

# **SOLICITATION OF PROPOSALS FOR OFFICE SPACE**

## **OFFICE OF INSPECTOR GENERAL**

### **JEFFERSON PARISH**

The Jefferson Parish Office of Inspector General (hereinafter "JPOIG") is looking to locate commercial office space FOR LEASE within the following areas of Jefferson Parish: The area commonly referred to as the Metairie CBD, located between the boundaries of Lake Ponchartrain to the North, the Jefferson/Orleans Parish line to the East, Clearview Parkway to the West and Veterans Boulevard to the South. The area known as the I-10 Service Corridor, located directly on I-10 Service Road North or South between Bonnabel Blvd. to the East and Clearview Parkway to the West. The area known as Harahan/Elmwood between Earhart Expressway to the North, Jefferson Highway to the South, Clearview Parkway to the East and Hickory Blvd to the West. The area known as the Westbank Expressway Corridor, between US Highway 90 and the Orleans/Jefferson Parish line.

**USABLE AREA:** Approximately 3,200 square feet of usable space is the floor area to be occupied, excluding exterior walls, equipment rooms, dedicated corridors, main lobbies, entrances, rest rooms, common space, stairwells and elevators.

**DESIRED OCCUPANCY:** July 1, 2013 and no later than August 1, 2013 (A minimum of 500 square feet of temporary space should be made available within the building by July 1, 2013 while the primary space is being completed).

**DESIRED LEASE TERM:** Primary Term of five (5) Years with an option to extend for two additional five (5) Year terms.

**LANDLORD IMPROVEMENTS:** JPOIG will require the Landlord at its expense to provide a "turn-key" office build out that includes a Reception / Waiting Room, Large Conference Room, 2 interview Rooms, 4 private offices, kitchen, area for 2 cubicle workstations, a file room, 3 secure storage Rooms, copy Room and a server room.

**UTILITIES and JANITORIAL:** Lessee requires the Lessor to be responsible for all utilities which should include up to 150 hours annually of non-standard hour HVAC service and in-suite janitorial services 5 days per week during business hours only.

**MINIMUM NUMBER OF PARKING SPACES REQUIRED:** 4 Reserved, 7 Unreserved Employee spaces, 6 Transient spaces.

**SUBMISSION DATE:** June 3rd

**WHO TO CONTACT:** Interested Parties that own or represent owners of commercial office space that can meet the above minimum criteria should send information concerning their properties including address, photographs, floor plans, asking rent and any other relevant information on or before the submission date to:

**SRSA COMMERCIAL REAL ESTATE, INC. (AGENT FOR JPIOG)**

**C/O Steve Reisig, CCIM**

**2555 SEVERN AVENUE, SUITE 200**

**(504) 620-0349**

**[sreisig@srsa-realestate.com](mailto:sreisig@srsa-realestate.com)**

**This is not an offer to lease. All Properties will be reviewed and qualified by SRSA and the JPIOG. Properties that qualify will be sent an RFP (Request for Proposal) and building tours will be scheduled to review the suitability of the space and the building.**