



# ORLEANS PARISH SCHOOL BOARD

Purchasing Department  
2401 Westbend Parkway, Suite 5055  
New Orleans, LA 70114  
Telephone (504) 304-3917 | FAX (504) 309-2879  
*Paul A. Lucius, Executive Director of Procurement*

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**INVITATION TO BID NO. 25-FAC-0009**

**LEASE OF SPACE FOR MAHALIA JACKSON ELEMENTARY**

**ELECTRONIC PROPOSAL SUBMITTAL DEADLINE:**

**THURSDAY, OCTOBER 10, 2024 @ 10:00 A.M.**

**BIDDER:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**NAME (PRINT OR TYPE):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**TERMS:** \_\_\_\_\_

**ORLEANS PARISH SCHOOL BOARD  
Purchasing Department  
2401 Westbend Parkway, Suite 5055  
New Orleans, Louisiana 70114**

**ADVERTISEMENT**

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**LEASE OF SPACE FOR MAHALIA JACKSON ELEMENTARY**

Electronic Responses to Invitation to Bid relative to the above will be received via email submission to the Procurement Department for the Orleans Parish School Board (“OPSB” or “the District”) at 2401 Westbend Parkway, Suite 5055, New Orleans, Louisiana 70114 until **10:00 A.M. (CST) on Thursday, October 10, 2024.**

Specifications and qualifications are found in the ITB documents and may be obtained by visiting the District’s website at [www.nolapublicschools.com](http://www.nolapublicschools.com). All questions regarding this ITB shall be directed to the Executive Director of Procurement at [procurement@nolapublicschools.com](mailto:procurement@nolapublicschools.com).

The District reserves the right to reject any or all Responses to Request for Proposal whenever such rejection is in its best interest in accordance with law. The provisions and requirements of this advertisement shall not be waived.

**NOLA Public Schools shall make every effort to provide reasonable accommodations for persons with disabilities. The requests for any reasonable accommodation shall be submitted in writing to the Executive Director of Procurement, no less than seven (7) days in advance of any meetings.**

Paul A. Lucius  
Executive Director of Procurement

**FIRST INSERTION DATE: THURSDAY, SEPTEMBER 12, 2024**  
**SECOND INSERTION DATE: THURSDAY, SEPTEMBER 19, 2024**  
**THIRD INSERTION DATE: THURSDAY, SEPTEMBER 26, 2024**

**1.0 OVERVIEW**

**1.1 Introductions to Proposers**

**Bids shall be submitted electronically and clearly marked: INVITATION TO BID NO. 25-FAC-0009 – LEASE OF SPACE FOR MAHALIA JACKSON ELEMENTARY on Thursday, October 10, 2024 at 10:00 A.M. to the Executive Director of Procurement, Mr. Paul A. Lucius: [procurement@nolapublicschools.com](mailto:procurement@nolapublicschools.com).**

The Orleans Parish School Board will not be responsible for the opening of, post-opening of, or failure to open a Proposal not properly addressed or identified.

The Orleans Parish School Board will not assume the responsibility for any delay as a result of failure of any entity to deliver Proposals on time.

**No Proposal will be accepted after October 10, 2024 @ 10:00 A.M. under any conditions unless in the best interest of NOLA-PS by an addendum notification.**

Site Visit	Friday	September 27, 2024 @ 10 AM
Last Day for Questions @ 4:00 P.M. (CST)	Tuesday	October 1, 2024
Last Day for Addendum	Friday	October 4, 2024
PROPOSAL SUBMISSION DEADLINE no later than 10:00 A.M.		October 10, 2024
Oral Presentations (if applicable)		N/A
Evaluation Committee Meeting		N/A
Award Notification (approximate)		TBD
Execution of Agreement (approximate)		TBD

**CODE OF SILENCE:**

From the date the RFP is issued; through the time the Agreement is finally awarded by NOLA-PS Elected Officials, Proposers shall not contact any Representatives of NOLA-PS, nor the District Staff, nor their Advisors or Consultants with respect to this RFP, or RFP process, other than to submit questions or protest in accordance with the Instructions to Proposers therein. This prohibition does not apply to questions or comments sent in writing to the Director of Procurement, or questions made at Pre-Proposal conferences, in presentations before evaluation committees, or during contract negotiations. Proposers who violate this Code of Silence may be deemed non-responsive, and their proposal may be rejected for cause.



