SECTION 5 IMPROVEMENT CONTROL

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SECTION 5.1 IMPROVEMENT CONTROL - GENERAL

Improvement Control, as discussed in this section, refers to the procedures governing the disposal of immovable improvements located on the parcels of land acquired for the construction of Department of Transportation and Development projects. The disposition includes the inspection, maintenance, retention, leasing, vacating, selling, demolition, and final disposal of all acquired improvements prior to the beginning of activities by the Department's project construction contractor.

PROCEDURES:

1. **District personnel will be responsible for the following**:

    a. Preparing and maintaining improvement inventory for project

    b. Making before and after inspections of improvements

    c. Having leases executed and collecting rent

    d. Making recommendations for disposal by demolition, sale, or inclusion in highway construction contract

    e. Providing for reasonable safety precautions to protect improvements prior to final disposition

2. **Headquarters personnel will be responsible for the following:**

    a. Setting retention values

    b. Preparing bid proposals, advertisements, and acceptance of bids for those improvements being sold or demolished

    c. Insuring that all improvements not sold or demolished prior to project letting are included in the contract and construction plans

SECTION 5.2 INVENTORIES

It is the responsibility of the Real Estate District Manager and the Titles & Acquisition Unit to initiate and maintain inventory control over all improvements acquired in connection with Department of Transportation and Development projects. The inventory data must be consistently updated so that any personnel involved in the improvement control function can assume the disposal activities for improvements on a project at any stage of the disposal process.

PROCEDURES:

1. Upon receipt of preliminary right of way maps, the Real Estate District Manager will have an improvement inventory prepared and will assure that information on all improvements on the project is entered on RAMS Screen 7. This information shall be entered on RAMS within three (3) weeks of receipt of preliminary right of way maps in the district. Only the DOTD Acquisition Division Chief can authorize waiver of this time frame. Improvement inventory information shall be available at the time of the Joint Plan Review Meeting.

2. During the course of acquisition, the Real Estate District Manager will provide for the RAMS Screen 7 being kept current to always reflect the status of each improvement on the project. This will allow the Headquarters Real Estate Agent to advise Road Design and Contracts and Specifications of the disposition of improvements at the proper times (See Section 4.2., Paragraph 12.)

3. The Real Estate District Manager will advise the District Administrator in writing as soon as possible about the location of any encroachments in the existing right of way discovered during development of the improvement information. A copy of this notification will be forwarded to the Real Estate Titles & Acquisition Manager.

SECTION 5.3. UNDERGROUND STORAGE TANK AND CONTAMINATION POLICY

Every effort will be made by all Department personnel to identify underground storage tanks and other possibly contaminated sites as early as possible in project planning. Any sites known to be contaminated will be handled in accordance with Secretary's PPM No. 48.

PROCEDURES:

1. When title reports are being prepared, abstractors will look for ownerships in the chain of title to the property who might possibly have left the property contaminated, such as oil companies, gas stations, cleaners, etc. If such an ownership is found, on-site inspections should be made and testing requested if on-the-ground indications warrant.

2. During preparation of improvement inventories, Agents will look for any sites along the project which may be contaminated. If contamination is suspected, a UST/Contamination Site Information Form will be completed and furnished to the Real Estate Titles and Acquisition Manager, for transmittal to the Materials and Testing Section.

3. If contamination is found, a clean-up cost will be determined by the Materials and Testing Section and/or the Contracts and Specifications Section.

4. During negotiations on contaminated parcels, the owner will generally be offered the following options:

    a. Receiving the amount of just compensation minus the clean up-cost, cleaning up the site, obtaining a closure order from DEQ, and then being paid the remainder of the just compensation.

b. Having the amount of the clean-up deducted from the amount of just compensation and the Department will clean up the site.

5. If the Department will clean up the contamination, it may be included in the contract for the project, or contracted for separately, all as prescribed in Secretary's PPM No. 48.

6. When an underground storage tank is acquired by the Department, the Real Estate Titles and Acquisition Manager will insure that the Emergency Services Coordinator is notified of such acquisition, in order to provide for timely registration with DEQ of tanks owned by the Department.

