

Vaughn Lauban Designs, Inc.

4850 Gautier Vancleave Rd., Suite 5
 Gautier, MS 39553
 228-497-7074

Invoice

Customer

Name City of Gautier
 Address _____
 City Gautier State MS ZIP 39553
 Phone _____

Date 5/15/2012
 Order No. _____
 Rep _____
 FOB _____

Qty	Description	Unit Price	TOTAL
	Interior Remodel Retainer		
	Plans for Interior Remodel of Commercial Space in Public Works Building - \$4,000.00 Bid Amount		\$4,000.00
	40% Due for 1st Preliminary (Paid 5/20/2011)		(\$1,600.00)

Payment Details

- Cash
- Check
- Credit Card

Name _____
 CC # _____ Expires _____

Balance Due	\$2,400.00
Shipping & Handling	
Taxes State	
TOTAL	\$2,400.00

Office Use Only

Thank You

Samantha Abell

From: Cindy Steen <csteen@gautier-ms.gov>
Sent: Tuesday, November 06, 2012 1:14 PM
To: sabell@gautier-ms.gov
Cc: crussell@gautier-ms.gov; tmontgomery@gautier-ms.gov
Subject: FW: PW Admin Building
Attachments: CityGautierBid.doc

Sam,

The attached proposal is from Vaughn Lauban Designs, Inc for the amount of \$4,000.00. Sidney Runnels gave me instructions to issue a purchase order for this amount to design the plans for the interior remodeling of the Public Works Building on 3/9/2011. This was to come out of the bond account and was charged accordingly. As of today, we have paid 40% down for the 1st preliminary drawing in the amount of \$1,600.00 on 5/20/11. We have received the completed drawings today with an invoice for the remaining amount of \$2,400.00. Please let me know how you would like to proceed.

Thanks,
Cindy

Samantha Abell

From: Cindy Steen <csteen@gautier-ms.gov>
Sent: Friday, November 09, 2012 9:04 PM
To: sabell@gautier-ms.gov
Subject: Re: Plans

Jason,

I have sent your email to the City Manager and waiting for response. I will email you as soon as I know something.

Thanks do much,

Cindy Steen
Purchasing Agent
City of Gautier

On Nov 9, 2012, at 1:07 PM, Cindy Steen <csteen@gautier-ms.gov> wrote:

Cindy Steen
Purchasing Agent
City of Gautier

Begin forwarded message:

From: Jason Lauban <jvlauban@bellsouth.net>
Date: November 9, 2012, 11:06:15 AM CST
To: Cindy Steen <csteen@gautier-ms.gov>
Subject: Plans

Zach picked up the city plans the other day, are you going to mail me a check or should I come by there to pick up?

GLMCLM01 GLHIST2011 CASH DISBURSEMENTS DATA ENTRY GLWCLM97/R4
 Fund 400 WATER & SEWER UTILITY Trans 111962 Amount 1600.00
 Claim 458 Claim Date 5 11 2011 Release Date 5 17 2011 Status P (NOVDHP)
 Bank 402 Check Date 5 18 2011 Check 8376 Cash Acct 000 002 Source CD
 Voided by Reason
 Vendor No 4125 Payee VAUGHN LAUBAN DESIGNS, INC.
 CLEARED Addr1 4850 GAUTIER VANCLEAVE RD Add 20110511 TLM
 5 31 2011 Addr2 SUITE 5 Chg 00000000
 Page No 1 City GAUTIER MS 39553 1099 Form Type
 For Investments CD No Maturity Date Rate
 Account Description Invoice InvoiceDate Amount
 400650721 PLANS-INTERIOR REMODEL (40%) RETAINER 5 10 2011 1600.00

Copyright 2009, Delta Computer Systems, Inc. - All Rights Reserved 11/30-GNJ
 F13-MODE F14-PAPERLINK
 F3-Next_Claim, PAGE-UP_for_Prev_Claim F4-Prev_Detail F5-Next_Detail F13-Mode

*Was not approved by Council.
 Paid on Docket of Claims*

GLMPIQ01 PURCHASE ORDER MASTER FILE MAINTENANCE GLWPIQ97/R4
Order Number 110616 Date 3 9 2011 By 130 DENNIS REEVES
Type R (REFTL) Status V (O=Open,C=Closed,V=Void)
Vendor 4125 Ship To 1 Ship VIA
VAUGHN LAUBAN DESIGNS, INC.
4850 GAUTIER VANCELEAVE RD
SUITE 5
GAUTIER MS 39553

Total Order Amount Expected Delivery 4 9 2011
Remaining Balance Cancel After 99 99 9999
Req. Number 110713

Dates: Bid Contract State Contract
Special Instructions PAID THRU DISBURSEMENTS

Released to Accounts Payable (Y/N) Added 3 9 2011
CHS
Changed 3 15 2012
CHS

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Please press PF3 For next record or ENTER for line items

Total Amount \$4000.00

110616

130-130-755

Tricia Thigpen

From: Dennis Reeves <dreeves@gautier-ms.gov>
Sent: Wednesday, September 19, 2012 3:40 PM
To: tthigpen@gautier-ms.gov
Cc: csteen@gautier-ms.gov
Subject: PW Admin Building
Attachments: CityGautierBid.doc

Tricia,

I don't have too much on this, only the correspondence with Cindy (below) and the attached proposal. As I understand, Mr. Runnels signed the P.O. and Requisition, since it was coming out of the Bond account.

I'll keep looking to see if I can find any correspondence regarding an Agenda item.

Thanks.

Dennis W. Reeves, P.E.
Director of Public Works
City of Gautier
3330 Hwy 90
Gautier, MS 39553
Ph: 228-497-4283
Web: www.gautier-ms.gov

-----Original Message-----

From: Cindy Steen [<mailto:csteen@gautier-ms.gov>]
Sent: Monday, March 07, 2011 4:50 PM
To: dreeves@gautier-ms.gov
Subject: FW: (no subject)

A purchase order has to be done. I'll take care of it. I need to know what account you want this budgeted to.

-----Original Message-----

From: Monica Culpepper [<mailto:mcu@bellsouth.net>]
Sent: Monday, March 07, 2011 1:32 PM
To: Jason Lauban
Subject: (no subject)

Motion was made by Mayor Fortenberry to table Business Item #5 – Renovation Plans for the Gautier Public Works Building. Motion was seconded by Councilman Johnny Jones and unanimously carried.

ABSENT: Hurley Ray Guillotte

CITY OF GAUTIER

MEMORANDUM

To: Honorable Mayor and Council
From: Samantha D. Abell, City Manager
Date: November 29, 2012
Subject: Consideration of Renovation Plans for the Gautier Public Works Building

REQUEST:

The Council should consider the renovation plans submitted by Vaughn Lauban Designs, Inc and approve or disapprove. Upon approval, Staff will move forward with efforts for funding.

DISCUSSION:

The previous City Manager requested renovation plans for the City's Public Works Building. The plans were reviewed by the City Engineer/Public Works Director and completed March 7, 2011. The Building Official has determined that no load-bearing walls are affected and will fully review the plans for code compliance upon Council's action. The Council should consider the plans for approval and direct the City Manager accordingly.

RECOMMENDATION:

The City Council may:

1. Approve the renovation plans; or
2. Table the renovation plans for future consideration; or
3. Not approve the renovation plans.

ATTACHMENTS:

Vaughn Lauban Design Renovation Design

