

NOTICE TO PROPOSERS  
LEASE PROPOSAL NUMBER RL-967

In accordance with La R.S. 39:1644, 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. It may be determined that a lease be issued with one or more offerers to meet the minimum square footage needed. The space to house approximately 14 employees for the Department of Public Safety and Corrections, Office of Motor Vehicles within an area bounded by the City 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 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 (Office of Motor Vehicles) is currently housed at (9310 Normandie Drive, Shreveport, LA 71118).

Proposals are due by 1:00 P.M. on October 13, 2022.

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.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. 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 service including restroom, kitchen and cleaning supplies.

Necessary proposal form, titled Proposal for Negotiations, can be found at <https://www.doa.la.gov/dao/fpc/real-estate-leasing/> or any questions can be addressed to Adrienne.Sanchez2@la.gov (email address). The form is needed in order for the proposal to be considered.

DIVISION OF ADMINISTRATION  
FACILITY PLANNING AND CONTROL  
REAL ESTATE LEASING SECTION