**ORLEANS PARISH SCHOOL BOARD**  
**2401 Westbend Parkway, Suite 5055**  
**New Orleans, LA 70114**

**INVITATION TO BID NO. 25-FAC-0009**  
**LEASE OF SPACE FOR MAHALIA JACKSON ELEMENTARY**

**INSTRUCTIONS TO BIDDERS**

Bids relative to the above will be received electronically until **10:00 A.M., on Thursday, October 10, 2024**, for the purpose of providing available space for direct services to Students, Families and Community Organizations. The space shall be leased for a period of three (3) years beginning TBD and ending TBD with the option to renew for two (2) additional years, for the explicit purpose of providing services as per the following:

- Four (4) second floor classroom spaces, totaling 3550 square feet.
  - Modern Ready to Move-In Medical Office Clinic space available for lease. Clinic Space consists of multiple examination rooms with sinks included, a waiting area, private office, and kitchen totaling 2,889 square feet.
  - All utilities and limited parking are included in the lease.
  - Monthly lease rate ranges from \$12.00 to \$18.00 per square foot and lease term.
1. **Bids shall be submitted electronically and clearly marked: INVITATION TO BID NO. 25-FAC-0009 | LEASE OF SPACE FOR MAHALIA JACKSON ELEMENTARY on Thursday, October 10, 2024 at 10:00 A.M. to the Executive Director of Procurement, Mr. Paul A. Lucius: [procurement@nolapublicschools.com](mailto:procurement@nolapublicschools.com).**
  2. The form furnished as part of the specifications must be used to submit the bid and must be signed by the bidder. The form may be detached from the specifications. Any bid submitted on any form other than that attached to the bid documents will be considered informal and will accordingly be rejected.
  3. Bidders must fill out their bids in writing and in figures, giving their names and addresses in full. Bidders are cautioned not to attach any conditions or provisos to the bid. Any such condition or proviso may render the bid informal and cause it to be rejected. In the case of any discrepancy between the price written in the bid and that given in figures, the price in writing will be considered as the bid.

4. The lease will be awarded to the highest bidder on the basis of the highest offer of annual rent which meets the following conditions:
  - Space must be used for direct services to Students, Families and Community Organizations;
  - Monthly lease rate ranges between \$12.00 to \$18.00 per square foot; and lease term.
  - Bids submitted shall be accompanied by a deposit in an amount equal to ten percent (10%) of the bid amount, but not less than seventy-five dollars (\$75.00). The deposit shall be in the form of a certified check or a money order payable to the Orleans Parish School Board, and shall be applied to the lease amount in the case of the successful bidder.
5. 50% of the annual rent will be payable upon execution of the lease term. The remaining 50% of rent shall be due in equal payments on a monthly basis. Rent is due on the first (1<sup>st</sup>) of each month.
6. The lease shall be executed in triplicate by the successful bidder. A copy of the Lease Agreement is attached and made a part of the terms and conditions of these Instructions to Bidders. The successful bidder must submit certificates of insurance and copies of all insurance policies required by the terms of the lease within ten (10) days of the opening of the bids. Failure to do so may cause the bid to be rejected.
7. The Lease Agreement will become effective when document is fully executed by both parties.
8. All expenses for the preparation of the lease and recording of the lease shall be at the expense of the successful bidder.
9. If the Bid is for or on behalf of any entity (civic organizations, corporation, partnership or other association) each bidder must attach to its Bid Form a resolution or other written evidence of the authority to submit the bid, copies of any charter, articles of incorporation, certificate of good standing from the Secretary of State for any corporation (for profit or nonprofit); if a partnership, the partnership agreement; if a civic organization or association, the charter, bylaws and similar documents.
10. The Orleans Parish School Board reserves the right to reject any and all bids whenever such rejection is in its best interest, in accordance with law.
11. **Any interested parties wishing to attend the site visit scheduled for Friday, September 27, 2024 at 10:00 A.M. must register at, <https://form.jotform.com/242534926527159>.**
12. The Orleans Parish School Board will not be responsible for the opening of, post-opening of, or failure to open a Bid not properly addressed or identified.
13. **TERMINATION.** NOLA Public Schools reserves the right and option to terminate the Lease agreement for any reason at the end of the contract year without Pecuniary risk or penalty. The district reserves the right to terminate the Lease Agreement Contract immediately, with written notice to Vendor (Tenant), if NOLA Public Schools believes that, in its sole discretion, it is in the best interest of NOLA Public Schools.
14. **RIGHT TO REVIEW, AUDIT, AND INSPECT.** NOLA-Public Schools, any federal agency that has awarded federal funds/grant(s) to NOLA-Public Schools, and/or any of its authorized representatives, shall, upon written notice, have the right to audit and examine all of Vendor's records and accounts

