

TERREBONNE

Parish School District

**Request for Bids
For**

Section 16 Commercial Surface Lease

Bid# 020719

Philip Martin, Superintendent

BIDS ON SCHOOL LANDS INVITED

Notice is hereby given that the Terrebonne Parish School Board, in accordance with LA R.S. 41:1211 et seq., will receive sealed bids in its Purchasing Department for a **commercial surface lease** on Section 16 Lands until the hour of **two o'clock PM (2:00 PM) on Thursday, February 7, 2019**. Bids received in the Purchasing Department after 2:00 PM will not be accepted. Bids will be opened, publicly acknowledged, and read aloud, at two-thirty o'clock PM (2:30 PM) on Thursday, February 7, 2019 in the Purchasing Department, 340 St. Charles Street, Building #3 Houma, Louisiana 70360. A map of the section to be leased is available for viewing at the Terrebonne Parish School Board Purchasing Department.

SECTION TO BE LEASED/BID	ACREAGE	LOCATION	MINIMUM
Section 16-T20S-R20E	3.25	3282 Bayou Dularge RD	\$ 3,000.00

Tract: H-I-J-K-L-M-N-O-P-Q-R-S-T-C-D-E-F-G-H

All bids shall be enclosed in a sealed envelope (addressed to Purchasing Department, Terrebonne Parish School Board, P.O. Box 5097, Houma, LA 70361) In accordance with **LA R.S. 41:1214**, bids shall be secret, sealed applications. Each bid shall be either hand-delivered by the bidder, or his agent, in which instance the deliverer shall receive a written receipt, or such bid shall be sent by registered or certified mail with a return receipt requested. No lessor shall accept or take any bids, including receiving any hand-delivered bids, on days which are recognized as holidays by the United States Postal Service. Bids received prior to the scheduled bid opening will be securely kept unopened. Terrebonne Parish School Board bears no responsibility for receipt of a bid submitted by Certified Mail where delivery may be delayed and not be received by the bid due date and time. Bidders are cautioned to allow ample time for the transmittal of bids by United States mail or other carrier. Failure of the U.S. Mail or other carrier to deliver bids in a timely manner shall not be considered due cause to extend the time of the scheduled bid opening. Bids shall be accompanied by a deposit in the amount of **10% OF BID AMOUNT but not less than \$75.00** - in the form of a **CERTIFIED CHECK OR MONEY ORDER** made payable to the Terrebonne Parish School Board. The deposit will be returned to the unsuccessful bidder, or credited to the successful bidder. **(NOTE: SHOULD THE SUCCESSFUL BIDDER DECLINE THE AWARD OF THE BID, THE DEPOSIT IS NON-REFUNDABLE.)** Minimum bid for this lease is **\$3,000.00 per year**.

Bids must be submitted on the two official bid forms which may be obtained from the Purchasing Department, Terrebonne Parish School Board 340 St. Charles Street - Building #3, Houma, LA, requesting by phone at (985) 876-7400, extension #243, email: purchasing@tpsd.org, or downloaded from <http://www.tpsd-la.schoolloop.com/purchasing>.

All bids shall be enclosed in a sealed envelope (addressed to Purchasing Department, Terrebonne Parish School Board, 340 St. Charles Street Houma, LA 70360). In accordance with LA R.S. 41:1214, bids shall be secret, sealed applications. Each bid shall be either hand-delivered by the bidder, or his agent, in which instance the deliverer shall receive a written receipt, or such bid shall be sent by registered or certified mail with a return receipt requested. No lessor shall accept or take any bids, including receiving any hand-delivered bids, on days which are recognized as holidays by the United States Postal Service. Bids received prior to the scheduled bid opening will be securely kept unopened. Terrebonne Parish School Board bears no responsibility for receipt of a bid submitted by Certified Mail where delivery may be delayed and not be received by the bid due date and time. Bidders are cautioned to allow ample time for the transmittal of bids by United States mail or other carrier. Failure of the U.S. Mail or other carrier to deliver bids in a timely manner shall not be considered due cause to extend the time of the scheduled bid opening. No bids will be accepted when the Terrebonne Parish School District is closed for scheduled holidays.

To the extent allowed by law, the Terrebonne Parish School Board reserves the right to reject any or all bids for just cause.

