



# St. James Parish Council

P. O. Box 176  
Vacherie, Louisiana 70090  
(225) 562-2400  
FAX (225) 562-2401  
TDD: (225) 562-8500  
council@stjamesparishla.gov

**Vondra Etienne-Steib**  
Chairwoman

**Courtney Long**  
Vice-Chairman

**Tammie Bodin**  
Secretary

February 03, 2026

Honorable Members  
St. James Parish Council

The St. James Parish Council will meet in regular session on Wednesday, February 4, 2026 at 6:00 p.m. in the Council Chambers of the Parish Courthouse in Convent, Louisiana.

Prior to the meeting, at 6:00 p.m., a public hearing will be held on the following item:

- Proposed Ordinance 26-01, An ordinance establishing a Board of Building Code Appeals for St. James Parish and defining its power and duties consistent with the International Building Code, appointing members thereto, and providing for related matters.

Please make every effort to attend.

Sincerely,

Tammie Bodin  
Secretary

cc: Parish President Pete Dufresne & Staff  
Assistant District Attorney Adam Koenig  
The News Examiner/Enterprise  
The Morning Advocate  
L'Observateur

***Note:** St. James Parish will provide, upon request, reasonable accommodation to any disabled individual wishing to attend the meeting. Anyone requiring reasonable accommodation is requested to contact 1-800-846-5277 (TDD), 1-800-947-5277 (Voice) or 562-2400 (Handicapped) to discuss the particular accommodation needed.*

<b>Todd Poche</b>	<b>Courtney Long</b>	<b>Ryan Louque</b>	<b>Neal Poche</b>	<b>Anthony Jasmin</b>	<b>Vondra Steib</b>	<b>Donald Nash</b>
District 1	District 2	District 3	District 4	District 5	District 6	District 7

**AGENDA**  
**ST. JAMES PARISH COUNCIL**  
**Parish Courthouse – 5800 Hwy 44, Convent, LA**  
**WEDNESDAY, February 4, 2026**

**6:00 P.M. PUBLIC HEARING**

1. Proposed Ordinance 26-01, An ordinance establishing a Board of Building Code Appeals for St. James Parish and defining its power and duties consistent with the International Building Code, appointing members thereto, and providing for related matters (Dufresne)
2. Adjourn

**6:00 P.M. REGULAR MEETING**

**I. CALL TO ORDER & ROLL CALL**

**II. PRAYER & PLEDGE**

**III. MINUTES**

1. Approval of January 21, 2026 public hearing minutes.
2. Approval of January 21, 2026 regular meeting minutes.

**IV. PRESIDENT’S REPORT**

**V. PUBLIC COMMENT** on any agenda item requiring a Council vote in accordance with La. R.S. 42:14.

**VI. PRESENTATION**

1. Resolution proclaiming January 1st of each year as “God’s Love is Amazing Day” in St. James Parish (Dufresne)

**VII. APPOINTMENTS TO BOARDS AND COMMISSIONS - None**

**VIII. OLD BUSINESS**

1. Update of drainage study from Forrestal Street to Pool Lane (Nash)
2. Update of Multipurpose Building (Etienne-Steib)
3. Action on Ordinance 26-01, An ordinance establishing a Board of Building Code Appeals for St. James Parish and defining its power and duties consistent with the International Building Code, appointing members thereto, and providing for related matters (Dufresne)

**IX. NEW BUSINESS**

1. Resolution to approve disbursement of payroll numbers 4 and 5 for the month of February 2026 (Chair)
2. Resolution to approve disbursement of funds to pay pending current invoices and payables (Chair)
3. Resolution rescheduling the March 4, 2026 meeting of the St. James Parish Council to Tuesday, March 3, 2026 (Chair)
4. Resolution proclaiming the month of February 2026 as Black History Month in St. James Parish (Dufresne)
5. Resolution amending the contract with Louisiana Controls, Inc. to \$150,000 and to extend three (3) years for preventative maintenance on HVAC controls of St. James Parish Government Buildings (Dufresne)
6. Resolution authorizing the Parish President to advertise for and accept competitive bids for vehicles for the Operations Department (Dufresne)
7. Resolution authorizing the St. James Parish President to amend an existing professional services contract with Desire Line LLC for development of a Community Development Plan, Code Amendments, and Capital Improvement Plan to add one hundred thousand (\$100,000) dollars to develop a strategic sewer plan and technical infrastructure manual as part of existing plan development processes in response to community and Parish input, all of which is funded by the Office of Community Development Resilient Communities Infrastructure Program Grant Award (Dufresne)
8. Resolution authorizing the Parish President to advertise for request for proposals for landscaping and grounds maintenance services for the St. James Parish Department of Human Resources (Dufresne)
9. Resolution accepting the bid from Cazenave Motor Co., Inc. for 2026 Ford Expedition for St. James Parish (Dufresne)

**X. DIRECTOR’S REPORT**

**XI. COUNCIL MEMBER’S REPORT**

**XII. MOTION TO ADJOURN**

To view backup documentation please visit [www.stjamesla.com/agendacenter](http://www.stjamesla.com/agendacenter)

*St. James Parish will provide, upon request, reasonable accommodations to any disabled individual wishing to attend the meeting. Anyone requiring reasonable accommodation is requested to contact 1-800-846-5277 (TTD), 1-800-947-5277 (Voice) or 562-2400 (Handicapped) to discuss the particular accommodation needed.*

At a regular meeting of the St. James Parish Council, State of Louisiana, held on January 21, 2026, the following entitled ordinance was introduced by Councilman N. Poche and seconded by Councilman Jasmin, laid over for publication of notice of Public Hearing, and ordered filed with the Secretary for public inspection:

**PROPOSED ORDINANCE 26-01**  
**ST. JAMES PARISH COUNCIL**



**AN ORDINANCE ESTABLISHING A BOARD OF BUILDING CODE APPEALS FOR ST. JAMES PARISH AND DEFINING ITS POWER AND DUTIES CONSISTENT WITH THE INTERNATIONAL BUILDING CODE, APPOINTING MEMBERS THERETO, AND PROVIDING FOR RELATED MATTERS**

**WHEREAS**, the St. James Parish Council is authorized under the Constitution and laws of the State of Louisiana and the St. James Parish Home Rule Charter to establish boards and commissions necessary for the effective administration of Parish government; and

**WHEREAS**, St. James Parish has adopted building codes based upon the International Building Code (“IBC”), which provides for the creation of a Board of Appeals to hear and decide appeals arising from the interpretation and enforcement of such codes; and

**WHEREAS**, the establishment of a Board of Building Code Appeals is necessary to provide a fair, impartial, and orderly process for the review of decisions, determinations, and interpretations made by the Building Official or other authorized Parish officials; and

**WHEREAS**, the Board of Building Code Appeals will ensure due process while maintaining public safety, structural integrity, fire protection, and compliance with adopted codes; and

**WHEREAS**, the individuals nominated for appointment to the Board of Building Code Appeals have been vetted through interviews, evaluation, scoring, and recommendations by the Parish Council and Parish Administration, and possess the requisite experience, knowledge, and professional responsibility (see attached); and

**WHEREAS**, the St. James Parish Council desires to appoint seven (7) qualified members to serve on the Board, with terms coinciding with that of the Parish President, unless otherwise provided by law or ordinance. The Board will received a stipend of \$75.00 per meeting.

**THE ST. JAMES PARISH COUNCIL HEREBY ORDAINS that:**

There is hereby established the St. James Parish Board of Building Code Appeals (“Board”), consistent with Section 113 of the International Building Code, as adopted and amended by the St. James Parish Code of Ordinances.

The Board shall hear and decide appeals of orders, decisions, or determinations made by the Building Official or other authorized Parish officials relative to the application, interpretation, or enforcement of the Parish’s adopted building codes and related ordinances.

The Board shall have no authority to waive the requirements of or grant variances from the St. James Parish Code of Ordinances.

The Board may determine that the true intent of the code or ordinance has been correctly or incorrectly interpreted; or the provisions of the code or ordinance do or do fully apply to the specific case under appeal; or may propose an equivalent or better form of construction.