relating to this Contract. Inspect any project performed by the Vendor relating to this Contract. Records and services subject to audit/review shall include, but are not limited to, all purchase orders resulting from this Contract and records which may have a bearing on matters of interest to NOLA-Public Schools in connection with the Vendor's work for NOLA-Public Schools, and shall be open to inspection and subject to audit/review and/or reproduction by NOLA-Public Schools, and/or its authorized representative(s) to the extent necessary to adequately permit evaluation and verification of:

- Vendor's compliance with this Contract and the requirements of the Lease.
  - Compliance with provisions for computing billings to NOLA-Public Schools.
  - Any other matter related to this Contract.
15. Performance review and site visits will be conducted semi-annually or in the best interest of the district
  16. Renewal Rental increase amount will be determined by NOLA Public Schools
  17. Rental Insurance required: (Leasee must maintain minimum liability insurance)
  18. **NON-APPROPRIATION OF FUNDS.** The term of this Contract is a commitment of NOLA-Public Schools' current revenue only. If funding for the continuance of the services required under the Contract is withdrawn, NOLA-Public Schools reserves the right to terminate this Contract in accordance with its funding out clause.
  19. **FINANCIAL RESPONSIBILITY:** NOLA Public Schools may request the following items upon finalizing the lease agreement.
    - **A letter of credit from a financial institution.**
    - **Financial Statement.**
    - **A letter of commitment from a bank or other institution financing the project.**
    - **Other information supportive of financial responsibility, including financial data, and records concerning Lessor performance.**
    - **Information from other sources, including banks, other financial companies and State Department and Agencies.**
  20. **ADDENDUM TO REQUEST FOR PROPOSAL:** NOLA-PS reserves the right to revise and amend the specifications prior to the date set for the opening. Proposers are requested to clarify any ambiguity, conflict, discrepancy, omission or other error(s) in this RFP in writing and request the modification or clarification desired. NOLA-PS will issue an addendum to evidence any revisions or amendments made to this RFP. As a courtesy, every effort will be made to send an issued addendum to the parties known to have been furnished a complete copy of this RFP. Addenda are made available on the NOLA-PS website under community/business resources/solicitations. Please acknowledge receipt of addendum on Signature Page. **Failure to acknowledge all Addenda will result in the proposal being rejected. Failure to acknowledge the correct date of all addenda will result in the proposal being rejected.**
  21. All questions must be in writing and electronically submitted to the Executive Director of Procurement at procurement@nolapublicschools.com no later than **4:00 P.M. on Tuesday, October 1, 2024**. No addendum will be issued later than **Friday, October 4, 2024 or 72 hours prior to proposal due date**, except an addendum withdrawing the proposal or postponing the opening of the proposal. It is the responsibility of each Proposer, prior to submitting the qualifications response, to determine if addenda were issued and, if so, to acknowledge the addendum on the applicable form.

