consummate said transaction.

**SECTION III: BE IT FURTHER ORDAINED, etc.,** that this ordinance shall become effective upon signature by the Mayor; or, if not signed or vetoed by the Mayor, upon expiration of the time for ordinances to become law without signature by the Mayor.

**SECTION IV: BE IT FURTHER ORDAINED, etc.,** that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this ordinance which can be given effect without the invalid provisions, items, or applications, and to this end the provisions of this ordinance or hereby declared severable.

**SECTION V: BE IT FURTHER ORDAINED, etc.,** that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

**THIS ORDINANCE** was introduced on the 3rd day of June 2025.

**NOTICE PUBLISHED** on the 6<sup>th</sup> day of June, 2025.

**THIS ORDINANCE** having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:



YEAS:

NAYS:

ABSENT:

**AND THE ORDINANCE** was declared adopted on this the \_\_\_\_ day of June, 2025 and final publication was made in the Alexandria Daily Town Talk on the 23<sup>rd</sup> day of June, 2025.

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
MAYOR'S APPROVAL/VETO

To consider final adoption of an ordinance authorizing the mayor to accept the low bid submitted for Fire Station Number 4 roof leak repairs.



## AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.  
Please insure that the information is clear, concise and current.*

**Division/Department:** Public Works/Building Maintenance

**Date:** June 24, 2025

**Title:** An ordinance authorizing acceptance of the low bid submitted for Fire Station No. 4 Roof Leak Repairs

### Explanation of Proposal:

Additional Information Attached ☐

Bids were received and opened on May 20, 2025 at 10 am.

One bid was received. The one responsive bid was submitted by Glendon Normand Construction, LLC. in the amount of \$39,400.00. Base bid award is recommended to Glendon Normand Construction, LLC.

### Budget:

☐

Neutral

☒

Within  
Existing

☐

Requires  
Amendment

Account Number:

Expense Amount:

Account Line Item:

Remaining Amount:

### Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

RECEIVED

JUN 24 2025

CITY COUNCIL

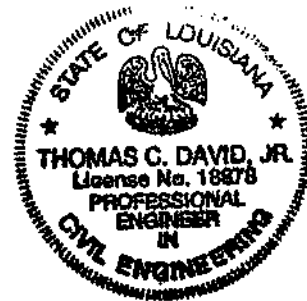
**BID TABULATION**  
CITY OF ALEXANDRIA  
SPANISH BARREL TILE ROOF LEAK REPAIRS  
FIRE STATION NO. 4  
(MASONIC DRIVE AT LEE STREET)

PAE PROJECT NO. 13290

**BID OPENING**  
TUESDAY, MAY 20, 2025 @ 10:00 A.M.

| CONTRACTOR |                                   | BASE BID    |
|------------|-----------------------------------|-------------|
| 1          | Glendon Normand Construction, LLC | \$39,400.00 |

Engineer's Estimate: \$30,000.00



A handwritten signature in dark ink, appearing to read "Thomas C. David, Jr.", written over a horizontal line.

Thomas C. David, Jr. 5/21/2025



## AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.  
Please insure that the information is clear, concise and current.*

Division/Department:

Date: March 19, 2025

Title: Resolution Authorizing Advertisement of Bids for Fire Station No. 4 Roof Leak Repairs

### Explanation of Proposal:

Additional Information Attached ☐

- \*Bidding Documents have been completed and ready for the Advertisement for Bids.
- \* The City Council is requested to authorize the Advertisement of Bids for this project.
- \*Engineer's Cost Estimate is \$30,000.
- \*This project includes the removal of two (2) roof exhaust fans and associated roof tiles; and removal of four (4) areas of radial set Spanish Barrel clay roof tiles and associated ridge tiles; and re-installing Spanish Barrel clay roof tiles over peel and stick underlayment and two (2) layers of 30-pound felt to correct sources of water leakage into the facility..

Budget:

☐

Neutral

☐

Within  
Existing

☐

Requires  
Amendment

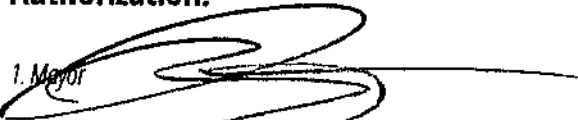
Account Number:

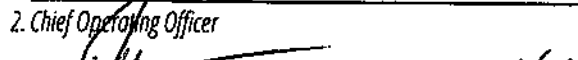
Expense Amount:

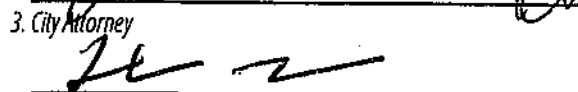
Account Line Item:

Remaining Amount:

### Authorization:

1. Mayor 

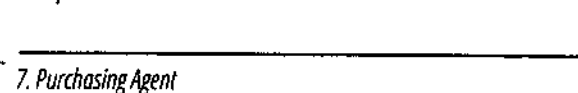
2. Chief Operating Officer 

3. City Attorney 

4. Finance Director 

5. Division Director 

6. Department Head 

7. Purchasing Agent 

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

RECEIVED

MAR 24 2025

CITY COUNCIL

**SECTION 00100**

**ADVERTISEMENT FOR BIDS**

**CITY OF ALEXANDRIA**

**SPANISH BARREL TILE ROOF LEAK REPAIRS**  
**FIRE STATION NO. 4**  
**(MASONIC DRIVE AT LEE STREET)**

Separate sealed bids for the CITY OF ALEXANDRIA SPANISH BARREL TILE ROOF LEAK REPAIRS FIRE STATION NO. 4 (MASONIC DRIVE AT LEE STREET) Project will be received by the City of Alexandria, Louisiana by the City Clerk, at the City Council Office, City Hall, 915 Third Street, Alexandria, Louisiana, 71301 until 10:00 a.m. (Central Time) on Tuesday, May 20 2025 and then at said office publicly opened and read aloud. Any bid received after the specified time and date will not be considered.

