



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

INVITATION TO BID NO. 26-FAC-0125

LEASE OF SPACE FOR 2832 GENERAL MEYER AVENUE

ELECTRONIC PROPOSAL SUBMITTAL DEADLINE:

TUESDAY, JULY 21, 2026 @ 1:00 P.M.

BIDDER: _____

SIGNATURE: _____

NAME (PRINT OR TYPE): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

TERMS: _____

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Procurement Department
2401 Westbend Parkway, Suite 5055
New Orleans, Louisiana 70114**

ADVERTISEMENT

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LEASE OF SPACE FOR 2832 GENERAL MEYER AVENUE

Electronic Responses to Request for Proposal relative to the above will be received via email submission to the Procurement Department for the Orleans Parish School Board (“OPSB” or “the District”) until **1:00 P.M. (CST) on Tuesday, July 21, 2026.**

Specifications and qualifications are found in the RFP documents and may be obtained by visiting the District’s website at www.nolapublicschools.com. All questions regarding this RFP shall be directed to the Executive Director of Procurement at procurement@nolapublicschools.com.

The District will host a Site Visit to be held on **Thursday, July 2 2026, at 9:00 A.M. (CST) and Monday, July 6 2026, at 11:00 A.M. (CST).** The Virtual link can be found below:

Register in advance for Site Visit:

<https://form.jotform.com/242534926527159>

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 accommodation for people 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: WEDNESDAY, JUNE 17, 2026
SECOND INSERTION DATE: WEDNESDAY, JUNE 24, 2026
THIRD INSERTION DATE: THURSDAY, JULY 1, 2026

1.0 **OVERVIEW**

1.1 **Introductions to Proposers**

Bids shall be submitted electronically and clearly marked: INVITATION TO BID NO. 26-FAC-0125 – LEASE OF SPACE FOR 2832 GENERAL MEYER AVENUE on Tuesday, July 21, 2026 at 1:00 P.M. to the Executive Director of Procurement, Mr. Paul A. Lucius: 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.

Failure to submit required documents shall result in rejection and proposals/bids will not be reviewed by the Evaluation Committee. The revision or modifications of NOLA-PS documents are **prohibited** and shall result in rejection of proposal/bid.

No Proposal will be accepted after July 21, 2026 @ 1:00 P.M. under any conditions unless in the best interest of NOLA-PS by an addendum notification.

Site Visits	Thursday and Monday	July 2, 2026 @9 AM, July 6, 2026 @ 11AM
Last Day for Questions@ 4:00 P.M. (CST)	Monday	July 6, 2026
Last Day for Addendum	Friday	July 10, 2026
PROPOSAL SUBMISSION DEADLINE no later than 1:00 P.M.		July 21, 2026
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 **ITB** 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 ITB, or ITB 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. 26-FAC-0125

LEASE OF SPACE FOR 2832 GENERAL MEYER AVENUE

INSTRUCTIONS TO BIDDERS

Bids relative to the above will be received electronically until **1:00 P.M., on Tuesday, July 21, 2026** by the Orleans Parish School Board in the Procurement Office, Orleans Parish School Board, 2401 Westbend Parkway, Suite 5055, New Orleans, Louisiana 70114, for a twenty-four (24) month lease (SEPTEMBER 15, 2026 – SEPTEMBER 14, 2028), and shall include an option to extend it for two (2) additional one (1) year periods, subject to OPSB Board approval for the **LEASE FOR 2832 GENERAL MEYER AVENUE** only for the following described property in Orleans Parish, Louisiana :

- **1-acre at 2832 General Meyer Avenue (rear parking lot)**

Complete bid documents including the Lease Form are available at www.nolapublicschools.com.

The reserve price for this lease is a minimum of **\$12,000.00 per year**. The lease will be awarded to the highest bidder. As required by R.S. 17:87.8, all bids submitted must be accompanied by a cash payment or a certified cashier's check in a sum equal to one year's rental or lease amount.

The successful bidder will be required to furnish the certificates of insurance and copies of insurance policies providing the coverages specified in the bid documents.

The bids will be awarded in accordance with La. R.S. 17:87.8. The Owner reserves the right to reject any, and all bids, and to waive any information incidental thereto.

1. Bids must be sealed in envelopes plainly and prominently marked "BID FOR LEASE OF 2832 GENERAL MEYER AVENUE." SAID BIDS SHALL BE OPENED AT **1:00 P.M., on TUESDAY, July 21, 2026**.
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 proposal submitted on any form other than that attached to the bid documents will be considered informal and will accordingly be rejected.
3. The reserve price for this twenty-four (24) month lease is a minimum of \$12,000.00 per year (\$1,000.00 per month). Any proposal/bid submitted lower than this amount will be rejected as nonresponsive.