22. Times and dates are final unless there is an unexpected “emergency” beyond NOLA-PS’s control.

**PROPOSER'S CERTIFICATION**

**TO: ORLEANS PARISH SCHOOL BOARD**

*Procurement Department*  
2401 Westbend Parkway, Fifth Floor, New Orleans, LA 70114

**Acknowledgment of Addendum:**

Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_

1. Having read the **Invitation To Bid No. 25-FAC-0009 – Lease of Space For Mahalia Jackson Elementary**. I, the undersigned, authorized to represent the corporation, partnership, sole proprietorship (the Company) listed below, hereby submit to the Orleans Parish School Board this Request for Proposals for providing the service as listed above.

2. This proposal is submitted on behalf of:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. I further certify that I/we have examined and fully comprehend the scope and conditions supplied for the consulting services for collections and that the Company agrees to furnish to the NOLA-PS said services for the payment amount listed on the attached Price Proposal form.

4. In submitting this proposal, the Proposer agrees to the terms and conditions of the Request for Proposal, including the Specifications and instructions to Proposers. If this proposal is signed by a partner, the person hereby states that he/she has the authority to bind the partnership; if signed by a corporate officer or employee, that person hereby states that he or she has the authority to bind the corporation. **(Corporate Resolution or written evidence (i.e. memo, letterhead, or board minutes) of the authority of the person signing the proposal is required to be attached and submitted with the Proposal Documents.**

Signature of Company Representative: \_\_\_\_\_

Representative's Title: \_\_\_\_\_ Date: \_\_\_\_\_



**INVITATION TO BID NO. 25-FAC-0009**

**LEASE OF SPACE FOR MAHALIA JACKSON ELEMENTARY**

**BID FORM**

**BID OPENING DATE AND TIME**  
**Thursday, October 10, 2024 at 10:00 A.M.**

TO: Executive Director of Procurement  
Mr. Paul A. Lucius  
Orleans Parish School Board  
2401 Westbend Parkway, 5055  
New Orleans, LA 70114

I (or we) hereby offer, subject to all of the terms and conditions set forth in the Instructions to Bidders, to lease the land as described in the Notice for Bids for the sum of: (\$\_\_\_\_\_), for the period of three (3) years effective \_\_\_\_\_ through \_\_\_\_\_ with the option to renew for two (2) additional years, of which, 50% will be paid upon execution of lease and the remaining 50% will be paid in equal payments on a monthly basis. Lease payments will be made by certified check payable to the Orleans Parish School Board.

This bid is made pursuant to and subject to the terms and conditions contained in Orleans Parish School Board's Notice for Bid, as well as its Instructions to Bidders.

By submitting this bid and signing below, I (or we) agree and warrant that I (or we) shall, in connection with the property as described in the Notice for Bids: (1) execute the Lease Agreement no later than fifteen (15) days from the date the bid is awarded; (2) properly manage the property; (3) comply with all applicable laws and regulations pertaining to the education/services of Students, Families and Community Organizations; (4) work cooperatively with other tenants at the property to ensure a safe environment.

I (or we) agree to pay the costs to record the Lease Agreement.

I (or we) shall submit the required certificates of insurance and copies of the insurance policies within five (5) days of the execution of the lease.

If this Bid is on behalf of any entity or organization, I certify that I am duly authorized and empowered to make this bid. Copies of the entity's charter, bylaws, certificate of good standing from the Secretary of State or other documents to establish the nature of the entity and my authority are attached.

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**BIDDER: Signature**

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**NAME**

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**ADDRESS**

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**City, State and Zip**

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**Telephone Number (Area Code & Number)**

---

**Email Address**

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**Date**