The Board shall consist of seven (7) members appointed by the St. James Parish Council. Members shall be selected based on experience and knowledge in construction, engineering, architecture, fire protection, or related fields, consistent with IBC standards.

The following individuals are hereby appointed to serve as members of the St. James Parish Board of Building Code Appeals:

1. Scott Poirrier
2. Tory Roper
3. Aaron Tregre
4. Melanie Bourgeois
5. Jon Hotard
6. Daryl Zeringue
7. Justin James

The terms of all members appointed herein shall coincide with the term of the Parish President and shall expire concurrently therewith, unless reappointed or otherwise provided by law or ordinance.

The Board shall organize itself by electing a Chair and such other officers as it deems necessary. A quorum shall consist of a majority of the appointed members. Appeals shall be decided by a concurring vote

of a majority of the members present and voting. The Board shall adopt rules of procedure consistent with the International Building Code, Parish ordinances, and applicable state law.

The Building Official, legal counsel representing St. James Parish, and an administrator provided by the Parish shall serve as non-voting administrative and/or advisory members on the Board. These members provide support, including notice of hearings, recordkeeping, and coordination of appeal filings.



		Basic Eligibility	Certifications/ Licensing	Skills and knowledge	Experience	Duties and Responsibilities	Public Service	Highly Recommended	Recommended	Consider With Reservations	Not Recommended
Scott Pourier	INTV. #1	5	5	4	5	4	4				
	INTV. #2	5	5	5	5	5	5				
	INTV. #3	5	5	5	5	5	5				
	INTV. #4	5	5	5	5	5	5				
	INTV. #5	5	5	5	5	5	5				
	INTV. #6	5	5	5	5	5	5				
Tory Roper	INTV. #1	5	5	5	5	4	5				
	INTV. #2	5	5	4	5	4	4				
	INTV. #3	5	5	5	5	5	5				
	INTV. #4	5	5	5	5	5	5				
	INTV. #5	5	5	5	5	5	5				
	INTV. #6	5	5	5	5	5	5				
Aaron Tregre	INTV. #1	5	5	4	3	4	3				
	INTV. #2	5	5	5	5	5	5				
	INTV. #3	5	5	5	5	5	5				
	INTV. #4	5	5	5	5	5	5				
	INTV. #5	5	5	5	5	5	5				
	INTV. #6	5	5	5	5	5	4				
Daryl Zeringue	INTV. #1	5	4	3	3	3	5				
	INTV. #2	5	4	4	3	4	4				
	INTV. #3	5	5	5	3	5	5				
	INTV. #4	5	4	4	4	3	3				
	INTV. #5	5	5	5	5	5	5				
	INTV. #6	3	2	3	3	2	3				
Melanie Bougeois	INTV. #1	5	4	4	4	5	5				
	INTV. #2	5	4	3	4	5	5				
	INTV. #3	4	5	4	3	5	5				
	INTV. #4	3	2	2	2	3	2				
	INTV. #5	4	4	4	3	4	4				
	INTV. #6	5	3	4	3	5	5				
Patrick St Pierre	INTV. #1	5	4	5	5	5	5				
	INTV. #2	5	5	5	4	5	5				
	INTV. #3	5	5	5	5	5	5				
	INTV. #4	4	5	5	5	5	5				
	INTV. #5	5	5	3	2	2	2				
	INTV. #6	5	5	5	5	5	5				
Justin James	INTV. #1	5	5	5	5	5	5				
	INTV. #2	5	5	4	5	4	5				
	INTV. #3	5	2	3	3	5	5				
	INTV. #4	5	4	5	5	5	5				
	INTV. #5	5	5	5	5	5	5				
	INTV. #6	5	5	5	5	4	4				
Jon Horard	INTV. #1	5	2	4	5	4	5				
	INTV. #2	5	2	4	5	4	5				
	INTV. #3	5	3	5	4	5	5				
	INTV. #4	5	2	4	5	5	5				
	INTV. #5	4	4	4	4	4	4				
	INTV. #6	5	3	5	4	5	5				
	INTV. #7	5	2	4	4	5	5				

The following resolution was offered and moved for adoption by Councilman \_\_\_\_\_ and seconded by Councilman \_\_\_\_\_:

**RESOLUTION 26-  
ST. JAMES PARISH COUNCIL**



**A RESOLUTION PROCLAIMING JANUARY 1ST OF EACH YEAR AS  
“GOD’S LOVE IS AMAZING DAY” IN ST. JAMES PARISH**

WHEREAS, St. James Parish is committed to fostering unity, compassion, and positive engagement among its citizens; and

WHEREAS, His Love Is Amazing is a community-centered movement dedicated to restoring focus on the amazing, unconditional love of God through declaration, motivation, and service; and

WHEREAS, this initiative brings together government leaders, businesses, faith organizations, and citizens to publicly affirm values that strengthen families, inspire hope, and uplift communities; and

WHEREAS, proceeds generated through His Love Is Amazing initiatives are used to support and empower youth through meaningful experiences, leadership development, and life-building opportunities; and

WHEREAS, communities across Louisiana and the nation have embraced this movement as a positive force for unity and service.

NOW, THEREFORE, BE IT RESOLVED that the St. James Parish Council and Pete Dufresne, Parish President, do hereby proclaim January 1st of each year as “God’s Love Is Amazing Day” in St. James Parish, and encourage all citizens, businesses, and community partners to participate in recognizing, declaring, and demonstrating God’s amazing love through service, unity, and compassion.

And the resolution was declared adopted on this, the 4th day of February 2026.

\_\_\_\_\_  
Council Chairwoman

\_\_\_\_\_  
Secretary

Delivered to Parish President: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Parish President

Returned to Secretary on \_\_\_\_\_

At \_\_\_\_\_ AM/PM

Received by \_\_\_\_\_

\* \* \* \* \*

C E R T I F I C A T E

I, Tammie Bodin, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 4th day of February 2026.

Signed at Convent, Louisiana, this 4th day of February 2026.

(S E A L)

\_\_\_\_\_  
Tammie Bodin  
Secretary

The following ordinance which was previously introduced at a regular meeting held on January 21, 2026, a summary thereof having been published in the official journal together with a notice of public hearing which was held in accordance with said public notice, was brought up for final passage on a motion offered by Councilman \_\_\_\_\_ and seconded by Councilman \_\_\_\_\_:



**ORDINANCE 26-01**  
**ST. JAMES PARISH COUNCIL**

**AN ORDINANCE ESTABLISHING A BOARD OF BUILDING CODE APPEALS  
FOR ST. JAMES PARISH AND DEFINING ITS POWER AND DUTIES  
CONSISTENT WITH THE INTERNATIONAL BUILDING CODE, APPOINTING  
MEMBERS THERETO, AND PROVIDING FOR RELATED MATTERS**

**WHEREAS**, the St. James Parish Council is authorized under the Constitution and laws of the State of Louisiana and the St. James Parish Home Rule Charter to establish boards and commissions necessary for the effective administration of Parish government; and

**WHEREAS**, St. James Parish has adopted building codes based upon the International Building Code ("IBC"), which provides for the creation of a Board of Appeals to hear and decide appeals arising from the interpretation and enforcement of such codes; and

**WHEREAS**, the establishment of a Board of Building Code Appeals is necessary to provide a fair, impartial, and orderly process for the review of decisions, determinations, and interpretations made by the Building Official or other authorized Parish officials; and

**WHEREAS**, the Board of Building Code Appeals will ensure due process while maintaining public safety, structural integrity, fire protection, and compliance with adopted codes; and

**WHEREAS**, the individuals nominated for appointment to the Board of Building Code Appeals have been vetted through interviews, evaluation, scoring, and recommendations by the Parish Council and Parish Administration, and possess the requisite experience, knowledge, and professional responsibility (see attached); and

**WHEREAS**, the St. James Parish Council desires to appoint seven (7) qualified members to serve on the Board, with terms coinciding with that of the Parish President, unless otherwise provided by law or ordinance. The Board will received a stipend of \$75.00 per meeting.

