

## MEMORANDUM OF UNDERSTANDING (MOU)

Between and Among

Division of Administration (DOA),  
Louisiana Department of Transportation and Development (DOTD),  
Louisiana Department of Public Safety (DPS),  
Louisiana Department of Wildlife and Fisheries (DWF), and  
Louisiana State University (LSU)

Regarding

Providing Access to On-Site Automated Fuel Stations  
to Participating State Agencies

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The purpose of this memorandum of understanding (MOU) is to document the intent of the parties to cooperate in order to permit state employees in state-owned vehicles to access state-owned, on-site, automated fuel stations that are located at DPS, DWF, DOTD, and LSU facilities. This action will allow the state to recognize a considerable savings compared to purchasing fuel at retail establishments. Exhibit A details the locations of all available on-site automated fuel stations operated by DPS, DWF, DOTD, and LSU.

It is understood by all parties that:

### DOA Responsibilities

1. The DOA will support policies which will allow state fleet vehicles to be fueled at on-site automated fuel stations operated by DPS, DWF, DOTD and LSU.
2. The DOA will provide a state-wide automated fuel contract which may be accessed by DPS, DWF, DOTD and LSU to purchase fuel to replenish their on-site automated fuel supplies.
3. The DOA will maintain a current list of the parties participating in this MOU.

### **Division of Administration:**

By: \_\_\_\_\_



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

Thomas Groves

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

5/22/15

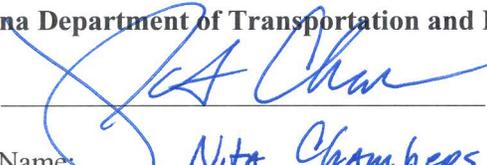
DPS, DWF, DOTD, and LSU Responsibilities

1. After a state agency acknowledges the Agency Responsibilities below, and during normal working hours, the agency's state employees with the contracted fuel card, and driving state-owned vehicles, will be allowed access to the facilities in Exhibit A for the purpose of using the fuel stations located on the premises.
2. The decision to allow access to the facilities in Exhibit A represents an effort to cooperate with other state agencies for the benefit of the state as a whole. DPS, DWF, DOTD, and LSU make no representations, guarantees, or commitments regarding conditions at their facilities, availability of fuel at stations at any given time, or any other matter, in connection with their respective decisions to allow this access.
3. Any and all access to the fuel stations detailed in Exhibit A shall be suspended upon declaration of an emergency by the Governor. Once the emergency has concluded, access will resume.

This MOU shall become effective and shall apply to any party which has executed same and shall remain in effect as to any party until said party withdraws by giving thirty (30) days written notice, or upon termination of the whole by written mutual agreement of the parties.

Each party below has caused this MOU to be executed by their officers, duly authorized, as of the 26<sup>th</sup> day of May, 2015.

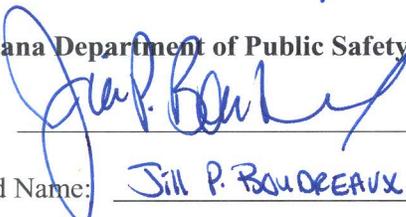
**Louisiana Department of Transportation and Development:**

By: 

Printed Name: Nita Chambers

Title: Undersecretary

**Louisiana Department of Public Safety:**

By: 

Printed Name: Jill P. Boudreaux

Title: UNDERSECRETARY

**Louisiana Department of Wildlife and Fisheries:**

By: \_\_\_\_\_

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

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

**Louisiana State University:**

By: \_\_\_\_\_

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

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

Agency Responsibilities

1. All agencies below may participate in the arrangement described herein after executing this MOU.
2. All agencies below will be responsible for all actions or omissions of its employees while such employees are on DPS, DWF, DOTD and/or LSU property. This includes any and all damages that may arise from such actions or omissions.
3. All agencies below will be responsible for payment of any costs associated with fuel obtained by its employees from fuel stations located within DPS, DWF, DOTD, and LSU facilities.