The Instructions to Bidders, Bid Form, Agreement Between Owner and Contractor, Forms of Bid Bond, Performance and Payment Bonds, Drawings and Specifications, and other Contract Documents may be examined at the following location:

**PAN AMERICAN ENGINEERS, LLC**  
**(Design Professional)**  
**1717 JACKSON STREET (71301)**  
**P. O. BOX 8599 (71306)**  
**ALEXANDRIA, LOUISIANA**  
**(318) 473-2100**

The work is generally described as follows:

All work related to the project entitled "City of Alexandria Spanish Barrel Tile Roof Leak Repairs Fire Station No. 4 (Masonic Drive at Lee Street)," including the repairs of selected and identified areas of roof leaks in the Spanish Barrel clay tile roof system; removal of two (2) flush set exhaust fans; and miscellaneous repairs to water damaged trim and fascia.

Copies of the bidding documents shall be obtained from the office of Pan American Engineers, LLC upon deposit of \$150.00 for each set of documents; or from the electronic bid submittal option as noted in the Advertisement. The deposit on the first set of documents furnished to bonafide prime bidders will be fully refunded upon return of the documents, in good condition, no later than ten (10) days after receipt of bids. On other sets of documents furnished to bidders, the deposit less actual cost of reproduction will be refunded upon return of the documents, in good condition, no later than ten (10) days after receipt of bids.

Pursuant to Louisiana Revised Statute (L.R.S.) 38:2212.E.(1), Bidders have the option to secure bidding documents and submit bids electronically. Bidding documents may be secured from Central Bidding. Electronic bids for this project may be submitted through Central Bidding. The Central Bidding web address is [www.CentralBidding.com](http://www.CentralBidding.com). To register, or for assistance with completing an e-bid, contact Central Bidding at 225-810-4814 or 866-570-9620.

The OWNER reserves the right to reject any or all bids for just cause. Such actions will be in accordance with Title 38 of the L.R.S.

In accordance with L.R.S. 38:2212.B.(1), the provisions and requirements stated in the Bidding Documents shall not be considered as informalities and shall not be waived.

Each Bidder must deposit with the bid, security in the amount of at least five percent (5%) of the total bid price, as described in the Instructions to Bidders. Bid bonds shall be written by a surety or insurance company meeting the requirements noted in L.R.S. 38:2218.

The successful Bidder shall be required to furnish a Performance Bond and Payment Bond, in an amount equal to 100% of the Contract amount, written by a surety or insurance company meeting the requirements noted in L.R.S. 38:2219 A.(1)(a), (b) and (c), or for Federally funded projects, must be listed as acceptable on the U.S. Department of Treasury Circular 570.

City of Alexandria is an equal opportunity employer.

City of Alexandria encourages all small and minority-owned firms and women's business enterprises to apply.

Any person with disabilities required special accommodations must contact the City of Alexandria no later than seven (7) days prior to bid opening.

City of Alexandria  
P. O. Box 71  
Alexandria, Louisiana 71309  
Jacques M. Roy, Mayor

PLEASE PUBLISH THREE (3) TIMES:

April 11, 2025

April 18, 2025

April 25, 2025

**RESOLUTION NO. 0651-2025**

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR  
FIRE STATION NUMBER 4 ROOF LEAK REPAIRS.**

**BE IT RESOLVED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes advertisement for bids for Fire Station Number 4 roof leak repairs.

**BE IT FURTHER RESOLVED, etc.,** that the City Clerk proceed with the advertisement according to law, with bids to be opened on May 20, 2025.

**PASSED AND ADOPTED** at Alexandria, Louisiana, this 8<sup>th</sup> day of April, 2025.

/s/ Donna P. Jones, MMC  
City Clerk



## **ORDINANCE NO.**

### **AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR FIRE STATION NUMBER 4 ROOF LEAK REPAIRS.**

**SECTION I: BE IT ORDAINED** by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes the mayor to accept the low bid submitted from Glendon Normand Construction, LLC in the amount of \$39,400.00 for Fire Station Number 4 roof leak repairs.

**SECTION II: BE IT FURTHER ORDAINED, etc.** that the Mayor of the City of Alexandria be authorized to pay said low bidder from the 2025/2026 budget and to each and every other act or deed needed or necessary to consummate said transaction.

**SECTION III: BE IT FURTHER ORDAINED, etc.,** that this ordinance shall become effective upon signature by the Mayor; or, if not signed or vetoed by the Mayor, upon expiration of the time for ordinances to become law without signature by the Mayor.

**SECTION IV: BE IT FURTHER ORDAINED, etc.,** that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this ordinance which can be given effect without the invalid provisions, items, or applications, and to this end the provisions of this ordinance or hereby declared severable.

**SECTION V: BE IT FURTHER ORDAINED, etc.,** that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

**THIS ORDINANCE** was introduced on the 20<sup>th</sup> day of May 2025.

**NOTICE PUBLISHED** on the 23<sup>rd</sup> day of May 2025.

**THIS ORDINANCE** having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:

YEAS:

NAYS:

ABSENT:

**AND THE ORDINANCE** was declared adopted on this the 3<sup>rd</sup> day of June 2025 and final publication was made in the Alexandria Daily Town Talk on the 6<sup>th</sup> day of June, 2025.

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CITY CLERK

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PRESIDENT

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MAYOR'S APPROVAL/VETO

Adjourned