**THE ST. JAMES PARISH COUNCIL HEREBY ORDAINS that:**

There is hereby established the St. James Parish Board of Building Code Appeals ("Board"), consistent with Section 113 of the International Building Code, as adopted and amended by the St. James Parish Code of Ordinances.

The Board shall hear and decide appeals of orders, decisions, or determinations made by the Building Official or other authorized Parish officials relative to the application, interpretation, or enforcement of the Parish's adopted building codes and related ordinances.

The Board shall have no authority to waive the requirements of or grant variances from the St. James Parish Code of Ordinances.

The Board may determine that the true intent of the code or ordinance has been correctly or incorrectly interpreted; or the provisions of the code or ordinance do or do fully apply to the specific case under appeal; or may propose an equivalent or better form of construction.

The Board shall consist of seven (7) members appointed by the St. James Parish Council. Members shall be selected based on experience and knowledge in construction, engineering, architecture, fire protection, or related fields, consistent with IBC standards.

The following individuals are hereby appointed to serve as members of the St. James Parish Board of Building Code Appeals:

1. Scott Poirrier
2. Tory Roper
3. Aaron Tregre
4. Melanie Bourgeois
5. Jon Hotard
6. Daryl Zeringue
7. Justin James

The terms of all members appointed herein shall coincide with the term of the Parish President and shall expire concurrently therewith, unless reappointed or otherwise provided by law or ordinance.

The Board shall organize itself by electing a Chair and such other officers as it deems necessary. A quorum shall consist of a majority of the appointed members. Appeals shall be decided by a concurring vote

This ordinance having been submitted to a vote; the vote thereon was as follows:

YEAS:  
NAYS:  
ABSTAIN:  
ABSENT:

And, the ordinance was declared adopted on this, the 4th day of February 2026.

\_\_\_\_\_  
Council Chairwoman

\_\_\_\_\_  
Secretary

Delivered to Parish President: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Parish President

Returned to Secretary on \_\_\_\_\_

At \_\_\_\_\_ AM/PM

Received by \_\_\_\_\_

\* \* \* \* \*

C E R T I F I C A T E

I, Tammie Bodin Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of an ordinance adopted by the St. James Parish Council in regular meeting held on the 4th day of February 2026.

Signed at Convent, Louisiana, this 4th day of February 2026.

(S E A L)

\_\_\_\_\_  
Tammie Bodin  
Secretary



		Basic Eligibility	Certifications/ Licensing	Skills and knowledge	Experience	Duties and Responsibilities	Public Service	Highly Recommended	Recommended	Consider With Reservations	Not Recommended
Scott Pourier	INTV. #1	5	5	4	5	4	4				
	INTV. #2	5	5	5	5	5	5				
	INTV. #3	5	5	5	5	5	5				
	INTV. #4	5	5	5	5	5	5				
	INTV. #5	5	5	5	5	5	5				
	INTV. #6	5	5	5	5	5	5				
Tory Roper	INTV. #1	5	5	5	5	4	5				
	INTV. #2	5	5	4	5	4	4				
	INTV. #3	5	5	5	5	5	5				
	INTV. #4	5	5	5	5	5	5				
	INTV. #5	5	5	5	5	5	5				
	INTV. #6	5	5	5	5	5	5				
	INTV. #7	5	5	5	5	5	5				
Aaron Tregre	INTV. #1	5	5	4	3	4	3				
	INTV. #2	5	5	5	5	5	5				
	INTV. #3	5	5	5	5	5	5				
	INTV. #4	5	5	5	5	5	5				
	INTV. #5	5	5	5	5	5	5				
	INTV. #6	5	5	5	5	5	4				
	INTV. #7	4	5	4	5	4	4				
Daryl Zeringue	INTV. #1	5	4	3	3	3	5				
	INTV. #2	5	4	4	3	4	4				
	INTV. #3	5	5	5	3	5	5				
	INTV. #4	5	4	4	4	3	3				
	INTV. #5	5	5	5	5	5	5				
	INTV. #6	3	2	3	3	2	3				
Melanie Bougeois	INTV. #1	5	4	4	4	5	5				
	INTV. #2	5	4	3	4	5	5				
	INTV. #3	4	5	4	3	5	5				
	INTV. #4	3	2	2	2	3	2				
	INTV. #5	4	4	4	3	4	4				
	INTV. #6	5	3	4	3	5	5				
	INTV. #7	5	4	5	5	5	5				
Patrick St Pierre	INTV. #1	4	5	5	5	5	5				
	INTV. #2	5	5	5	4	5	5				
	INTV. #3	5	5	5	5	5	5				
	INTV. #4	4	5	5	5	5	5				
	INTV. #5	5	5	3	2	2	2				
Justin James	INTV. #1	5	5	5	5	5	5				
	INTV. #2	5	5	4	5	4	5				
	INTV. #3	5	2	3	3	5	5				
	INTV. #4	5	4	5	5	5	5				
	INTV. #5	5	5	5	5	5	5				
	INTV. #6	5	5	5	5	4	4				
Jon Horard	INTV. #1	5	2	4	5	4	5				
	INTV. #2	5	2	4	5	4	5				
	INTV. #3	5	3	5	4	5	5				
	INTV. #4	5	2	4	5	5	5				
	INTV. #5	4	4	4	4	4	4				
	INTV. #6	5	3	5	4	5	5				
	INTV. #7	5	2	4	4	5	5				

The following resolution was offered and moved for adoption by Councilman \_\_\_\_\_ and seconded by Councilman \_\_\_\_\_:

**RESOLUTION 26-**  
**ST. JAMES PARISH COUNCIL**

**A RESOLUTION TO APPROVE DISBURSEMENT OF PAYROLL  
NUMBERS 4 AND 5 FOR THE MONTH OF FEBRUARY**



WHEREAS, the employee payrolls for February 2026 will be reflected in the payroll disbursement report presented to the Parish Council as Payroll is completed.

WHEREAS, according to the Home Rule Charter, Article III §C(2)(a)(v), all checks and warrants drawn against the parish treasury shall be approved by a majority vote of the St. James Parish Council and the Parish Council by Resolution authorizes the administration to execute, sign or countersign any such check or draft in accordance with said provision.

THEREFORE, BE IT RESOLVED, that the St. James Parish Council does hereby approve disbursement of the February payrolls up to \$ 700,000 per payroll and further authorizes the Parish President and Director of Finance to execute all necessary documents, including but not limited to wire transfer forms with financial services institutions, to perfect the disbursement of payroll.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:  
NAYS:  
ABSTAIN:  
ABSENT:

And the resolution was declared adopted on this, the 4th day of February 2026.

\_\_\_\_\_  
Council Chairwoman

\_\_\_\_\_  
Secretary

Delivered to Parish President: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Parish President

Returned to Secretary on \_\_\_\_\_

At \_\_\_\_\_ AM/PM

Received by \_\_\_\_\_

\* \* \* \* \*

**C E R T I F I C A T E**

I, Tammie Bodin, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 4<sup>th</sup> day of February 2026.

Signed at Convent, Louisiana, this 4<sup>th</sup> day of February 2026.

(S E A L)

\_\_\_\_\_  
Tammie Bodin  
Secretary

The following resolution was offered and moved for adoption by Councilman \_\_\_\_\_ and seconded by Councilman \_\_\_\_\_:

**RESOLUTION 26-  
ST. JAMES PARISH COUNCIL**



**A RESOLUTION TO APPROVE DISBURSEMENT OF FUNDS TO PAY  
PENDING CURRENT INVOICES AND PAYABLES**

WHEREAS, invoices payable to vendors, employees and other reimbursements due and all other current payables to be processed this week; and.

WHEREAS, according to the Home Rule Charter, Article III §C(2)(a)(v), all checks and warrants drawn against the parish treasury shall be approved by a majority vote of the St. James Parish Council and the Parish Council by Resolution authorizes the administration to execute, sign or countersign any such check or draft in accordance with said provision.