Roger Dale DeHart, Board President
TERREBONNE PARISH SCHOOL BOARD

Publication Dates: **December 19, 2018; January 10, 2019, January 16, 2019 and January 24, 2019**

TERREBONNE

Parish School District

Bids for Section 16 Commercial Surface Lease

PURPOSE

The Terrebonne Parish School Board (also referred to as the TPSB) is interested in receiving bids from insured vendors to lease vacant Section 16 lands designated for commercial purposes. The Terrebonne Parish School Board will award this contract to the overall highest responsive and responsible bidder based on the specified criteria described on Bid Form #1 for a period of ten (10) years.

CALENDAR OF EVENTS

Release of Invitation to Bid	- 12-19-18
Inquiry Deadline Date**	- 02-01-19
Deadline to turn in Bid	- 02-07-19 (2:00 pm)
Bid Opening Date	- 02-07-19 (2:30 pm)

(The School Board reserves the right to deviate from these dates.)

INQUIRIES

All inquiries must be submitted in writing **by February 1, 2019 at 4:00 pm.** Inquiries may be emailed to purchasing@tpsd.org or mailed to 340 St. Charles Street, Building #3, Houma, LA 70360.

SCOPE

Notice is hereby given that the Terrebonne Parish School Board will receive bids for the following sections:

On a 3.25 acre parcel of land situated on descending banks of Bayou Dularge located in Section 16, Township 20 South, Range 16 East, Louisiana Meridian described below:

A certain tract of land situated in the Parish of Terrebonne, State of Louisiana, about 25 miles below the City of Houma, located in Section 16- T20S- R16E, on the left descending bank of Bayou Dularge; said property being more particularly described on a plat entitled "MAP SHOWING SURVEY OF A TRACT OF LAND INDICATED ABOVE BY LETTER H-I-J-K-L-M-N-O-P-Q-R-S-T-C-D-E-F-G-H LOCATED IN SECTION 16, T20S-R16E, TERREBONNE PARISH, LOUISIANA" dated June 26, 2018, prepared by Keneth L. Rembert, Surveyor, a copy of the plate is attached hereto and made a part

hereof, said tract to be leased contains 3.25 acres being all property less and except the adjacent 5.55 acres leased to Jammie DeHart for a boat launch operation.

CERTIFICATE OF INSURANCE

Upon notification, all successful bidders shall provide and maintain for the duration of the award, a valid and acceptable Certificate of Insurance prior to any contract signing. Failure to provide the requested Certificate of Insurance within **ten (10) days** of the request may result in declaring the bid irregular, and therefore subject to rejection. Delays in meeting this requirement may result in loss of bid award and/or future bid awards.

INSURANCE REQUIREMENTS AND COMPLIANCE: 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 a Terrebonne Parish School Board "Hunting and Trapping Lease" the Lessee must provide an original certificate of insurance indicating the Lessee has the following coverage:

1. Minimum general liability coverage in the amount of \$1,000,000.00.
2. The Terrebonne Parish School Board is specifically named as an additional insured on the certificate of insurance.
3. The certificate indicates a thirty (30) day notice of cancellation.
4. The certificate includes a waiver of subrogation in favor of Terrebonne Parish School Board.

STANDARD TERMS AND CONDITIONS

Please be advised it is the sole responsibility of each person submitting a bid to examine the available 16th Section land for accessibility, and to determine what permits, if any, may be required. Further, it is the responsibility of each bidder to assure they can obtain the required insurance prior to submitting a bid (Bid Form #2). When the School Board awards a lease and the successful bidder cannot provide the needed insurance and/or refuses acceptance of such award, the award shall be withdrawn and the bidder shall forfeit their deposit. Such leases will not be awarded to the next highest bidder and will be re-advertised for bidding.

Should a current lessee not be successful in re-obtaining his/her lease, they will only have the right to fulfill the terms of their lease - to immediately (within 30 days) return the lease to the original condition to which it was when they obtained the lease. The new lessee is required to report the failure of the previous lessee to promptly and properly clean up the lease, and/or remove their camp. Failure to make the above referenced report may subject the new lessee to be responsible for the restoration.

No Lessee shall be permitted to lease more than one Section 16 school land at a time. **No lease shall be assigned, sub-leased, or otherwise transferred by the original lessee. Lessee must provide School Board access to property.** In the event gates are erected, keys, lock combinations, etc. must be provided to the School Board's Land Management Agent, Mr. Curtis J. Constrantiche.

