

PROFESSIONAL SERVICES CONTRACTS

The current purchasing ordinance requires approval of the Metropolitan Council on all professional services contracts exceeding \$17,500. The Metropolitan Council, through the adoption of the 2004 *Annual Operating Budget*, authorizes the Mayor-President to enter into the professional services contracts listed below (contract amounts have been rounded to the nearest \$10). Those listed for amounts of \$17,500 or less are included for informational purposes only. If the department is unable to execute an agreement with the named individuals, they are authorized to contract with another person to provide the described services up to the amounts budgeted.

DEPARTMENT/DIVISION	MAXIMUM CONTRACT AMOUNT
<u>Parish Attorney</u>	
The Parish Attorney's office contracts with the following local law firms for legal services in matters that would present conflicts of interest for the Parish Attorney or that require specialized expertise: Taylor, Porter, Brooks & Phillips, LLP (oil, gas, and mineral leases); McGlinchey, Stafford & Lang (litigation involving the consolidated form of government); Simoneaux, Carleton, Dunlap & Olinde (conflict cases regarding personnel matters); and Breazeale, Sachse & Wilson and the Long Law Firm (personnel matter). These contracts provide for various hourly rates.	\$130,000 budgeted
Federal Affairs Representative. Jones, Walker, Waechter, Poitevent, Carrère & Denègre, LLP, and the Livingston Group. (Partial funding of \$160,000 contract; remainder funded by the Greater Baton Rouge Airport District budget).	\$60,000 per year
<u>City Court</u>	
Sustain Technologies, Inc. To provide software maintenance services to the Baton Rouge City Court.	\$42,020 per year
<u>Sheriff's Office – Correctional Institution</u>	
East Baton Rouge Parish School Board. Adult education classes for inmates at the Parish Prison in the GED program.	\$55,970 per year
<u>Mayor's Office</u>	
Adams and Reese. Legislative and consulting services.	\$60,000 budgeted
CAN DO Director.	\$45,430 per year
CAN DO Field Coordinator.	\$30,000 per year
<u>Anti-Drug Task Force</u>	
Grants writer. To write and assist others in applying for federal and state grants for City-Parish programs and capital needs.	\$36,920 per year
<u>Leo S. Butler Community Center</u>	
Fitness and wellness counselor and instructor.	\$30,000 per year
<u>Finance Department</u>	
Cypress Capital Corporation. Four-year contract for financial advisory services relating to capital markets.	Up to \$17,500 per year for specific advisory services
	0.2% of the proceeds of debt issuances, or 0.05% of the cash flow during the term of the transaction
Postlethwaite and Netterville. Preparation of the annual comprehensive and Centroplex management audits.	\$66,000 per year
Maximus, Inc. Development of central-services cost-allocation plans.	\$24,000 per year
Southwest Computer Bureau, Inc. Printing and mailing of sales and use tax forms.	up to \$36,000

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<u>Finance Department—Service Fee Business Office</u>	
Baton Rouge Water Company. Billing and payment processing for sewer user and solid waste fees.	\$1,778,270 per year
City of Baker. Billing and payment posting for sewer user and solid waste fees.	\$85,450 per year
City of Zachary. Billing and collecting sewer user and solid waste fees.	\$31,620 per year
Red Oak Water Company. Customer information and support services.	\$25,320 per year
Bellingrath Water Company. Billing and posting for sewer user and solid waste fees.	\$11,280 per year
<u>Purchasing—Auction Facility Section</u>	
Kunstler Newton, LLC, Auctioneers, Appraisers & Liquidators. Auctioneer services for City-Parish auctions. (Regular auctions plus Police bicycle auctions)	2.838% of gross sales (Estimated \$45,000 based on expected sales of \$1,500,000)
	Flat fee of \$300 for bicycle auctions (Usually two per year)
<u>Department of Human Resources – Civil Service Administration</u>	
Pool of retired Administrative Law Judges. Fact finders for disciplinary hearings and to make recommendations to the Civil Service Personnel Board.	up to \$9,000
Liability claims adjusting services.	\$237,000 budgeted
<u>Department of Human Resources—Training and Employee Development</u>	
Stirling Properties, Agent for Bon Carré, LLC. Rental of office space.	\$59,800 budgeted
<u>Department of Human Resources - Risk Management</u>	
Total Occupational Medicine. Employee physicals, drug testing, and other related medical procedures.	\$200,000 budgeted
Concentra Medical Center. Employee physicals, drug testing, and other related medical procedures.	\$50,000 budgeted
Southern National Life Insurance Co. (subsidiary of Blue Cross). Administration of the self-insured dental program.	\$2.95/emp./mo.-2004
Blue Cross-Blue Shield of Louisiana. Administrative services for health insurance program.	\$32.66/emp./mo.-2004
Concentra Medical Center. Fee schedule bill review.	\$42,000 budgeted
<u>Police Department</u>	
Joseph N. Lotwick, Attorney. Legal services to the Chief of Police before the Municipal Fire and Police Civil Service Board.	\$33,000 per year
Matrix, Inc. Psychological pre-employment screening for new recruits, and fitness-for-duty evaluations for employees.	\$26,400 per year