SECTION 5.4 OWNER RETENTION - POLICY

Retention is the option offered to owners of acquired improvements to buy back the improvements for the price the improvements might be expected to bring at public bid. Retention of improvements acquired by expropriation or acquired as adversely impacted (see Section 4.4., Paragraph 11) is allowed only in unusual circumstances and upon approval by the Real Estate Administrator.

PROCEDURES:

1. Retention value, which is the amount of money the owner must pay the Department for the improvement, is set by the Real Estate Titles and Acquisition Manager.

2. If the owner chooses to retain, payment is accomplished by deducting the retention amount from Just Compensation.

3. Retention value of signs and improvements easily moved and/or expected to sell well at public bid will generally be set at 25% of the amount of just compensation for the improvement.

4. Retention value of improvements not easily moved and not expected to sell well at public bid will generally be set at 10% of the amount of just compensation for the improvement.

5. The Real Estate Titles and Acquisition Manager shall maintain a master file of retention values on improvements, as well as prices for improvements sold or demolished by public bid. This file shall include photographs taken from the appraisal reports. This master file will be used as a resource for setting future retention values.

SECTION 5.5 LEASE POLICIES

All occupied improvements are subject to being leased back to the occupants once the Department acquires title to the property. This includes improvements located within the right of way as well as outside the right of way, such as acquired improvements on uneconomic remainders.

Normally, leases of improvements within the right of way are short term, while those outside may be short term or long term. Leases shall not be executed unless the continued occupancy of the improvement will not interfere with clearance of the right of way for the project letting.

PROCEDURES:

1. Time Frames for Initiation and Termination of Leases

a. The negotiating agent will discuss the Department's lease policy with the affected occupant during the first negotiating contact, or in the case of tenants, at the first contact for relocation assistance after the initiation of negotiations on the parcel.

b. The lease period will begin on the first day of the second month following the date of closing on a property acquired by purchase, or date of deposit of the Just Compensation into the court on parcels acquired by expropriation. For example, if the closing or deposit date is any day in January, the lease period shall begin on March 1. Normally leases shall be for a fixed term of thirty (30) days. Any deviation from this policy will require the written approval of the Real Estate Administrator on a case by case basis, and must be adequately supported and documented.

c. Leases for improvements with occupants eligible for Relocation Assistance shall not be required prior to the

90-Day Vacate Date, since the displacee cannot be legally required to move before that date.

d. Leases on retained improvements

   i. Leases will not be required during the period specified in the Act of Sale for removal of the retained improvement. If the improvement is tenant-occupied, the tenant is subject to lease requirements imposed by the owner.

   ii. If the owner fails to remove the improvements within the period allowed in the Act of Sale, he/she will forfeit the improvements to the Department in accordance with the terms of the Act of Sale. Any occupant shall then be required to pay rent to the Department as described in this Section.

e. The original and one (1) copy of the Lease Agreement should be a part of the close-out package and should be executed by the occupant at the time the Just Compensation payment is delivered to the owner, or in the case of expropriation, when Service of Process has been made. The agent negotiating the parcel shall have the responsibility for securing from owner/occupants the needed signature(s) on the Lease Agreement.

f. If the occupant refuses to sign the Lease Agreement, appropriate notations will be entered on the closeout memorandum and a copy thereof given to the Real Estate District Manager. Refusal to sign the Lease Agreement will be treated as a delinquent lease payment. (See Paragraph 3.c. below.)

g. Written notification of the termination of the lease agreement can be given by either party at least ten (10) days prior to the end of each thirty (30) day lease period.

h. Generally, leases will be terminated approximately 160 days prior to the project letting date.

2. Setting Amount of Rent

a. The lease rate for owner-occupants shall be 3/4ths of 1% per month of the value set forth in the Act of Sale for the actual land and improvements being leased. This may require a “carve-out” from the total appraised value.

b. Lease amounts will be rounded down to the nearest dollar and will be paid by check or money order to "Louisiana Department of Transportation and Development". All lease payments are due in advance.

c. The lease rate for tenant-occupants shall generally be the amount determined above unless it exceeds the contract lease paid to the previous owner. If it does, the lease rate shall be the lesser of the previous contract rent or 30% of the tenant’s gross monthly income.

d. The Department will not pay the utility costs. In cases where several units share a common meter, arrangements concerning responsibilities for utility costs shall be made prior to acquisition. In other cases, the lease rate for each unit shall be adjusted to include a pro-rata amount of utility costs.

