

NOTICE TO PROPOSERS
LEASE PROPOSAL NUMBER RL-1003

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 18,350 square feet of warehouse space. In order to satisfy the minimum square footage required, proposals from one or more offerers may be considered. Proposals for less than the minimum square footage stated may be entertained if deemed in the best interest of the state. Proposals to house approximately 5 employees for the Division of Administration, Office of Technology Services within the city limits of Baton Rouge, 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 Division of Administration, Office of Technology Services is currently housed at 750 Seneca Street, Baton Rouge, LA. Please contact Juquada Roberson at (225) 219-2690 to make an appointment if interested in viewing the building.

The Division of Administration, Office of Technology Services is currently under a contractual obligation until June 30, 2026 and a new lease agreement will not start until July 1, 2026.

Proposals are due by 1:00 P.M. on Wednesday, June 24, 2026.

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, 7th Floor, Suite 7-160, Baton Rouge, LA 70802-5243 or can be emailed to Rebekah Cook at Rebekah.Cook@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:
<https://www.doa.la.gov/dao/fpc/real-estate-leasing>

Questions about this notice may be addressed to Rebekah Cook at Rebekah.Cook@la.gov

DIVISION OF ADMINISTRATION
FACILITY PLANNING AND CONTROL
REAL ESTATE LEASING SECTION