CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Cindy Steen, Purchasing Agent

Through: Cindy Russell Interim City Clerk

Date: November 27th, 2012

Subject: Approval of Payment for Services provided

REQUEST:
Vaughn Lauban Designs submitted an invoice for payment of services provided. The owner, Mr. Jason Lauban, requests payment in the amount of $2,400.00.

BACKGROUND
The City of Gautier has received a proposal from Vaughn Lauban Designs, Inc for the amount of $4000.00. The past City Manager gave direction to the Purchasing Division 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 charged to building improvements out of the enterprise fund. 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 with an invoice for the remaining amount of $2,400.00. The Finance Director finds that there are funds available in the contract services account from the enterprise fund. The Council could also opt for the services to be taken from the GO Bond. The City Manager has requested a service agreement (attached). The City Attorney has made the legal determination that in order to pay for services rendered, the service agreement may be approved by Council nun pro tunc ("after the fact").

DISCUSSION
The City Council should determine whether to pay remaining invoices for services rendered.

RECOMMENDATION
The City Council may:

1. Approve payment for services provided nun pro tunc
2. Deny payment, due to Council not approving a service agreement prior to work commencement

If approved, Council should:

1. Authorize payment from the enterprise fund
2. Authorize payment from the GO Bond

ATTACHMENT(S):
Yes

Vaughn Lauban Designs, Inc.
4850 Gautier Vancleave Rd., Suite 5
Gautier, MS 39553
Ph. 228-497-7074
Fax 228-497-7076

March 7, 2011

To: City of Gautier, MS

Subject: Plans for Interior Remodel of Commercial Office Space 4,120 sq. ft.
-Public Works Building

We are pleased to quote on the following plan package for your consideration. The plans are to include:

*Floor plan to owner's specs.
*Electrical plan, including phone and data (existing and new)
*HVAC plan (existing and new)
*Front elevation (existing and new)

Bid amount - $4,000.00 (40% due at preliminary design #1, balance due at completion)

This price does not include any engineering. In house engineering is available if required and will be done at cost plus 10%.

Thank you,

Jason Lauban
Vaughn Lauban Designs, Inc.

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

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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 VANCLEAVE RD
SUITE 5
GAUTIER MS 39553

Total Order Amount
Remaining Balance

Expected Delivery 4 9 2011
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:mcul@bellsouth.net]
Sent: Monday, March 07, 2011 1:32 PM
To: Jason Lauban
Subject: (no subject)