3. Lease Activities after Signing

a. Upon receipt of the executed Lease Agreement, the negotiating agent shall forward all copies to the Real Estate Administrator for acceptance. The Headquarters Agent shall retain one (1) copy and return the signed agreement to the District.

b. Timely collection of lease payment is the responsibility of the Real Estate District Manager. The lease payment will be transmitted to the Headquarters Agent, who in turn will forward it to the Financial Services Administrator to credit the amount to the project.

c. When an occupant becomes ten (10) days delinquent in the lease payment (or refuses to sign a Lease Agreement), he/she will be notified by certified mail, return receipt requested, of the violation and requested to rectify the situation within ten (10) days (Letter Requesting Execution of Lease Agreement or Letter Requesting Last Rent Payment). If the occupant again fails to take appropriate action within ten (10) days, a second certified letter will be issued advising the occupant that failure to take corrective action within five (5) days will result in the initiation of eviction (Pre-eviction Letter).

d. If eviction becomes necessary, the Real Estate Titles and Acquisition Manager shall assure that such proceedings are initiated. For details on handling evictions, see Section 5.6.

SPECIAL NOTE:
When the occupant of a Department-owned improvement becomes delinquent under this Lease Policy, the delinquent amount is subject to being deducted from any relocation assistance payment due the occupant. However, this action shall not be taken if doing so would jeopardize the displacee's ability to complete his/her relocation. Permission to invoke this policy must be obtained from the DOTD Acquisition Division Chief. Occupants should be advised at the signing of the lease, of the possibility of delinquent lease payments being deducted from relocation assistance payments.

SECTION 5.6 EVICTIONS

Whenever an occupant of a Department-owned improvement fails to execute a proper Lease Agreement, make timely lease payments, or vacate the premises when ordered to do so, the Real Estate District Manager will request the Real Estate Titles and Acquisition Manager to initiate eviction proceedings. Such proceedings shall not begin until all required certified notices as described in Section 5.5., Paragraph 3.c. have been sent to the occupant.

PROCEDURES:

1. Upon receipt of a request to initiate eviction from an improvement, the Real Estate Titles and Acquisition Manager will review the applicable files and make a determination as to whether or not to proceed with eviction. If the matter is to be pursued toward eviction, the Real Estate Titles and Acquisition Manager will insure that a final notice is sent to the occupant advising of the impending eviction proceedings.

2. The Real Estate Titles and Acquisition Manager will confer with the Real Estate Acquisition Division Chief concerning a possible deduction of lease payments due from whatever relocation assistance payments may be due the occupant. Should such a deduction be authorized, the Real Estate Titles and Acquisition Manager shall notify the Relocation Assistance Officer and the Real Estate District Manager and request that appropriate action be taken regarding this matter.

3. Eviction proceedings in areas under the jurisdiction of the Justice of the Peace shall be filed with the Justice of the Peace. Evictions in areas under the jurisdiction of the City Court will be filed with the City Court. Evictions in these cases will be handled by the Real Estate District Manager. The Real Estate Titles and Acquisition Manager will assure that the appropriate check for court costs has been secured and transmitted to the Real Estate District Manager with instructions to file the necessary papers for eviction.

4. If the area is not under the jurisdiction of a Justice of the Peace or City court, the Department's Legal Division will file evictions in District Court. The Real Estate Titles and Acquisition Manager will assure that the Legal Division is furnished with all pertinent information required for an Order of Eviction to be secured.

5. Both Headquarters and District personnel should monitor the proceedings closely to insure that the order of the court is carried out in a timely fashion.

SECTION 5.7 GENERAL DISPOSAL POLICIES

The goal of the improvement control function is the disposal of acquired improvements after they are vacated to allow construction of the project. This disposal may be by public sale, separate demolition contract or by inclusion in the project construction plans and general contract for demolition or removal by the Project contractor. The actual method of disposal used in each case will be determined by the nature of the improvements and by time constraints.

PROCEDURES:

1. All acquired improvements considered to have resale value and which have been vacated at least 120 days prior to the project letting date will be sold by competitive bid in accordance with applicable statutes.

