

NOTICE TO BIDDERS
LEASE PROPOSAL NUMBER RL-975

Sealed bids for the lease of usable space consisting of a minimum of 6,000 square feet of warehouse space, PLUS INTERNAL CIRCULATION to house approximately 1 employee for the Department of State within the limits of St. Charles Parish, 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 bidder 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 the Department of State, Elections Division is currently housed at 167 Scorpio Street, Hahnville, LA 70057.

Bids are due by 1:00 P.M. on Thursday, October 26, 2023.

Bids 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, 7th Floor, Suite 7-160, Baton Rouge, LA 70802-5243.

Necessary documents needed to submit a bid in response to this solicitation or any information relative thereto may be obtained from Danny Taylor, Division of Administration, Facility Planning and Control, Real Estate Leasing Section, Post Office Box 94095, Baton Rouge, Louisiana 70804-9095, telephone number (225) 342-0846.

Any person requiring special accommodations shall notify Facility Planning and Control of the type(s) of accommodations(s) required not less than seven (7) days before the bid opening.

Questions about this notice may be addressed to Danny.Taylor@la.gov

DIVISION OF ADMINISTRATION
FACILITY PLANNING AND CONTROL
REAL ESTATE LEASING SECTION