4. All expenses for the preparation of the lease; and recording of the lease, shall be at the expense of the successful bidder.
5. 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 proposal. Any such condition or proviso may render the proposal 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.
6. The lease will be awarded to the highest bidder on the basis of the highest offer of annual rent, which rent is payable in advance each year on the first day of each term of the lease. All bids submitted must be accompanied by a cash payment or a certified or cashier's check in a sum equal to one year's rental or lease amount as required by La. R.S. 17:87.8, which payment represents the first-year lease payment.
7. The lease shall be executed in triplicate by the successful bidder. A copy of the proposed lease is attached and made a part of the terms and conditions of these specifications. The successful bidder must submit certificates of insurance and copies of all insurance policies required by the terms of the lease within five (5) days of the opening of the bids. Failure to do so may render the proposal informal and cause it to be rejected. Delays in meeting this requirement may result in loss of bid and/or future bid awards.
8. No contract will be signed until the bidder's proof of insurance certificate has been received. If awarded the bid and the Lessee's insurance is deemed not acceptable, then the deposit shall be forfeited. Please make sure you are able to obtain the proper insurance before submitting a bid. To be awarded an Orleans Parish School Board "1700 Pratt Drive" the Lessee must provide an original certificate of insurance indicating the Lessee has the following coverage:
9. Lessee shall procure and maintain commercial general liability insurance, on an occurrence basis, with a combined single limit of not less than \$1,000,000 for each occurrence for bodily injury and property damage, with an annual aggregate limit of \$2,000,000;
 - This insurance shall name Orleans Parish School Board, its officers, directors, agents, employees as an additional insured on the certificate of insurance and waiver of subrogation in favor of the Lessor;
 - The certificate includes a waiver of subrogation in favor of Orleans Parish School Board.
 - The certificate indicates a thirty (30) day notice of cancellation;
 - Lessee shall provide to Orleans Parish School Board the insurance certificate evidencing such policy of insurance before taking possession of the Premises.
10. The checks of all bidders except the check of the apparent high bidder will be returned to said bidders upon approval of the insurance certificates and copies of the insurance policies from the apparent high bidder.
11. The lease is for the use of 1 acre at the 2832 General Meyer Avenue property.
12. The successful bidder shall protect the leased premises from all kinds of waste and injury.
13. The Lessee shall care for and provide any maintenance on the premises and access road that leads to the property.
14. The former Lessee, if not the successful bidder, will be allowed ten (10) days to remove any of the former Lessee's property remaining on the property.

15. If the Bid is for or on behalf of any entity (club, corporation, partnership or other association) each bidder must attach to its Bid Proposal Form, 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 club or association, the charter, bylaws and similar documents together with written evidence of the authority to submit the bid.
16. It is the responsibility of the bidder to visit and become familiar with the section of interest, prior to submitting a bid. It shall also be the responsibility of the Lessee to control trespassers on his/her lease.
17. Lessee is responsible for the cancellation and proper transfer or termination of all utilities and services associated with the leased premises at the end of the contract term. Lessee shall ensure that no outstanding balances, liens, or service obligations remain associated with the property upon termination of the lease.
18. The leased premises are provided in their current condition and may not have active utilities or supporting infrastructure. Lessee shall be solely responsible, at its own cost and expense, for:
 - Establishing, connecting, or restoring all utility services, including but not limited to electricity, water, sewer, gas, and telecommunications;
 - Installing, repairing, or upgrading any infrastructure necessary to support such services;
 - Obtaining any permits, approvals, or inspections required for utility connections or improvements; and
 - Maintaining all utilities and related infrastructure throughout the term of the lease.Lessor shall have no obligation to provide, repair, or fund utilities or infrastructure improvements.
19. Performance review and site visits will be conducted semi-annually or in the best interest of the district
20. Rental Insurance required: (Lessee must maintain minimum liability insurance)
21. **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.**

22. 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.**

23. 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 Wednesday, July 8, 2026**. No addendum will be issued later than **Friday, July 10, 2026 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.

24. 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. 26-FAC-0125 – Lease of Space For 2832 General Meyer Avenue**, 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. 26-FAC-0125

LEASE OF SPACE FOR 2832 GENERAL MEYER AVENUE

BID FORM

BID OPENING DATE AND TIME

Tuesday, July 21, 2026 at 1:00 P.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 two (2) years effective **SEPTEMBER 15, 2026** through **SEPTEMBER 14, 2028** 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.

BIDDER: Signature

NAME

ADDRESS

City, State and Zip

Telephone Number (Area Code & Number)

Email Address

Date