THEREFORE, BE IT RESOLVED, that the St. James Parish Council does hereby approve the disbursement of funds per the distribution report presented to the Parish Council reflecting the pending current invoices and other payables as of Thursday, February 5th, 2026.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:  
ABSTAIN:  
ABSENT:  
NONE

And the resolution was declared adopted on this, the 4th day of February 2026.

\_\_\_\_\_  
Council Chairwoman

\_\_\_\_\_  
Secretary

Delivered to Parish President: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Parish President

Returned to Secretary on \_\_\_\_\_

At \_\_\_\_\_ AM/PM

Received by \_\_\_\_\_

\* \* \* \* \*

C E R T I F I C A T E

I, Tammie Bodin, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 4th day of February 2026.

Signed at Convent, Louisiana, this 4th day of February 2026.

(S E A L)

\_\_\_\_\_  
Tammie Bodin  
Secretary

The following resolution was offered and moved for adoption by Councilman \_\_\_\_\_ and seconded by Councilman \_\_\_\_\_:

**RESOLUTION 26-  
ST. JAMES PARISH COUNCIL**

**A RESOLUTION RESCHEDULING THE MARCH 4, 2026 MEETING OF  
THE ST. JAMES PARISH COUNCIL TO TUESDAY, MARCH 3, 2026**



WHEREAS, The Code of Ordinances, Chapter 2, Article II, Section 2-21 provides the meeting schedule for the Council unless the Council desires otherwise to revise same; and,

WHEREAS, The St. James Parish Council desires to temporarily revise its meeting schedule and as such, rescheduling the following meeting and shall provide the public proper notice in compliance with the La. Open Meetings Law (La. R.S. 42:1 et seq.) and this revision shall not be permanent.

Wednesday, March 4, 2026 to Tuesday, March 3, 2026

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that the aforesaid meeting of the St. James Parish Council is hereby rescheduled and the March 3, 2026 meeting will be held in the Council Chambers of the Parish Courthouse in Convent, Louisiana.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:  
NAYS:  
ABSTAIN:  
ABSENT:

And the resolution was declared adopted on this, the 4th day of February 2026.

\_\_\_\_\_  
Council Chairwoman

\_\_\_\_\_  
Secretary

Delivered to Parish President: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Parish President

Returned to Secretary on \_\_\_\_\_

At \_\_\_\_\_ AM/PM

Received by \_\_\_\_\_

\* \* \* \* \*

C E R T I F I C A T E

I, Tammie Bodin, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 4th day of February 2026.

Signed at Convent, Louisiana, this 4th day of February 2026.

(S E A L)

\_\_\_\_\_  
Tammie Bodin  
Secretary

The following resolution was offered and moved for adoption by Councilman \_\_\_\_ and seconded by \_\_\_\_\_.

**RESOLUTION 26-  
ST. JAMES PARISH COUNCIL**



**A RESOLUTION PROCLAIMING THE MONTH OF FEBRUARY 2026 AS  
BLACK HISTORY MONTH IN ST. JAMES PARISH**

**WHEREAS**, for many years, February has been observed by an increasing number of Americans of all ethnic and sociological backgrounds as Black History Month; and,

**WHEREAS**, Black Americans have contributed immeasurably to the success of our nation from the days of early colonization to the present, despite hardships which included bigotry, disenfranchisement, laws which prevented them from owning land, and slavery itself; and,

**WHEREAS**, Black Americans have excelled in every facet of life, including education, science, medicine, the arts, politics, and every profession.

NOW, THEREFORE, BE IT RESOLVED, that the St. James Parish Council and Parish President Peter Dufresne do hereby proclaim February 2026 as Black History Month in St. James Parish.

And the resolution was declared adopted on this, the 4th day of February 2026.

\_\_\_\_\_  
Council Chairwoman

\_\_\_\_\_  
Secretary

Delivered to Parish President: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Parish President

Returned to Secretary on \_\_\_\_\_

At \_\_\_\_\_ AM/PM

Received by \_\_\_\_\_

\* \* \* \* \*

C E R T I F I C A T E

I, Tammie Bodin, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 4th day of February 2026.

Signed at Convent, Louisiana, this 4th day of February 2026.

(S E A L)

\_\_\_\_\_  
Tammie Bodin  
Secretary



The following resolution was offered and moved for adoption by Councilman \_\_\_\_\_ and seconded by Councilman \_\_\_\_\_:

**RESOLUTION 26-  
ST. JAMES PARISH COUNCIL**



**A RESOLUTION AMENDING THE CONTRACT WITH LOUISIANA CONTROLS INC. TO \$150,000 AND TO EXTEND THREE (3) YEARS FOR PREVENTATIVE MAINTENANCE ON HVAC CONTROLS OF ST. JAMES PARISH GOVERNMENT BUILDINGS**

WHEREAS, the original contract amount for Louisiana Controls Inc. was for \$75,000 and one year approved on April 13, 2022, amended on April 12, 2023 to extend for one (1) year, and amended on February 21, 2024 to extend for one (1) year; and;

WHEREAS, an increase of \$75,000 and an extension of three (3) years is needed for preventative maintenance on HVAC controls of St. James Parish Government Buildings.

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that the Parish President Peter A. Dufresne and/or his designee, is hereby authorized to sign, execute and administer all documents between Louisiana Controls Inc. and St. James Parish Government to amend the contract to \$150,000 and to extend three (3) years.

And, the resolution was declared adopted on this, the 4<sup>th</sup> day of February 2026.

\_\_\_\_\_  
Council Chairwoman

\_\_\_\_\_  
Secretary

Delivered to Parish President: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Parish President

Returned to Secretary on \_\_\_\_\_

At \_\_\_\_\_ AM/PM

Received by \_\_\_\_\_

\* \* \* \* \*

C E R T I F I C A T E

I, Tammie Bodin, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 4th day of February 2026.

Signed at Convent, Louisiana this 4th day of February 2026.

(S E A L)

\_\_\_\_\_  
Tammie Bodin  
Secretary



## *St. James Parish Government*

P. O. Box 106  
Convent, Louisiana 70723-0106  
(225) 562-2260  
FAX (225) 562-2279  
TDD: (225) 562-8500

**Peter A. Dufresne**  
Parish President

### Amendment #3 to Professional Services Contract

In reference to the "Master Contract for Professional Services" made by and between St. James Parish Government (Owner) and Louisiana Controls, Inc. (Contractor) dated April 13, 2022, Amendment #1 to Professional Services Contract dated April 12, 2023, and Amendment #2 to Professional Services Contract dated February 21, 2024, such agreement is hereby amended to include the following conditions.

The Master Contract for Professional Services between St. James Parish Government and Louisiana Controls, Inc. shall be extended for three (3) years ending February 5, 2029. The contract amount shall also increase from a not to exceed amount of \$75,000 to \$150,000.

The undersigned agree that the terms of this amendment are made effective as of February 5, 2026.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner (Peter Dufresne, Parish President)

\_\_\_\_\_  
Contractor (Louisiana Controls, Inc.)

The following resolution was offered and moved for adoption by Councilman \_\_\_\_ and seconded by \_\_\_\_\_.

**RESOLUTION 26-**  
**ST. JAMES PARISH COUNCIL**



**A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO  
ADVERTISE FOR AND ACCEPT COMPETITIVE BIDS  
FOR VEHICLES FOR THE OPERATIONS DEPARTMENT**

**WHEREAS**, the budget adopted by the St. James Parish Council includes allocated funds for the procurement of new vehicles for the Department of Operations.

**NOW, THEREFORE, BE IT RESOLVED** by the St. James Parish Council that the Parish President is hereby authorized and directed to advertise for and accept competitive bids, in accordance with applicable laws, for the purchase of vehicles for the Department of Operations.

And the resolution was declared adopted on this, the 4th day of February 2026.

\_\_\_\_\_  
Council Chairwoman

\_\_\_\_\_  
Secretary

Delivered to Parish President: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Parish President

Returned to Secretary on \_\_\_\_\_

At \_\_\_\_\_ AM/PM

Received by \_\_\_\_\_

\* \* \* \* \*

**C E R T I F I C A T E**

I, Tammie Bodin, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 4th day of February 2026.