Successful bidder must execute a lease according to the lease form approved by the Terrebonne Parish School Board within ten (10) days from notice of award. **A current Certificate of Insurance MUST be**

presented before the lease can be signed. The successful bidder must be considered an adult, 18 years of age or older, must personally appear to sign all necessary documents, and must show proof of identification before signing contract (no exceptions). A background check on each successful bidder may be conducted by the Board Attorney's Office.

Persons holding leases will be given the privilege of a one primary year and nine (9) consecutive one-year renewals, which must be paid each year by CERTIFIED CHECK OR MONEY ORDER. In accordance with Louisiana Revised Statute 41:1217 et. seq. improvements to the property may qualify the Lessee to an extended lease dependent upon the amount of improvement. Failure to timely pay rental shall subject currently leased section to immediate re-advertisement.

The location of boundaries and the acquisition of rights of ingress and egress **shall** be the responsibility of the Lessee.

- The School Board does not warrant that the footage indicated advertised for a commercial lease is all land. A portion may be water-bottom associated with a bayou, canal, or ditch that is adjacent to or borders the lease. Bidders are hereby notified that there are existing buildings and structures on this property. The School Board does not warrant or make any representations of any kind whatsoever as to the condition of any buildings or structures located on said lease.
- The successful bidder shall be obligated at his sole cost and expense either to renovate any buildings and structures located on the leased premises to good usable condition meeting all applicable Federal, State, and Parish codes and requirements or to remove any buildings or structures located on the leased premises at bidders expense.
- The successful bidder shall also be obligated at his/her sole cost and expense to either repair and/or replace the existing bulkhead/wharf adjacent to Bayou Dularge in compliance with all applicable Federal, State, and Parish regulations and to obtain all necessary permits required to do such work. These actions are subject to prior review and approved by the School Board.
- The Terrebonne Parish School Board will execute a quitclaim deed transferring all of the School Board's right, title and interest in any buildings or structures located on the commercial lease to the successful bidder. This transfer will be without any warranty of title whatsoever and without warranty as to the condition and/or fitness of any such buildings and structures located on the leased premises
- The School Board reserves the right to perform restoration projects and grant other types of Section 16 Lands leases - such as a lease to explore for oil & gas, or to do seismic work.
- 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.
- All bids are to be enclosed, sealed, and forwarded to the Purchasing Department of Terrebonne Parish School District. Potential bidders shall take notice of bid instructions found in attachment A. Bids shall be accompanied by a deposit in the amount of **10% OF BID AMOUNT but not less than \$75.00** - in the form of a **CERTIFIED CHECK OR MONEY ORDER** made payable to the Terrebonne Parish School Board. The deposit will be returned to the unsuccessful bidder, or credited to the successful bidder. **(NOTE: SHOULD THE SUCCESSFUL BIDDER DECLINE THE AWARD OF THE BID, THE DEPOSIT IS NON-REFUNDABLE.)**
- **THE REMAINING BID AMOUNT SHALL BE PAID IN FULL NO LATER THAN TEN (10) CALENDAR DAYS AFTER BEING ACCEPTED BY THE FULL BOARD.**

- Minimum bid for this lease is \$3,000.00 per year.
- A map of the tract being leased may be viewed in the Purchasing Department of Terrebonne Parish School District.



TERREBONNE
Parish School District

COMMERCIAL SURFACE LEASE BID FORM #1

In accordance with the terms and conditions of Louisiana Revised Statutes 41:1211 et seq. and having read your advertisement in The Courier on either December 19, 2018, January 10, 2019, January 16, 2019 or January 24, 2019, and a draft of the Lease document, specifications, terms and conditions for bidding for the commercial lease as follows:

On a 3.25 acre tract of land situated on left descending banks of Bayou Dularge located in Section 16, Township 20 South, Range 16 East, Louisiana Meridian described below:

A certain tract of land situated in the Parish of Terrebonne, State of Louisiana, about 25 miles below the City of Houma, located in Section 16- T20S- R16E, on the left descending bank of Bayou Dularge; said property being more particularly described on a plat entitled "MAP SHOWING SURVEY OF A TRACT OF LAND INDICATED ABOVE BY LETTER H-I-J-K-L-M-N-O-P-Q-R-S-T-C-D-E-F-G-H LOCATED IN SECTION 16, T20S-R16E, TERREBONNE PARISH, LOUISIANA" dated June 26, 2018, prepared by Keneth L. Rembert, Surveyor, a copy of the plat is attached hereto and made a part hereof, said tract to be leased contains approximately 3.25 acres being all property less and except the adjacent 5.55 acres leased to Jammie DeHart for a boat launch operation.