2. If circumstances warrant, improvements may be disposed under a separate Demolition Contract. Demolition may be ordered as a matter of expediency or in the public interest because the building has no market value or cannot be disposed of in any other way. Demolition contracts will be limited to five or fewer structures and will be awarded after advertisement in accordance with normal Department procedures. (See Public Bid Procedures.)

3. Improvements not sold or demolished 120 days prior to the letting of the project shall be included in the construction plans and general contract for the project. This includes improvements vacated within 120 days of the letting date.

4. Slabs and other foundation materials located below natural ground level, and which are situated totally within the required taking area shall be disposed of in the project construction contract, rather than being removed as a part of retention, Sale or Demolition Contract. This does not include piers above natural ground level.

5. If the acquired improvement is situated wholly or partially on the remainder, the retention page or the Proposal and Contract for Sale or Demolition will include removal of all slabs, piers and other foundation materials.

6. While Nos. 4 and 5 above will be the basic policy governing improvement foundations, there may be cases or circumstances requiring a different disposition. For this reason, the Real Estate District Manager shall routinely recommend the disposition of the slab or other foundation material, separate from, but at the same time as, the recommendation is made for disposition of the improvement.

7. Disposition of improvements located wholly or partially within the required right of way will be handled by the Headquarters Real Estate Agent. Disposition of improvements situated wholly outside the right of way will be handled by the Property Management Unit.

8. When an underground storage tank is acquired by the Department, the Real Estate Titles and Acquisition Manager will insure that the Emergency Services Coordinator is notified of such acquisition, in order to provide for timely registration with DEQ of tanks owned by the Department.

SECTION 5.8 IMPROVEMENT OBLIGATIONS FOLLOWING ACQUISITION

In connection with the overall improvement control function, the Department has certain obligations to facilitate the maintenance of the right of way in a reasonably sightly manner prior to the beginning of construction operations. After making recommendations to Headquarters regarding disposition, the District Real Estate personnel must provide for reasonable safety precautions aimed at the preservation and protection of improvements from damage by theft and/or vandalism pending their disposition, and must also provide for rodent control of acquired properties. The Real Estate District Manager will be responsible for various on-site activities in connection with the sale or demolition and will verify that the terms of the sale or demolition contract have been met. The Headquarters Real Estate personnel will be responsible for preparation of bid proposals, advertisement, and acceptance of bids for those improvements being sold or demolished.

PROCEDURES:

1. Following acquisition of the improvement, the following activities will take place:

a. The Real Estate District Manager will provide for an inspection, including photographs, prior to and immediately after the improvement has been acquired by the Department.

b. The Real Estate District Manager will insure that keys to a purchased building are obtained from the occupant at the time it is vacated.

c. The Building Inspection Report will be completed by the District Agent, who will also make a recommendation regarding the manner of disposition of the improvement and the amount of the performance guaranty (Disposal Recommendation Memo). The performance guaranty is generally set at $1.00 per square foot of improvement. If

there is a slab or other foundation materials involved, the recommendation will include their disposition.

d. The Real Estate District Manager will approve or disapprove the District Agent's recommendation, and forward with the Building Inspection Report to the Headquarters Real Estate Agent.

2. The Real Estate District Manager will advise the Real Estate Title and Acquisition Manager if the occupant has failed to vacate the improvement when the agreed occupancy period has expired.

3. When the Headquarters Real Estate Agent receives the Building Inspection Report, photograph and disposition recommendation, he/she will verify that the owner of the improvement has received payment, and then prepare the bid proposal. (See Public Bid Procedures.)

4. Prior to the advertisement for bids, the Real Estate District will have the "Item Number" posted on each improvement to be sold by the Department or demolished under separate contract.

5. Upon request of prospective bidders, the Real Estate District Manager will make appointments for opening the advertised buildings for inspection between the hours of 7:45 A.M. and 4:15 P.M., Monday through Friday.

6. The Real Estate District Manager will provide for frequent inspections of vacated improvements to determine possible vandalism and/or theft prior to its sale or demolition.

7. After a contract for sale or demolition has been awarded, the Real Estate District Manager will monitor the progress of the work and advise the Headquarters Real Estate Agent at such time as the work is completed in the manner specified in the bid.