Signed at Convent, Louisiana, this 4th day of February 2026.

(S E A L)

\_\_\_\_\_  
Tammie Bodin  
Secretary

---

***Sealed bids will be received until  
10:00 AM CDT, Tuesday, February 24,  
2026, and publicly opened in the  
Council Chambers at the address  
listed below.***

---

***St. James Parish Government  
5800 HWY 44  
Convent, Louisiana 70723***

## ***St. James Parish***



**Peter A. Dufresne**  
Parish President

---

**Point of Contact**  
**Call Center: (225) 562-2500**  
**Desk: (225) 562-2292**  
[lindsay.szubinski@stjamesla.com](mailto:lindsay.szubinski@stjamesla.com)

---

***Please file bid with:  
Lindsay Szubinski  
Executive Assistant  
Department of Operations  
P.O. Box 106, RM 311  
Convent, LA 70723***

### **VEHICLES – ANNUAL BID FOR CURRENT MODEL YEAR OR NEWER**

**TO:** All Vehicle Bidders

**FROM:** Richard A. Webre, Director, Dept. of Operations, St. James Parish  
Government, 5800 LA-44, Convent, LA 70723

#### ***SUBJECT: Instructions and Specifications for Vehicle Bids***

It is the intent of St. James Parish Government to secure pricing on vehicles for current year model or newer vehicles for use by the St. James Parish Department of Operations. The successful bidder must supply the vehicles at the as bid prices, for the current or newer model year, for a period of one year from the bid award date.

All vehicles shall be in new, unused condition. Quoted prices shall be for a complete unit ready for use. Freight charges shall be included in all bid prices, and a Louisiana state inspection sticker must be applied to all vehicles. All products are to be shipped F.O.B, freight prepaid, to the St. James Parish Government, Fleet Management Division, 5140 LA HWY 44, Convent LA 70723.

In comparing proposals, consideration will not be confined to price only. An award will be made to the most qualified bidder, as determined by the St. James Parish Government, Department of Operations, to have the best bid based upon price, experience, service, delivery, and other considerations pertinent to the acceptability of the contract.

Sincerely,

Richard A. Webre  
Director of Operations  
St. James Parish Government.

## TABLE OF CONTENTS

	<u>PAGE</u>
NOTICE TO BIDDERS _____	1
SECTION I INSTRUCTION TO BIDDERS _____	2
SECTION II GENERAL SPECIFICATIONS _____	5
SECTION III BIDDER INFORMATION _____	9
SECTION IV BIDDER PROPOSAL _____	9



## NOTICE TO BIDDERS

St. James Parish Government will be accepting sealed bids on current year or newer vehicles. These vehicles are listed in Article V, of the general specifications section of this document. Sealed bids will be opened in the St. James Parish Council Chambers, located at 5800 HWY 44, Convent, LA 70723 at 10:00 AM, February 24, 2026.

Prospective bidders must bid on all items listed and must meet minimum requirements as specified in the bidding documents. Vehicle specifications and documents are available from the St. James Parish Government, Department of Operations, 5800 HWY 44, Convent, LA 70723, Room 311.

The envelope containing the bid must be marked "Annual Vehicle Bid, Department of Operations" clearly on the outside of the envelope.

All bids must be complete and include the delivery schedule and warranty.

Immediate delivery and availability of parts, service, and warranty will be considered in the awarding of bids.

The Council reserves the right to reject all bids and to waive any formalities.

Advertise Dates News Examiner/Enterprise:

February 5, 2026

February 12, 2026

## **SECTION I INSTRUCTIONS TO BIDDERS**

### **ARTICLE 1 - BID DOCUMENTS**

The Notice to Bidders, Instruction to Bidders, General Specifications, and Bidder Information, compose the documents which shall include all properly authorized modifications.

### **ARTICLE 2 - EXAMINATION OF THE SPECIFICATIONS AND CONTRACT DOCUMENTS**

Bidder shall thoroughly examine the specifications and requirements. The failure or omission of any bidder to examine any form, type, addendum, or other special notes shall in no way relieve any bidder from any obligations with respect to the submitted bid. The submission of a bid shall be taken as prima facie evidence of compliance with Section I.

### **ARTICLE 3 - ALTERNATIONS IN BIDS**

The General Specification Section invites bids on definite equipment and minimum specifications. Each bidder shall bid upon the item exactly as specified and as provided in the bid.

### **ARTICLE 4 – PRICES AND TAX EXEMPTION/EXCLUSION**

In the event of a discrepancy between the prices quoted in words and those quoted in figures in the bid, the words shall overrule the numbers. The prices are to include the furnishing of all materials, equipment, tools and all other facilities, and the performance of all labor services necessary or proper for the completion of the work and/or delivery of the item. This bid packet will be used to establish the St. James Parish Government's exemption or immunity from State or Local taxes. As a matter of record, a certificate of sales tax exemption will be issued by St. James Parish Government to the winning bidder.

### **ARTICLE 5 - WITHDRAWAL OF BID**

Bids cannot be withdrawn within 5 days of the scheduled closing time for receipts of bids. Any bidder may withdraw his bid, either personally or by telegraphic or written request. If a withdrawal is made personally, proper receipt shall be given, therefore.

After the scheduled closing time for the receipt of bids or before the bid award, no bidder will be permitted to withdraw his bid unless said award is delayed for a period exceeding sixty (60) days. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the proposal after it has been opened.

### **ARTICLE 6 - POSTPONEMENT OF DATE FOR PRESENTING AND OPENING PROPOSALS**

The Parish reserves the right to postpone the date for receipt and opening of bids and will give written or telegraphic notice of any such postponement to all persons to whom

specifications and bid documents have been issued, at any time prior to the scheduled closing time for the receipt of bids.

#### **ARTICLE 7 - SUBMISSION OF BID**

Bids will be received only at the place, and until the scheduled closing time, as stated in the Notice to Bidders. It is the sole responsibility of the bidder to see that his bid is received by the designated times. Any bid received after the scheduled closing time for receipt of bids will be returned unopened to the Bidder.

#### **ARTICLE 8 - OPENING OF BIDS**

At the time and place set for the opening and reading of bids, each and every bid (except those which have been withdrawn in accordance with Article 5, "Withdrawal of Bid", of this Section) received prior to the scheduled closing time for receipt of bids will be publicly opened and read aloud, irrespective of any irregularities or informalities in such bids.

#### **ARTICLE 9 - DETERMINATION OF BID**

The award of the bid will be based on the lowest responsible bid quoted on the bid for the item(s) chosen by the Parish. Bids will be awarded according to the lowest price quoted, service, availability of parts, and warranty.

#### **ARTICLE 10 - REJECTIONS OF BIDS**

The Parish reserves the right to reject any or all bids. Without limiting the generality of the foregoing, any bid which is obscure or irregular may be rejected; any bid in which unit prices or other required information is omitted may be rejected.

#### **ARTICLE 11 - ACCEPTANCE OF BIDS**

Within thirty (30) calendar days after the date of opening of the bids, the Parish will act upon them. The acceptance of the bid will be by Purchase Requisition Order signed by a duly authorized representative of the Parish. The acceptance of a bid shall bind the successful bidder to the price and delivery date of the item(s).

#### **ARTICLE 12 - DISQUALIFICATION OF BIDDERS**

Any one or more of the following causes, among others, may be considered sufficient for the disqualification of a Bidder and the rejection of his Bid:

- (1) Evidence of collusion among Bidders.
- (2) Lack of competency as revealed by financial statements, experience, or other factors.
- (3) Default on a previous municipal bid or failure to perform or

deliver bid items.

**ARTICLE 13 - QUALIFICATIONS OF BIDDER**

The opening and reading of the Bid shall not be construed as an acceptance of the Bidder as a qualified, responsible Bidder. The Parish reserves the right to determine the competence and responsibility of a Bidder from its knowledge of the Bidder's qualifications or from other sources. Bidders must be in good standing in the State of Louisiana and must provide evidence that the Bidders are licensed to do business in the State of Louisiana and the Parish of St. James.