I HEREBY SUBMIT A BID IN THE AMOUNT OF \$ _____/per year.

I understand that the first lease period will be for 12 months and nine (9) consecutive one-year renewals, which must be paid each year by CERTIFIED CHECK OR MONEY ORDER. In accordance with Louisiana Revised Statute 41:1217 et. seq. improvements to the property may qualify the Lessee to an extended lease dependent upon the amount of improvements. Failure to timely pay lease shall subject currently leased section to immediate re-advertisement.

If awarded the lease, I understand the following:

1. A background check may be conducted, if I am the successful bidder.
2. I am of legal age, eighteen (18) years old, and will personally appear, and bring a valid pictured identification.
3. I will obtain the appropriate certificate of insurance before the contract signing.

My signature below indicates that if awarded this bid, I agree to the specifications of this bid and awarded bid pricing for the above mentioned lease period, unless I fail to make renewal payments in a timely manner. I also understand that the Terrebonne Parish School Board reserves the right to cancel the lease if proper insurance is not provided in the timeframe mentioned above.

Printed Name

Address

Signature

Phone

Date

Email Address

This form shall be completely filled out, signed by bidder, and submitted with bid in order to be considered a successful and responsive bid

TERREBONNE
Parish School District

**COMMERCIAL SURFACE LEASE BID FORM #2
Acknowledgement of Insurance Requirements**

I hereby certify that if I, _____, am the successful bidder on a Section 16 Lands Lease, that I will obtain a certificate of insurance from the following insurance agency _____ meeting all specifications of insurance requirements of Terrebonne Parish School Board for Section 16 Lands Commercial Surface lease as listed below:

- I will be covered for general liability for a minimum amount of \$1,000,000.
- I will name the Terrebonne Parish School Board as an additional insured.
- I will include a thirty (30) day notice of cancellation.
- I will include a waiver of subrogation in favor of Terrebonne Parish School Board.

Printed Name

Phone

Signature

Date

This form shall be completely filled out, signed by bidder, and submitted with bid in order to be considered a successful and responsive bid

Attachment “A”

Submittal of Bid:

All bids shall be enclosed in a sealed envelope (addressed to Purchasing Department, Terrebonne Parish School Board, 340 St. Charles Street Building #3, Houma, LA 70360) In accordance with **LA R.S. 41:1214**, bids shall be secret, sealed applications. Each bid shall be either hand-delivered by the bidder, or his agent, in which instance the deliverer shall receive a written receipt, or such bid shall be sent by registered or certified mail with a return receipt requested. No lessor shall accept or take any bids, including receiving any hand-delivered bids, on days which are recognized as holidays by the United States Postal Service. Bids received prior to the scheduled bid opening will be securely kept unopened. Terrebonne Parish School Board bears no responsibility for receipt of a bid submitted by Certified Mail where delivery may be delayed and not be received by the bid due date and time. Bidders are cautioned to allow ample time for the transmittal of bids by United States mail or other carrier. Failure of the U.S. Mail or other carrier to deliver bids in a timely manner shall not be considered due cause to extend the time of the scheduled bid opening.

Note: All envelopes, shall have the Bid Name as indicated below, Section 16 Hunting and Trapping Lease.

Any bid received after the specified date and time **(2pm February 7, 2019)** shall not be accepted and shall be returned unopened. Bid(s) shall be submitted on the official bid form(s). Bids not submitted on the official bid form(s) shall be declared irregular/non-responsive and rejected.

Caution should be taken to assure your bid submittal is properly mailed and addressed as per bid specifications; any bid submitted that is not properly addressed for submittal will be declared non-responsive and rejected.

The bid shall be addressed following the example below:

Return Address
<p>Purchasing Department Terrebonne Parish School Board 340 St. Charles Street Building #3 Houma, LA 70360</p>
<p>Section 16 Commercial Surface Lease Bid #020719</p>