**Louisiana Division of Administration:**

By: Thomas Groves

Printed Name: Thomas Groves

Title: Assistant Commissioner

**Louisiana Department of Veterans Affairs:**

By: \_\_\_\_\_

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

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

**Louisiana Department of Economic Development:**

By: Anne G. Villa

Printed Name: Anne G. VILLA

Title: Undersecretary

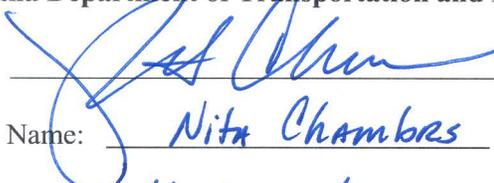
**Louisiana Department of Culture, Recreation, and Tourism:**

By: \_\_\_\_\_

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

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

**Louisiana Department of Transportation and Development:**

By:  \_\_\_\_\_

Printed Name: Nita Chambers

Title: Undersecretary

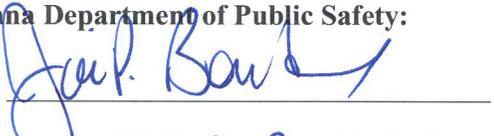
**Louisiana Department of Corrections:**

By: \_\_\_\_\_

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

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

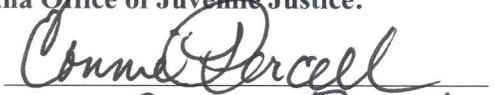
**Louisiana Department of Public Safety:**

By:  \_\_\_\_\_

Printed Name: Jill P. Boudreaux

Title: UNDERSECRETARY

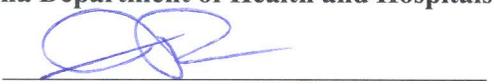
**Louisiana Office of Juvenile Justice:**