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<u>Emergency Medical Services - Telecommunications</u>	
EMCO. To provide maintenance services for the backbone equipment and tower in the 800-MHz trunked radio system.	\$97,700 budgeted
<u>Emergency Medical Services – Prison Medical Services</u>	
Medical Director and Physician for inmates at the EBR Parish Prison	\$119,900 per year
Medical services for inmates of the EBR Parish Prison (minimum of 832 hours annually and backup on-call services).	\$79,040 per year
Dental services for inmates of the EBR Parish Prison (minimum of 624 hours annually).	\$46,800 per year
Psychiatric services for inmates of the EBR Parish Prison (minimum of 624 hours annually on-site and 24 hours/day, 7 days/week on-call services).	\$99,996 per year
Diamond Pharmacy. Pharmaceutical services for inmates of the EBR Parish Prison.	\$408,770 budgeted
Social work services for inmates at EBR Parish Prison (minimum of 416 hours annually on-site services).	\$29,120 per year
Laboratory services and testing results pertaining to inmates at EBR Parish Prison.	\$29,000 budgeted
X-ray technician services for the inmates at the EBR Parish Prison.	\$8,003 per year
<u>Department of Juvenile Services – Detention Facility</u>	
Total Occupational Medicine. Medical services for detainees.	\$101,000 budgeted
Our Lady of the Lake Hospital, d.b.a. The Family Center. Psychiatric medical services for detainees.	\$24,000 budgeted
<u>Municipal Fire and Police Civil Service Board</u>	
V. Charles Cusimano. Legal services for the Municipal Fire and Police Civil Service Board.	\$13,500 per year
<u>Department of Public Works – Administration</u>	
Mike McDaniels. Clean Air legislation.	\$75,000 per year
Baton Rouge Green. Grounds maintenance.	\$30,000 per year
<u>Department of Public Works – Engineering</u>	
United States Geological Survey. Operation and maintenance of a station network to collect data on water resources.	\$74,300 per year
United States Geological Survey. Data collection on storm water resources.	\$42,000 per year
John Blanchard. Assistance to Field Engineering in inspection of state and federal projects.	\$42,440 per year
Frank Schoonmaker. Assistance to Field Engineering in inspection of state and federal projects.	\$42,440 per year
<u>Department of Public Works – Citizens Service</u>	
Grass-cutting services for vacant and abandoned privately owned properties in East Baton Rouge Parish.	Up to \$47,710

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<u>Department of Public Works – Public Building Maintenance</u>	
Elevator maintenance for various City-Parish buildings	\$33,850 budgeted
Janitorial/custodial services for various City-Parish buildings	\$371,320 budgeted
<u>Department of Public Works – Demolitions</u>	
Air Environmental Services, Inc. Preparation of specifications for various asbestos abatement projects.	\$75,000 per year
<u>Retirement System</u>	
Actuarial services concerning the retirement matters for the City of Baton Rouge and Parish of East Baton Rouge	\$20,000 budgeted
<u>Library Board of Control</u>	
Elite Cleaning Service. Janitorial services at Eden Park, Greenwell Springs, and Jones Creek branches.	\$76,500 per year
SanServ Building Services. Janitorial services at Carver and Zachary branches.	\$21,000 per year
OneSource Facility Services, Inc. Janitorial services at Baker and Central storage; Baker, Bluebonnet, Central, Centroplex, Delmont Gardens, Main, and Scotlandville branches.	\$185,000 per year
Employment Development Services. Grounds maintenance.	\$170,000 per year
Penico Corporation. Delivery services.	\$47,880 per year
Southeastern Library Network, Inc. On-line cataloging database.	\$100,000 budgeted
<u>EBRP Animal Control Center</u>	
A doctor of veterinary medicine (DVM), licensed by the Louisiana Board of Veterinary Medicine. Veterinary services in accordance with the Animal Control Ordinance.	\$30,000 per year
Dr. Marianne D. Fairchild. Provide practical veterinary educational services on behalf of the City-Parish to students from LSU School of Veterinary Medicine, subject to funding by LSU.	\$9,999.96 per year
<u>DHDS/ Head Start</u>	
Twenty-three bus driver contracts. Transportation of children in the Head Start Program to and from school and field trips.	\$494,021 per year (23 drivers x \$775 x 9.5 mos.= \$169,337) (1,230 miles @ \$1.40 x 172 days = \$296,184) (Field trips = \$28,500)
Greater Mt. Olive Baptist Church. Rental of space for Creative Head Start Center.	\$36,000 per year
Mt. Pilgrim Baptist Church. Rental of space for Discovery Head Start Center.	\$25,800 per year
Glen Oaks Baptist Church. Rental of space for Children’s World Head Start Center.	\$31,470 per year
La. Conference of Trustees of the Methodist Church. Rental of space for Evangeline Head Start Center.	\$18,720 per year
Housing Authority of EBR. Rental of space for Monte Sano Head Start Center.	\$13,000 per year

Note: Contingent upon approval of the Contracts Review Committee.