## **SECTION II GENERAL SPECIFICATIONS**

### **ARTICLE 1 - SCOPE**

The items requested under this bid document shall consist of the items contained in the specifications, and shall include the supervision, materials, equipment, labor, and parts necessary to deliver such items.

The services covered by this bid document are for the delivery and installation (where applicable) of any/all items awarded by the Parish to the Parish Courthouse, located at 5800 Highway 44, Convent, La.

The delivery of vehicle shall include title and private license applications and fees.

### **ARTICLE 2 - PERFORMANCE/COMPLETION**

The Bidder shall be required to deliver such items as per specifications within ninety (90) days after the bidder receives the Purchase Requisition Order.

The time stated for bid completion shall include final preparations and installation of all parts and equipment.

### **ARTICLE 3 - LIQUIDATED DAMAGES**

If the Bidder fails to deliver the items within the time specified in the bid document, or any extension, the Bidder may pay to the Parish as liquidated damages, the sum of \$25.00 for each day of delay.

### **ARTICLE 4 - MATERIAL AND WORKMANSHIP**

All equipment, material, and articles incorporated into the items for bid shall be of the most suitable size for the purpose intended, unless otherwise specifically provided in the Bid Document. References in the specifications to equipment, material, articles, or patented processes by trade name, make, or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. The Bidder may, at its option, use any equipment, material, article, or process that is equal to that named in the specifications, unless otherwise specifically provided in this bid.

The Bidder shall furnish to the Parish the name of the manufacturer, the model number, and other information concerning the performance, capacity, nature, and rating of the machinery and/or other equipment. Machinery, equipment, material, and articles that do not have the required approval shall be installed or delivered at the risk of subsequent rejection.

Price must include license and title fees and all other applicable charges for vehicle delivery.



## **ARTICLE 5 - MINIMUM BID SPECIFICATIONS**

### **Vehicle #1: Truck, Pickup, Half Ton, 2WD, Standard Cab**

**Size:** Ford F150 4x2 Standard Cab (or equivalent)

**Engine:** V8 with 5.0L minimum displacement

**Fuel:** CNG/Propane Gaseous Engine Prep Package

**Transmission:** Electronic 10 Speed Automatic

**Rear Axle Ratio:** 3.15 Non-Limited Slip Axle Ratio

**Paint Color:** J7 Magnetic Grey

**Bed Liner:** Tough Bed Spray-In Liner

**Additional Equipment:**

- a) XL Package (X101A or equivalent)
- b) Seats: Vinyl 40/20/40, Manual Driver, and Passenger
- c) Floor Covering: Vinyl Black
- d) Class IV Trailer Hitch
- e) 17" Silver Steel Wheels w/ Hub Caps
- f) Ford Co-Pilot 360 (or equivalent)
- g) Steering wheel: Manual Tilt/Telescoping and Manual Locking
- h) 12" Productivity Screen Instrument Cluster (or equivalent)
- i) Radio: AM/FM Stereo

### **Vehicle #2: Truck, Pickup, 3/4 Ton, 4WD, Crew Cab**

**Size:** Ford F250 4x4 Crew cab (or equivalent)

**Engine:** V8 with 6.8 or 7.3 L minimum displacement

**Fuel:** CNG/Propane Gaseous Engine Prep Package

**Transmission:** Electronic 10 Speed Automatic

**Electronic Shift:** 4X4 Electronic Shift – Shift on the Fly with neutral towing capacity

**Rear Axle Ratio:** 3.31 Non-Limited Slip Axle Ratio

**Paint Color:** J7 Magnetic Grey

**Bed Liner:** Tough Bed Spray-In Liner

**Tow Hooks:** Two each, front

**Additional Equipment:**

- a) XL Package (X101A or equivalent)
- b) Seats: Vinyl 40/20/40, Manual Driver, and Passenger
- c) Floor Covering: Vinyl Black
- d) Class IV Trailer Hitch
- e) 17" Silver Steel Wheels w/ Hub Caps
- f) Ford Co-Pilot 360 (or equivalent)
- g) Steering wheel: Manual Tilt/Telescoping and Manual Locking
- h) 12" Productivity Screen Instrument Cluster (or equivalent)
- i) Radio: AM/FM Stereo

**Vehicle #3: Truck, Pickup, 3/4 Ton, Standard Cab with Service Body**

**Size:** ¾ Ton, Ford F250, 4x2, Standard Cab (or equivalent)

**Wheelbase:** 142 Inches

**CA:** Cab to Axle Length Sixty Inches

**Engine:** 6.8L DEVCT NA PFI V8 GAS (Flex Fuel) (or equivalent)

**Fuel:** CNG/Propane Gaseous Engine Prep Package

**Transmission:** Torq-Shift Ten Speed Automatic (or equivalent)

**Rear Axle Ratio:** 3.73 Limited Slip Axle Ratio

**Paint Color:** J7 Magnetic Grey

**Bed Liner:** Tough Bed Spray-In Liner

**Payload:** 10K GVWR Package

**Service Body**

- a. Type: Knapheide, Model 696, Standard, 40" Height (or equivalent)
- b. CA: Sixty Inches
- c. Paint: Color Matched to Vehicle, J7 Magnetic Grey
- d. Lighting: LED Compartment Lighting Kit
- e. Class V hitch installed in rear chassis
- f. Trailer Plug: Seven-way plug, prewired and installed in rear skirt
- g. Brake Controller: Prewired and installed in rear skirt
- h. Vise Bracket: Mechanics vise bracket installed on rear bumper
- i. Camera: Reverse camera installed in rear skirt

**Additional Equipment:**

- a. XL F-250 600A Equipment Group (or equivalent)
- b. Seats: Vinyl 40/20/40, Manual Driver, and Passenger
- c. Floor Covering: Vinyl Black
- d. Silver Steel Wheels w/ Hub Caps
- e. Ford Co-Pilot 360 (or equivalent)
- f. Steering wheel: Manual Tilt/Telescoping and Manual Locking, Black Urethane
- g. 12" Productivity Screen Instrument Cluster (or equivalent)
- h. Radio: AM/FM Stereo

## **ARTICLE 6 - BASIS AND METHOD OF PAYMENT**

Notwithstanding any other payment terms in this bid, the Parish will make final payment and under the terms and conditions specified in this clause. Payment shall be considered as being made on the day a check is dated.

### **Invoice Payments**

An invoice is the supplier's bill or written request for payment under the terms of the bid for work or services performed under the contract. An invoice shall be prepared and submitted to the Parish Purchasing Agent. A proper invoice must include the items listed below:

- (1) Name and address of the bidder/supplier
- (2) Invoice date
- (3) Purchase order number or other type authorization for purchase or services performed.
- (4) Description of item and/or services performed, including warranty information.
- (5) Names (where practicable), title, phone number, and mailing address of person to be notified in event of a defective invoice or item.

If the invoice does not comply with these requirements, the bidder will be notified of the defect within 10 days after receipt of the invoice at the designated billing office.

Final payments shall be based on completion, delivery and acceptance of all work, items and presentation of all warranties, where applicable, and from payments for partial deliveries that have been accepted by the Parish:

- (a) The due date for making such payments shall be either the 30th day after receipt by the designated billing office of a proper invoice from the bidder or the 30th day after Parish's acceptance of the item or services completed by the Bidder, whichever is later. However, if the designated billing office fails to annotate the invoice with the date of actual receipt, the invoice payment due date shall be deemed to be the 30th day after the date the Bidder's invoice is dated, provided a proper invoice is received and there is no disagreement over quantity, quality, or Bidders compliance with minimum specifications.

**SECTION III  
BIDDER INFORMATION**

COMPANY NAME				
<b>LA STATE LICENSE NUMBER</b>	<b>PHYSICAL ADDRESS</b>	<b>POINT OF CONTACT</b>	<b>TELEPHONE NUMBER</b>	<b>EMAIL ADDRESS</b>

**SECTION IV  
BID PROPOSAL FORM**

(IN REMARKS WRITE "COMPLY" IF ALL SPECIFICATIONS ARE MET.)

