

## BID ON CAMPSITE LEASE

Notice is hereby given that the Terrebonne Parish School Board, in accordance with Louisiana Revised Statute R.S. 41.1211 et. seq. will receive sealed bids on Lot B or parcels of land situated on descending banks of Bayou Barre located in Section 16, T 20 S, R 19 E, Louisiana Meridian until the hour of 2 P.M. on the afternoon of June 23, 2017 in the Purchasing Department. Bids received after 2 P.M. will not be accepted. Lot B is on the right descending bank. Bids will be opened in a public meeting immediately following the deadline in the Auxiliary Services Conference Room, 340 St. Charles St. - Bldg. #3, Houma, Louisiana.

**The School Board does not warrant that the footage indicated for a campsite lease is all land. A portion may be water bottom associated with a bayou, canal, or ditch that is adjacent to or borders the campsite lease.** Bidders are hereby notified that there may be existing buildings and structures on these properties. The School Board does not warrant or make any representations of any kind whatsoever as to the title and condition of any buildings or structures located on said campsites. 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 campsite leases 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 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. These actions are subject to prior review and approval by the School Board.

The LESSEE within 12 months from the date the lease is executed shall either remove the existing buildings or structures or renovate them to good condition as specified above. If the LESSEE removes the camp building LESSEE may construct a new single structure unit of permanent construction or moor a floating camp on the property. All structures shall comply with contemporary accepted standards for such structures. Failure to comply will be just cause to cancel the lease.

All bids are to be enclosed, sealed, and forwarded through the **UNITED STATES MAIL. Bids cannot be hand delivered or delivered by UPS, Federal Express, etc.** 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 \$500.00 per year.

**INSURANCE REQUIREMENTS:** No contract will be signed until the proof of insurance has been received. If you are awarded the bid and your insurance is not acceptable you will forfeit your deposit. Please make sure you are able to obtain the proper insurance before submitting a bid. To be awarded a Terrebonne Parish School Board "Campsite Lease" the Lessee must provide an original certificate of insurance indicating the Lessee has the following coverage:

1. **Minimum liability coverage in the amount of \$1,000,000.00**
2. **The Terrebonne Parish School Board must specifically be named as additional insured on the certificate of insurance**
3. **The certificate must indicate a thirty (30) day notice of cancellation**
4. **Waiver of subrogation in favor of the Terrebonne Parish School Board**

In order for a bid to be considered, the bidder must return with his/her bid the provided form completed by an insurance company indicating the bidder, if awarded a lease, is eligible to obtain the above referenced insurance with coverage's as specified. The form as well as other information regarding this bid can be obtained from Terrebonne Parish School Board, 340 St. Charles Street - Bldg. #3, Houma, Louisiana, 70360 Attn: Alli Dugas or phone (985) 876-7400, extension #244.

The lessee shall not be permitted to own more than one such lease 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, Alli Dugas.

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.

Successful bidder must execute a lease according to the lease form approved by the Terrebonne Parish School Board within SEVEN (7) days from notice of award. **A current certificate of Insurance**

**must be presented before the lease can be signed. 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 back-ground check on successful bidder may be conducted by the District Attorney's Office.**

Bids must be submitted on the official bid form attached hereto.

The Terrebonne Parish School Board reserves the right to reject any or all bids for just cause.

Roger Dale Dehart, President

TERREBONNE PARISH SCHOOL BOARD

PUBLICATION DATES: May 10, 2017, May 17, 2017, and May 24, 2017

**CAMPSITE LEASE BID FORM**

In accordance with the terms and conditions of Louisiana Revised Statute 41:1211 et seq. and your advertisement in The Courier on May 10, 2017, May 17, 2017, and May 24, 2017 for bids on a Campsite Lease as follows:

**I SUBMIT A BID IN THE AMOUNT OF \$ \_\_\_\_\_ PER YEAR.**

Enclosed is a deposit (certified check or money order) in the amount of 10% of amount bid or \$ 75.00, (whichever is the larger amount) which is refundable to unsuccessful bidders, but non-refundable to successful bidders who decline to accept the award of the bid.