By:  \_\_\_\_\_

Printed Name: Connie Ferrell

Title: Undersecretary

**Louisiana Department of Health and Hospitals:**

By:  \_\_\_\_\_

Printed Name: W. Jeff Reynolds

Title: Undersecretary

**Louisiana Department of Children and Family Services:**

By: Etta Harris

Printed Name: Etta Harris

Title: Undersecretary

**Louisiana Department of Natural Resources:**

By: Beverly Hodges

Printed Name: Beverly Hodges

Title: Undersecretary

Coastal Protection + Restoration Auth.  
Janice Lansing  
Janice Lansing  
CFO

**Louisiana Department of Revenue:**

By: Andrew Perilloux

Printed Name: Andrew Perilloux

Title: Undersecretary

**Louisiana Department of Environmental Quality:**

By: Reggy M. Hatch

Printed Name: Reggy M. Hatch

Title: Secretary

**Louisiana Workforce Commission:**

By: \_\_\_\_\_

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

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

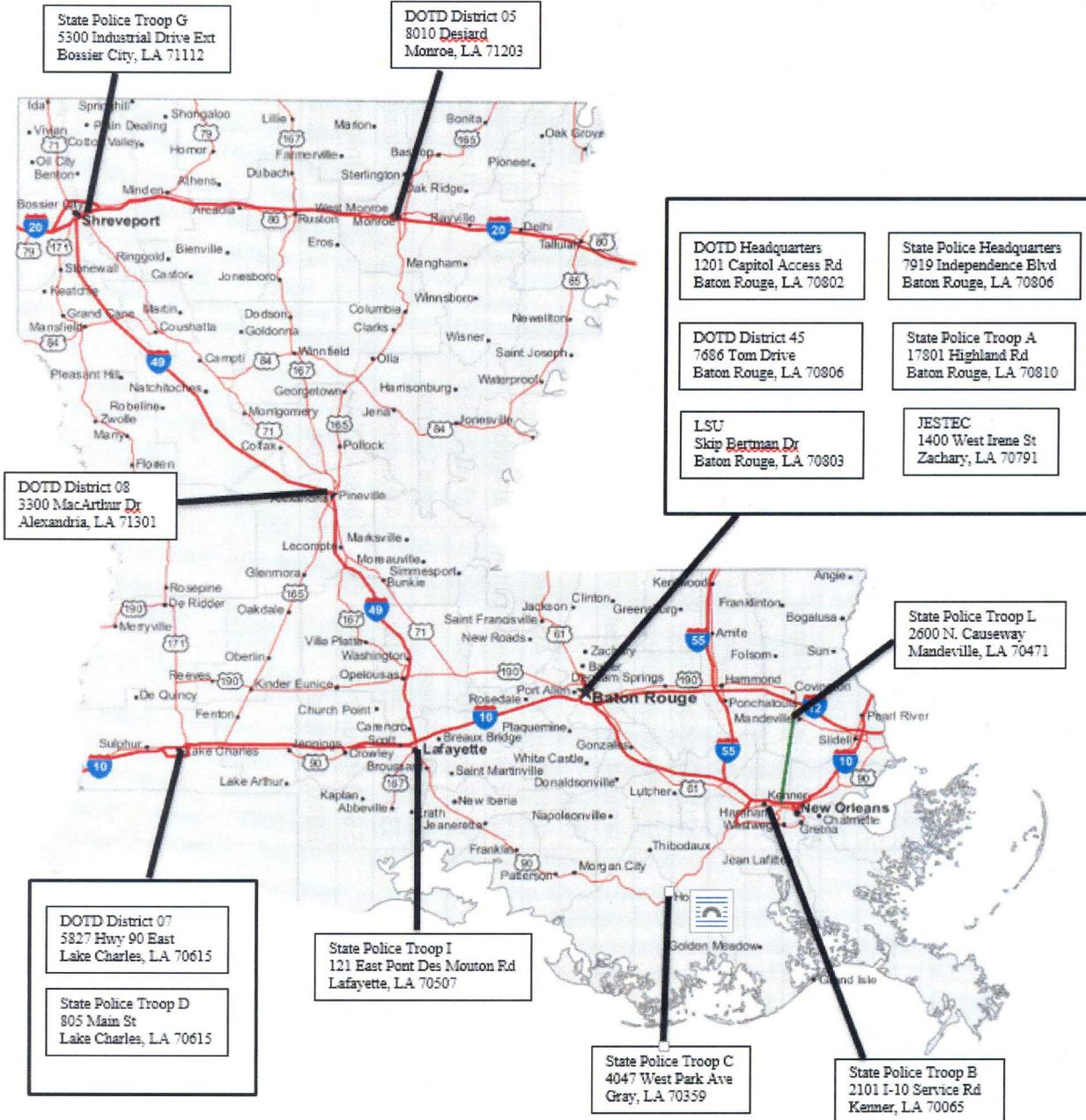
**Louisiana Department of Wildlife and Fisheries:**

By: Yvette Buckner

Printed Name: Yvette Buckner

Title: Executive Mgmt. Officer





### ON-SITE AUTOMATED FUEL MOU - TANK LOCATION BY REGION

NOTE: This list represents the participating locations as of April 1, 2015. The locations listed are meant to be informative, not limiting, in nature. Tanks may be added/closed at the host agencies' discretion.

Region	Tank Description	Address	City	Tank Count	Fuel Type(s)	Number of dispenser hoses
Region One	State Police Troop L	2600 No. Causeway	Mandeville	2	Unleaded	2
Region One	State Police Troop B	2101 1-10 Service Road	Kenner	1	Unleaded	2
Region Two	DOTD-District 45	7686 Tom Drive	Baton Rouge	2	Unleaded, Diesel	2
Region Two	State Police Troop A	17801 Highland Road	Baton Rouge	1	Unleaded	2
Region Two	State Police Troop HQ	7919 Independence Blvd.	Baton Rouge	1	Unleaded	2
Region Two	JESTEC	1400 West Irene Street	Zachary	2	Unleaded, Diesel	2
Region Two	DOTD-HQ	1201 Capital Access Rd	Baton Rouge	1	Unleaded	1
Region Two	LSU	Skip Bertman Drive	Baton Rouge	1	Unleaded	4
Region Two	Southern University	James L. Hunt Street	Baton Rouge	2	Unleaded, Diesel	4
Region Two	Wildlife and Fisheries	TBD	TBD	TBD	TBD	TBD
Region Three	State Police Troop C	4047 West Park Avenue	Gray	1	Unleaded	2
Region Four	State Police Troop I	121 East Pont Des Mouton	Lafayette	1	Unleaded	2
Region Five	DOTD-District 7	5827 Hwy 90 East	Lake Charles	2	Unleaded, Diesel	4
Region Five	State Police Troop D	805 Main Street	Lake Charles	1	Unleaded	2
Region Six	DOTD-District 8	3300 MacArthur Drive	Alexandria	3	Unleaded, Diesel	3
Region Seven	State Police Troop G	5300 Industrial Drive Ext.	Bossier City	2	Unleaded	2
Region Eight	DOTD-District 5	8010 Desiard	Monroe	2	Unleaded, Diesel	6