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<u>Department of Public Works – Sewerage Operations and Maintenance – Sewer Administration Division</u>	
Hansen Information Technologies. License renewal, software updates, and technical phone support.	\$24,740 per year
To continue the Wastewater Sewerage System Evaluation and Asset Management Program.	\$2,000,000 per year
<u>Department of Public Works – Comprehensive Sewerage System Fund</u>	
MWH Americas, Inc. To assist in implementing the \$618 million SSO Construction Program as required by the 2001 Consent decree.	Up to \$2,100,000
<u>Department of Public Works – Solid Waste Disposal Facility</u>	
Dow Chemical Company. Public/private partnership for an annual Household Hazardous Waste Event.	Up to \$45,000
Coordinator for the community and school waste reduction and recycling program.	\$41,200 budgeted
<u>Greater Baton Rouge Airport District</u>	
ADCOMM, Inc. of Louisiana. Marketing plan for the Airport.	\$450,000 per year
Camp Dresser McKee (CDM). Environmental services at the Airport.	\$75,000 per year
Gregory C. Rigamer & Associates. Software systems support for Airport Information Management System program and implementation of accounting/lease management system	\$225,000 per year
P.A. Consultants. Aviation studies.	\$75,000 per year
C-K Associates. Environmental services.	\$50,000 per year
Jones, Walker. Assistance with small community airports grant.	\$30,000 per year
Heroman/Brignac LLC. Seasonal decorations for the terminal.	\$25,000 per year
Pyburn & Odom. Airport surveys.	\$50,000 per year
Jones, Walker/Robert Livingston. Federal affairs representative. Partial funding of \$160,000 contract; remainder to be paid by Parish Attorney's Office.	\$100,000 per year
Kutchins & Groh. Airport studies.	\$50,000 per year
Siskell. Aviation Planning Services.	\$60,000 per year
The Mumphrey Group. Disadvantaged Business Enterprise consultant.	\$50,000 per year
OneSource. Floor care in the terminal and TSA buildings.	\$60,000 per year
Leigh-Fischer. Airline negotiations.	\$150,000 per year
Baton Rouge Tree Service. Arborist services.	\$150,000 per year
Heroman's Plant Services. Plant maintenance.	\$34,560 per year
Vinson Guard Services. Parking garage security.	\$43,550 per year

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Edwards & Kelsey. Aviation studies.	\$75,000 per year
Global Aviation. Aviation Studies.	\$75,000 per year
<u>Cooperative Endeavors</u>	
East Baton Rouge Parish Office of the Public Defender. Representation of indigent persons charged with certain criminal offenses.	\$198,410 budgeted
Capital Area Legal Services. Provision of civil legal services for the poor.	\$39,290 per year
East Baton Rouge Council on Aging, Inc. Provider agency for City-Parish aging programs and services, including planning, advocacy, social, health education, and nutrition.	\$661,050 per year
Crisis Care Center. Capital Area Family Violence Intervention Center, Inc. Comprehensive services to victims of domestic violence.	\$185,050 per year
Baton Rouge Area Alcohol & Drug Center. Detoxification services.	\$161,710 per year
O'Brien House. Combats substance abuse in the community.	\$17,020 per year
Louisiana Art & Science Museum. Provides educational and aesthetic opportunities for all ages.	\$591,240 per year
Arts Council of G.B.R. Encourages and supports cultural and creative activities in the area.	\$131,550 per year
Baton Rouge Symphony. Provides educational and musical opportunities for all citizens of the area.	\$91,060 per year
Baton Rouge Earth Day, Inc. Promotes environmental awareness and response.	\$22,990 per year
USS KIDD. World War II destroyer moored at Baton Rouge for the education of citizens and as a tourist attraction.	\$128,400 per year
Baton Rouge Center for World Affairs. Official promotional and ceremonial host of the city and parish.	\$84,920 per year
Big Buddy Program. Interlink: Center for Community and Social Justice. Community-centered resources for children.	\$58,210 per year
Greater Baton Rouge Food Bank. Servicing short-term unmet food needs of individuals in the greater Baton Rouge area.	\$22,320 per year
Crime Stoppers. Working together to solve crimes without fear of retaliation.	\$13,390 budgeted
Capital Region Planning Commission. Provides planning, communication, coordination, and technical assistance to the Baton Rouge urbanized area.	\$49,250 budgeted
<u>Operating Agreements</u>	
Health Unit. Provides health, nutrition, and record-keeping services for citizens of EBR Parish.	\$508,500 budgeted
Parish Farm Agent. Provides educational programs on agriculture, home economics, and 4-H club work.	\$51,910 budgeted
Veterans' Service Office. Provides counseling and assistance to veterans and their families.	\$45,640 budgeted
Capital Transportation Corporation. Provides public transportation for the Parish of East Baton Rouge and the Greater Baton Rouge Area.	\$1,990,210 budgeted for operations