8. If necessary, the Real Estate District Manager will have "No Trespassing" signs posted on vacated improvements and have

the windows and doors boarded up to deter vandalism and/or theft pending disposition.

9. The Real Estate District Manager will determine the need for rodent control measures and will provide for the eradication of all rodents found within acquired improvements. The specific procedures to be followed in this connection are as follows:

a. The Real Estate District Manager will assure that the Health Unit having jurisdiction over the area in which the project is located is notified prior to vacation of improvements. If the Health Unit determines that rodent control is not necessary, the project real estate files in the District will be so documented.

b. If the project is in a rural area where no Health Unit has jurisdiction over the area, or if the Health Unit having jurisdiction is unable to make the determination that the project is free of rodent infestation, the Real Estate District Manager will insure that a determination is made as to the need for rodent control. It is anticipated that such control will be unnecessary unless the project contains a substantial number of buildings, garbage dumps, landfills or other habitation areas for rodents.

c. If the project is in an urban area and there is no Health Unit with jurisdiction over the area of the project, or if the Health Unit with jurisdiction is unable to make the determination that the project is free of rodent infestation, each building will be inspected during the "after inspection" (the routine inspection provided for by the Real Estate District Manager after an improvement has been acquiared) to assess rodent infestation. The results of this inspection will be noted on the Building Inspection Report.

d. If rodent control measures are determined to be necessary, or in the event the project is located in an urban area and the Real Estate District Manager has been unable to determine that rodent control is not

necessary, he will notify the Headquarters Real Estate Agent in writing. The Headquarters Real Estate Agent will request the Procurement and Warehousing Section to advertise for receipt of bids for the extermination of rodents on a project basis, based on actual costs, and a contract will be awarded the company offering the lowest price.

e. Where rodent control is necessary, the Real Estate District Manager will assure that at the time improvements are vacated, the exterminating company is notified to take necessary control measures in accordance with the contract.

f. Invoices approved by the Real Estate District Manager will be forwarded to the Headquarters Real Estate Agent for payment.

g. Buildings retained and removed by the owner will not be inspected for rodent infestation nor will rodent control measures be taken.

h. The Real Estate District Manager will assure that rodent infestation of properties adjacent to the right of way is deterred by insuring that the grass is regularly cut. This shall be accomplished either through a Grass Cutting/Mowing Contract issued with the approval of the Real Estate Administrator, or by advising the District Administrator of the need for grass cutting on acquired properties.

i. The Real Estate District Manager is responsible for maintaining the integrity of improvements purchased within the right of way until they are removed. At a minimum the following standard measures will be taken to insure the security of the right of way:

    i. Disconnect utilities at service main.

ii. Post notices of state ownership and “No Trespassing” signs.

iii. Board up or otherwise secure the improvements.

iv. Remove trash and keep the grass cut.

10. In some cases, the above standard measures of control may be ineffective and special measures such as alerting local Police/Sheriff Agencies, private security patrols, night watchmen, accelerated sales or demolitions, etc., may have to be used.

11. Any Department employee having factual information or personal knowledge of theft or vandalism involving Department-owned improvements has a responsibility to immediately report it, in writing, to his/her supervisor for transmittal through the chain of command to the Real Estate Administrator. The Real Estate Administrator will then refer the information with such additional data as may be appropriate, to the General Counsel for investigation and remedial action as his findings warrant, including the legal prosecution of offenders. Failure to comply with this provision may result in disciplinary action against the employee and his/her supervisor.

SECTION 5.9 DISPOSAL OF IMPROVEMENTS

Time permitting, DOTD will attempt to dispose of all acquired and vacated improvements by public sale or separate Demolition Contract. Upon receipt from the District of the recommendation regarding disposition (sale or demolition), the Headquarters Real Estate Agent will handle advertisement for and acceptance of bids, and will award the sale or demolition contract. The Real Estate District Manager will be responsible for various on-site activities in connection with the sale or demolition and will verify that the terms of the sale or demolition contract have been met.

