

NOTICE TO PROPOSERS  
LEASE PROPOSAL NUMBER RL-967A

In accordance with La R.S. 39:1644, the State of Louisiana, Division of Administration invites proposals for the lease of usable space consisting of a minimum of 7,804 square feet of office space, PLUS INTERNAL CIRCULATION. In order to satisfy the minimum square footage required, proposals from one or more offerers may be considered. Proposals to house approximately 14 employees for the Department of Public Safety and Corrections, Office of Motor Vehicles within the limits of Shreveport, Louisiana, will be received by the State of Louisiana, Division of Administration, Facility Planning and Control, Real Estate Leasing Section, Post Office Box 94095, Baton Rouge, Louisiana 70804-9095.

The successful offerer will be required to arrange, contract for, assume full responsibility of and pay for all moving costs involved to completely relocate the office (state owned property only) to the new location. This will include but not be limited to, supplies normally needed for a move such as boxes, labels, tape, etc., and additionally, payment for third party vendors to dismantle, move and install computers, copiers and other sensitive equipment. This function of the Office of Motor Vehicles is currently housed at 9310 Normandie Drive, Shreveport, LA 71118. Please contact Twanna Everett at (318) 676-7999 to make an appointment if interested in viewing the building.

Proposals are due by 1:00 P.M. on Thursday, 12/28/2023.

Proposals can be mailed by U.S. Postal Service to Facility Planning and Control, Real Estate Leasing, P.O. Box 94095, Baton Rouge, Louisiana, 70804-9095, hand delivered or sent by courier service to 1201 North Third Street, Claiborne Building, 7<sup>th</sup> Floor, Suite 7-160, Baton Rouge, LA 70802-5243 or can be emailed to Adrienne Sanchez at [Adrienne.Sanchez2@la.gov](mailto:Adrienne.Sanchez2@la.gov).

The proposal will remain firm for a period of SIXTY (60) days from the date due.

Each offerer must control the offered property, including parking areas, at the time of submission by ownership, leasehold or purchase agreement. At the time of submission, the property offered must meet all zoning requirements for the intended use.

The Division of Administration reserves the right to reject any and all proposals upon written determination that such action is taken in the best interest of the State.

The price for space offered will include all utilities such as electricity, gas, water, sewer, septic tank service, dumpster for trash/garbage, and cost for pickup and disposal of trash/garbage, and complete janitorial services including restroom, kitchen and cleaning supplies.

Only proposals submitted on the "Proposal for Negotiations" form shall be considered. Proposals submitted on any other format shall be considered non-responsive. The proposal form may be found at: <http://www.doa.la.gov/doa/fpc/real-estate-leasing>

Questions about this notice may be addressed to Adrienne Sanchez at [Adrienne.Sanchez2@la.gov](mailto:Adrienne.Sanchez2@la.gov).

DIVISION OF ADMINISTRATION  
FACILITY PLANNING AND CONTROL  
REAL ESTATE LEASING SECTION