VEH #	TYPE	WARRANTY	DELIVERY DAYS	QUANTITY EACH
1	Truck, Pickup, Half Ton, 2WD, Standard Cab			2
	Quoted numeric amount in words: _____ Quoted numeric amount in numbers: _____ Remarks: _____			
2	Truck, Pickup, ¾ Ton, 4WD, Crew Cab			2
	Quoted numeric amount in words: _____ Quoted numeric amount in numbers: _____ Remarks: _____			
3	Truck, Pickup, ¾ Ton, Std. Cab with Service Body			2
	Quoted numeric amount in words: _____ Quoted numeric amount in numbers: _____ Remarks: _____			

**Vendor Information & Agreement Form**  
**Vehicles for St. James Parish Department of Operations**

**February 24, 2026, 10:00 am, CST**

**Bid #001-26 VEHICLE-ONPS**

I/We acknowledge that this bid packet will be used to establish the St. James Parish Government's exemption or immunity from State or Local taxes. A certificate of sales tax exemption will be issued by St. James Parish Government to the winning bidder.

I/We propose to furnish and deliver the items on the Proposal Form according to your specifications.

I/We further agree not to request permission to withdraw our bid after the bids have been opened.

This bid consists of the (A) Bid Notice, (B) Bid Instructions and Terms, (C) the Required Specifications, and (D) the Proposal Form.

I/We, the undersigned, do hereby understand, acknowledge, and accept the instructions under which this proposal was requested by the St. James Parish Department of Operations.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Representative Name (Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Federal Tax I.D. Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

**If applicable, please acknowledge acceptance of addenda/clarification(s) issued by checking below:**

**Addendum 1** \_\_\_\_ **Addendum 2** \_\_\_\_ **Addendum 3** \_\_\_\_ **Addendum 4** \_\_\_\_

**Return with your Proposal paperwork due February 24, 2026, by 10:00 am, CST**

- **Completed Bid Proposal Forms (See Page 12, Section IV)**
- **Completed Vendor Information & Agreement Form (See Page 10)**
- **Insurance Accord Form**
- **Completed W-9**
- **Specification Sheets**
- **Specs for ALL VEHICLES**



The following resolution was offered and moved for adoption by Councilman \_\_\_\_\_ and seconded by Councilman \_\_\_\_\_:

**RESOLUTION 26-  
ST. JAMES PARISH COUNCIL**



**A RESOLUTION AUTHORIZING THE ST. JAMES PARISH PRESIDENT TO AMEND AN EXISTING PROFESSIONAL SERVICES CONTRACT WITH DESIRE LINE LLC FOR DEVELOPMENT OF A COMMUNITY DEVELOPMENT PLAN, CODE AMENDMENTS, AND CAPITAL IMPROVEMENT PLAN TO ADD ONE HUNDRED THOUSAND (\$100,000.00) DOLLARS TO DEVELOP A STRATEGIC SEWER PLAN AND TECHNICAL INFRASTRUCTURE MANUAL AS PART OF EXISTING PLAN DEVELOPMENT PROCESSES IN RESPONSE TO COMMUNITY AND PARISH INPUT, ALL OF WHICH IS FUNDED BY THE OFFICE OF COMMUNITY DEVELOPMENT RESILIENT COMMUNITIES INFRASTRUCTURE PROGRAM GRANT AWARD.**

WHEREAS, in 2023 the Louisiana Office of Community Development (OCD), through its 2020-2021 Storms Economic Development and Infrastructure Allocation, awarded St. James Parish Hometown Revitalization and Resilient Communities Infrastructure Program funds; and

WHEREAS, Desire Line LLC was contracted to develop a community development plan, code amendments, and capital improvement plan for the Parish, of which all activities are approved and being funded by OCD’s Resilient Communities Infrastructure Program; and

WHEREAS, in response to community and Parish feedback Desire Line is able to leverage existing planning processes to develop a strategic sewer plan and technical infrastructure manual with existing, underutilized funds; and

WHEREAS, this contract amendment reallocates \$100,000.00 in funds from the St. James RCIP budget for the Culvert Project budget (\$1,263,780.00), reducing the culvert project budget to \$1,163,780; and

WHEREAS, the Culvert Project budget, as amended, will continue to be able to support culvert improvements, and may also be supplemented with HMGP grant funds in the future, if needed; and

WHEREAS, this contract amendment and associated resolution is eligible for reimbursement through the RCIP CDBG program and is necessary to maintain compliance with contract and grant provisions.

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that Parish President Peter A. Dufresne, is hereby duly authorized and empowered on behalf of the St. James Parish Council to amend an existing professional services contract with DESIRE LINE LLC for development of a community development plan, code amendments, and capital improvement plan to add one hundred thousand (\$100,000.00) dollars to develop a strategic sewer plan and technical infrastructure manual as part of existing plan development processes in response to community and parish input, all of which is funded by the Office of Community Development Resilient Communities Infrastructure Program grant award.

This resolution having been submitted to a vote, the vote thereon was as follows:

- YEAS:
- NAYS:
- ABSTAIN:
- ABSENT:

And, the resolution was declared adopted on this, the 4<sup>th</sup> day of February 2026.

\_\_\_\_\_  
Council Chairwoman

\_\_\_\_\_  
Secretary

Delivered to Parish President: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Parish President

Returned to Secretary on \_\_\_\_\_

At \_\_\_\_\_ AM/PM

Received by \_\_\_\_\_

\* \* \* \* \*

C E R T I F I C A T E

I, Tammie Bodin, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 4th day of February 2026.

Signed at Convent, Louisiana this 4th day of February 2026.

(S E A L)

\_\_\_\_\_  
Tammie Bodin  
Secretary

Desire Line Contract No. 2 Community Plan, Code Amendments, CIP - AMENDED 2026 Budget

Project (D and E), Tasks (D1, etc.) and Milestones (D1.1, etc.)		Cost	% Workload	Change in Cost	Amended Cost	Amended % Workload
D - Creation of a Land Development Code	Task D1: Code Organization and Streamlining	\$ 110,750	22%		\$ 110,750	18%
	D1.1 Research	\$ 33,250	30%		\$ 33,250	30%
	D1.2 Analysis	\$ 19,000	17%		\$ 19,000	17%
	D1.3 First draft	\$ 44,250	40%		\$ 44,250	40%
	D1.4 Final draft	\$ 9,500	9%		\$ 9,500	9%
	D1.5 Adoption	\$ 4,750	4%		\$ 4,750	4%
	Task D2: Animal Control Assessment	\$ 19,250	4%	\$ -	\$ 19,250	3%
	D2.1 Research and Analysis	\$ 12,250	64%		\$ 12,250	64%
	D2.2 Assessment Complete (added to Community Profile)	\$ 7,000	36%		\$ 7,000	36%
	Task D3: Subdivision Regulations	\$ 45,000	9%	\$ 45,000.00	\$ 90,000	15%
	D3.1 Research and Analysis	\$ 13,500	30%		\$ 13,500	15%
	D3.2 First draft	\$ 15,750	35%	\$ 30,000.00	\$ 15,750	18%
	D3.3 Final draft	\$ 9,000	20%	\$ 15,000.00	\$ 24,000	27%
	D3.4 Public Hearing	\$ 4,500	10%		\$ 4,500	5%
	D3.5 Adoption Support	\$ 2,250	5%		\$ 2,250	3%
	Task D4: Land Use Classifications & Mapping	\$ 75,000	15%	\$ -	\$ 75,000	13%
	D4.1 Research and Analysis	\$ 22,500	30%		\$ 22,500	30%
	D4.2 First draft	\$ 18,750	25%		\$ 18,750	25%
	D4.3 Community Engagement	\$ 15,000	20%		\$ 15,000	20%
	D4.4 Final Draft	\$ 15,000	20%		\$ 15,000	20%
	D4.5 Adoption	\$ 3,750	5%		\$ 3,750	5%
E - Comprehensive Plan, CIP, & Implementation Matrix	Task E1: Capital Improvement Plan or CIP	\$ 75,000	15%	\$ -	\$ 75,000	13%
	E1.1 Research	\$ 22,500	30%		\$ 22,500	30%
	E1.2 First draft	\$ 15,000	20%		\$ 15,000	20%
	E1.3 Final draft	\$ 22,500	30%		\$ 22,500	30%
	E1.4 Community Engagement	\$ 11,250	15%		\$ 11,250	15%
	E1.5 Adoption	\$ 3,750	5%		\$ 3,750	5%
	Task E2: Plan Development	\$ 125,000	25%	\$ 55,000.00	\$ 180,000	30%
	E2.1 Research	\$ 31,250	25%		\$ 31,250	17%
	E2.2 Community Engagement	\$ 37,500	30%	\$ 15,000.00	\$ 52,500	29%
	E2.3 First draft	\$ 25,000	20%	\$ 30,000.00	\$ 55,000	31%
	E2.4 Final draft	\$ 18,750	15%	\$ 10,000.00	\$ 28,750	16%
	E2.5 Adoption	\$ 12,500	10%		\$ 12,500	7%
	Task E3: Implementation Matrix	\$ 50,000	10%	\$ -	\$ 50,000	8%
	E3.1 Research	\$ 17,500	35%		\$ 17,500	35%
	E3.2 First draft	\$ 17,500	35%		\$ 17,500	35%
	E3.3 Final draft	\$ 10,000	20%		\$ 10,000	20%
	E3.4 Community Engagement	\$ 2,500	5%		\$ 2,500	5%
	E3.5 Adoption	\$ 2,500	5%		\$ 2,500	5%
GRAND TOTAL		\$ 500,000	100%	\$ 100,000.00	\$ 600,000	100%