PROCEDURES:

1. When the Headquarters Real Estate Agent receives the Building Inspection Report, photograph and disposition recommendation, he/she will verify that the owner of the improvement has received payment, and then prepare the bid proposal and provide for advertisement. (See Public Bid Procedures.)

    a. The Headquarters Real Estate Agent is responsible for providing prospective bidders with bid forms.

    b. The successful bidder for the sale of buildings is called the "purchaser". The successful bidder for the demolition of buildings is called the "contractor".

2. The purchaser or the contractor is required to remove to ground level each item purchased or included in the contract for demolition within the period of time stipulated in the bid proposal, and leave the property in a sightly condition free from all construction materials and debris. He/she must comply with all other conditions contained in the bid proposal.

3. To insure the satisfactory performance of these conditions, the purchaser or contractor is required to include a performance guaranty for each item in the amount set forth in the bid proposal. Bid proposals for sales contain a draft of Act of Sale

for each item, while bid proposals for demolition contain a draft contract for each item. The bidder must sign and return the draft sale(s) or draft contract(s) as a part of the bid.

4. After tabulation of bids, the results are furnished to the Headquarters Real Estate Agent who then secures the signature of the Real Estate Administrator on each successful bidder's draft. Normally, if the bid was on the sale of buildings, the high bid is accepted, and if the bid was for demolition of buildings, the low bid is accepted.

5. The Real Estate District Manager will monitor the progress of the work and advise the Headquarters Real Estate Agent at such time as the work is completed in the manner specified in the bid proposal.

9. In some instances, when it is in the best interest of the Department, and upon approval by the Real Estate Administrator, the Real Estate District Manager may perform the task of advertising for the sale/demolition of improvements, the receipt of letter bids, and the awarding of a contract.

10. When an underground storage tank is acquired by the Department, the Real Estate Titles and Acquisition Manager will insure that the Emergency Services Coordinator is notified of such acquisition, in order to provide for timely registration with DEQ of tanks owned by the Department.

1ST LETTER REQUESTING EXECUTION OF LEASE AGREEMENT

(Caption)

(Addressee)

Re: Parcel No(s). _____

Dear _____:

On _____, 20____ this office requested that you promptly sign and return the Department's required Lease Agreement, along with your payment of $_____ covering the Department's property you are now occupying.

To date, we have not received the required Agreement and lease payment. In order to avoid court action to force your eviction from the Department's property, we urge you to promptly remit your payment of $_____, along with the signed Agreement.

Failure to comply with this request may result in eviction proceedings being initiated. Further, any relocation assistance payment for which you may be eligible may be withheld to satisfy your delinquent lease account.

Should you have any further questions in this matter, please contact me.

Yours very truly,

_____
(Name and title)

XXX/xxx

cc: Headquarters Real Estate Agent

2ND LETTER REQUESTING EXECUTION OF LEASE AGREEMENT
(Pre-eviction Letter)

(Caption)

(Addressee)

Re: Parcel No(s). _____

Dear _____:

Reference is made to the Department's letter of _____, 20____, reminding you to sign the lease agreement with the Department and remit your first month's rent. As of this date, this office has not received the signed lease or payment.

If you have not already done so, we urge that you send or bring the signed lease and payment to this office within the next five (5) days. Failure to do so may result in eviction proceedings being initiated. Further, any relocation assistance payment for which you may be eligible may be withheld to satisfy your delinquent lease account.

Should you have any questions in this matter, please contact me.

Yours very truly,

_____
(Name and title)

XXX/xxx

cc: Headquarters Real Estate Agent

1ST LETTER REQUESTING LAST RENT PAYMENT

(Caption)

(Addressee)

Re: Parcel No(s). _____

Dear _____:

This is a reminder that this office has not received your lease payment for the month of _____, 20___.

As per the terms of your Lease Agreement with the Department, the payment is due on the first (1st) day of each month.

Please send or bring your payment to this office within the next ten (10) days so that your account with the Department will be kept current.

If you have already mailed your payment, please accept the Department's thanks.

Yours very truly,

_____
(Name and title)

XXX/xxx

cc: Headquarters Real Estate Agent

2ND LETTER REQUESTING LAST RENT PAYMENT (Pre-eviction Letter)

(Caption)

(Addressee)

Re: Parcel No(s). _____

Dear _____:

Reference is made to the Department's letter of _____, 20____, reminding you that your lease payment for the month of _____, 20_____ was delinquent. As of this date, this office has not received the required lease amount.