I understand that the first lease period will be for 12 months and that the renewal payments of each year for the following nine (9) years are due by the month/date the lease is signed.

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 execution of the lease.
4. The lease is for the sole purpose of maintaining habitable campsite on the property.

**BID DEPOSIT ENCLOSED (10% OF THE BID AMOUNT OR \$75, WHICHEVER IS LARGER)**

\$ \_\_\_\_\_ **Certified Check**

\$ \_\_\_\_\_ **Money Order**

If you are an unsuccessful bidder, please indicate whether or not you would like your deposit (check, money order, etc.) mailed back to you. If not, your payment will be deposited in the Terrebonne Parish School Board's account and the School Board, (after bids are awarded) will issue a check made payable to you.

\_\_\_ Yes, return my original deposit to the address below:

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_

PHONE NO: ( \_\_\_\_\_ ) \_\_\_\_\_ ADDRESS: \_\_\_\_\_

\_\_\_\_\_

By Signature: \_\_\_\_\_

Signature typed or printed \_\_\_\_\_

**THIS BID MUST BE FORWARDED THROUGH THE UNITED STATES MAIL  
(CANNOT BE HAND DELIVERED BY UPS, FEDERAL EXPRESS, ETC.)**

**INSURANCE MEMORANDUM**

**TO: Terrebonne Parish School Board**

**FROM: Insurance Agency/Provider**

**SUBJECT: Insurance Requirements for Lease of Grand Caillou Elementary School Facility**

I hereby certify that if \_\_\_\_\_, whose address is \_\_\_\_\_ is a successful bidder to lease Lot B of Section 16, T 20 S, R 19 E, the person referenced above can obtain the below listed insurance coverage from \_\_\_\_\_ with the following stated on the insurance certificate:

- 1. Will cover the above individual or company if the individual or company is the successful bidder  
Yes \_\_\_\_\_
- 2. Comprehensive General Liability Insurance with combined single limits of \$1,000,000.00 per occurrence and an aggregate of \$5,000,000.00 for bodily injury and property damage liability  
Yes \_\_\_\_\_
- 3. Naming Terrebonne Parish School Board as additional insured  
Yes \_\_\_\_\_
- 4. Waiver of subrogation in favor of Terrebonne Parish School Board  
Yes \_\_\_\_\_
- 5. Thirty (30) day notice of cancellation  
Yes \_\_\_\_\_

I understand that the insurance is required only if the above referenced person or company is the successful bidder and this does not obligate the bidder to obtain insurance.

Respectfully submitted,

Date: \_\_\_\_\_ Agency/Provider: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature typed or printed

**THIS FORM MUST BE FILLED OUT, SIGNED, AND SUBMITTED WITH BID.**

**Attachment A**

Submittal of Bid:

The envelope containing your bid submittal **SHALL BE** forwarded through the United States Mail to P.O. Box 5097, Houma, LA 70361 no later than the due date and time of 2:00 P.M. on June 23, 2017. Bids may not be hand delivered.

**Note: All outer envelopes should have the Bid Name as indicated below, Section 16 Campsite Lease Bid.**

Any bid received after the specified date and time will not be accepted and will be returned unopened. Bid(s) must be submitted on the official bid form. Bids not submitted on the official bid form may be declared irregular and rejected.

Caution should be taken to assure your bid submittal is properly mailed or delivered, and addressed as per bid specifications; any bid submitted that is not properly addressed for submittal may be declared non-responsive and subject to rejection.

**The bid shall be addressed following the example below. If the outside envelope is not labeled as shown in the picture, the bid will not be opened.**

<p>Purchasing Department Terrebonne Parish School Board P. O. Box 5097 Houma, LA 70361</p> <p>Section 16 Campsite Lease Bid</p>
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