Note: Added funds include development of a technical subdivision manual.

Note: Added funds for development, outreach, and incorporation of community feedback on strategic sewer plan

The following resolution was offered and moved for adoption by Councilman \_\_\_\_\_ and seconded by Councilman \_\_\_\_\_:

**RESOLUTION 26-  
ST. JAMES PARISH COUNCIL**



**A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO ADVERTISE FOR REQUEST FOR PROPOSALS (RFP) FOR LANDSCAPING AND GROUNDS MAINTENANCE SERVICES FOR THE ST. JAMES PARISH DEPARTMENT OF HUMAN RESOURCES.**

**WHEREAS**, the St. James Parish Department of Human Resources operates multiple facilities throughout the Parish that require consistent, high-quality landscaping, lawn care, and grounds maintenance services; and

**WHEREAS**, the current condition and needs of these facilities require the procurement of a qualified landscaping contractor to provide installation, maintenance, and upkeep in accordance with Parish standards; and

**WHEREAS**, in accordance with applicable Louisiana Public Bid Law and Parish procurement procedures, the issuance of a Request for Proposals (RFP) is necessary to obtain competitive proposals from qualified vendors; and

**WHEREAS**, the St. James Parish Council desires to authorize the advertisement and receipt of proposals for the provision of these landscaping services.

NOW, THEREFORE, BE IT RESOLVED, by the St. James Parish Council, that the Parish President is authorized to advertise for request for proposals for landscaping and grounds maintenance and services for the St. James Parish Department of Human Resources.

And the resolution was declared adopted on this, the 4th day of February 2026.

\_\_\_\_\_  
Council Chairwoman

\_\_\_\_\_  
Secretary

Delivered to Parish President: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Parish President

Returned to Secretary on \_\_\_\_\_

At \_\_\_\_\_ AM/PM

Received by \_\_\_\_\_

\* \* \* \* \*

C E R T I F I C A T E

I, Tammie Bodin, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 4th day of February 2026.

Signed at Convent, Louisiana, this 4th day of February 2026.

(S E A L)

\_\_\_\_\_  
Tammie Bodin  
Secretary

## **NOTICE TO PROPOSERS**

Public notice is hereby given that sealed proposals are to be received by mail or hand delivered to the St. James Parish Operations Department at 5800 Highway 44, Covent, LA 70723, or submitted electronically through Central Bidding until 10:00 A.M. central standard time on the 3<sup>rd</sup> day of March 2026, and immediately opened thereafter for the following Project:

### **LANDSCAPING AND GROUND MAINTENANCE SERVICES.**

All proposals must be in accordance with the Contract Documents on file with St. James Parish Operations Department at 5800 Highway 44, Convent, LA 70723. All proposers envelopes in which the packet is placed must be clearly marked with the Project Name, Opening Date, Contractor's Name, Address and Louisiana State License Number. Late proposals will not be accepted. Please find required RFP materials and submit electronic proposals at [www.centrauctionhouse.com](http://www.centrauctionhouse.com).

All proposals will be evaluated on criteria such as the compliance with product specifications and project requirements, compliance with proposal requirements, experience and qualifications, work plan and installation approach, cost proposal, references, and ability to meet timelines. The maximum total points for each proposal are set at 100 points.

Contract Documents, may be examined at the office of the Department of Operations: 5800 Hwy 44 Convent La, 70723, 3<sup>rd</sup> floor Rm 311; (225) 562-2414. or online at [www.centrauctionhouse.com](http://www.centrauctionhouse.com).

All proposals must be submitted in the format specified in Section 6 – PROPOSAL REQUIREMENTS AND SUBMITTAL FORMAT .

A Mandatory Pre-Proposal Conference will be held on February 18, 2026, at 10:00 A.M. The meeting will be held at the St. James Parish Courthouse, Council Chambers, 5800 Highway 44, Convent, LA 70723 2<sup>nd</sup> floor with site visits afterwards.

The Parish of St. James reserves the right to accept or reject any and all of the proposals and to waive formalities and technicalities. In the event any two or more of the proposals submitted are equal, the Parish in its discretion may select the party to whom the contract shall be granted.

Published Dates News Examiner/Enterprise:

February 5, 2026, February 12, 2026, February 19, 2026

The following resolution was offered and moved for adoption by Councilman \_\_\_\_ and seconded by \_\_\_\_\_.

**RESOLUTION 26-  
ST. JAMES PARISH COUNCIL**



**A RESOLUTION ACCEPTING THE BID FROM CAZENAVE MOTOR CO.,  
INC. FOR 2026 FORD EXPEDITION FOR ST JAMES PARISH**

**WHEREAS**, the St. James Parish Council did cause the advertisement of and received bids, as prescribed by law, for Ford Expedition; and,

**WHEREAS**, the bid received was given due and proper consideration as to specifications; and,

**WHEREAS**, the bid for the Ford Expedition came in at \$61,900.00 per vehicle:

**NOW, THEREFORE, BE IT RESOLVED**, by the St. James Parish Council, upon the recommendation of the Parish President’s Office that the bid that was submitted by Cazenave Motor Co., Inc. be and is hereby accepted.

And the resolution was declared adopted on this, the 4th day of February 2026.

\_\_\_\_\_  
Council Chairwoman

\_\_\_\_\_  
Secretary

Delivered to Parish President: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Parish President

Returned to Secretary on \_\_\_\_\_

At \_\_\_\_\_ AM/PM

Received by \_\_\_\_\_

\* \* \* \* \*

**C E R T I F I C A T E**

I, Tammie Bodin, Secretary of the Council of the Parish of St. James, State of Louisiana, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the St. James Parish Council in regular meeting held on the 4th day of February 2026.

Signed at Convent, Louisiana, this 4th day of February 2026.

(S E A L)

\_\_\_\_\_  
Tammie Bodin  
Secretary

**BID TABULATION FOR  
DEPARTMENT OF EMERGENCY PREPAREDNESS  
FORD EXPEDITION  
ST. JAMES PARISH, LOUISIANA**

**BID DATE: February 2, 2026** **TIME: 2:00 P.M.**

Company	Representative	Expedition	Warranty	Delivery Date	Total Bid
Cazenave Motor Co., Inc. 1205 Highway 18 Vacherie, LA 70090	None	\$61,900.00	3 year/36,000 mile 5 year/ 60,000 mile powertrain	90-120 Days	\$61,900.00