If you have not already done so, we urge that you send or bring your payment to this office within the next five (5) days. Failure to maintain current lease payments may result in eviction proceedings being initiated. Further, any relocation assistance payment for which you may be eligible may be withheld to satisfy your delinquent lease account.

Should you have any questions in this matter, please contact me.

Yours very truly,

_____
(Name and title)

XXX/xxx

cc: Headquarters Real Estate Agent

BUILDING INSPECTION REPORT

R/W # _____

FAP # _____

CONST # _____

BUILDING NO. _____ PARISH _____

LOCATION (HSS) _____ LETTING DATE _____

TYPE OF BUILDING _____

MUNICIPAL NO. _____

BLDG. SPECIFICATIONS _____

_____

NO. & TYPE OF ROOMS _____

_____

VENDOR'S NAME _____

OCCUPANT'S NAME _____

OCCUPANT'S ADDRESS _____

OCCUPANT'S TELEPHONE _____

RENTAL POLICY DISCUSSED: YES _____ DATE _____ NO _____

DATE ACQUIRED _____ EFFECTIVE VACATE DATE _____

DATE PAYMENT/SERVICE TO LAST VENDOR _____

DATE NOTICE TO VACATE _____ ACTUAL VACATE DATE _____

DATE OF BEFORE INSPECTION		DATE OF AFTER INSPECTION	
CONDITION INTERIOR		CONDITION INTERIOR	
CONDITION EXTERIOR		CONDITION EXTERIOR	
ITEMS IN PLACE:		ITEMS IN PLACE:	
WATER HEATER		WATER HEATER	
ATTIC FANS		ATTIC FANS	
COMMODES		COMMODES	
SINKS		SINKS	
CABINETS/TYPE		CABINETS/TYPE	
DOORS		DOORS	
A/C UNITS/TYPES		A/C UNITS/TYPES	
HEATING/TYPE		HEATING/TYPE	
WINDOWS		WINDOWS	
OTHER		OTHER	
RECOMMENDED DISPOSAL		RECOMMENDED DISPOSAL	
AGENT	DATE	AGENT	DATE

ADDITIONAL REMARKS: _____

APPURTENANCES

List all outbuildings, showing building number, owner, size and type, wells, pumps, fences, underground storage and/or butane tanks, etc. within the taking area, purchased by the Department and the recommended disposal for each.

_____

_____

_____

List all outbuildings, showing size and type, wells, pumps, fences, underground storage and/or butane tanks, etc. outside of the taking area, in close proximity to main building and taking area, and not purchased by the Department.

_____

_____

_____

List any item in taking area owned by others and not included in purchase, such as underground storage and/or above-the-ground butane tanks, etc., and record name and address of owner.

_____

_____

_____

RODENT CONTROL

Date Inspected: _____

Infested? Yes No

Date Treated _____

Additional Remarks

_____

_____

_____

Revised July 14, 1995

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 48
SUBJECT: Underground Storage Tank (UST) and Contaminated Site Policy

EFFECTIVE DATE: April 30, 1993

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. The Director of Engineering Design and Contract Management is responsible for coordination of the Department of Transportation and Development's policy regarding underground storage tanks and contaminated sites.

2. All sections within the Department are encouraged to investigate carefully within the scope of their individual functions and responsibilities, for signs of underground storage tanks (UST) and possible contamination during the various field reviews and inspections in connection with plan development. if signs of contamination/UST are encountered, a UST/Contaminated Site Information Form will be completed and furnished to the Materials and Testing Section. A copy of the form is attached and can be used as a reference guide for types of situations and improvements, which might indicate the presence of contamination and/or underground storage tanks.

3. The Department's policy regarding the handling of possibly contaminated sites will be divided into the following four categories or phases of activity:

    a. Pre-Design.
    b. Design.
    c. Acquisition.
    d. Construction.

4. PRE-DESIGN.
   Immediately upon beginning the development of a project, representatives of the respective Design Section(s), Materials and Testing Section, Environmental Section, and Real Estate Directorate will be advised. The Environmental Section will study the scope of the project in relation to available aerial photographs, historical data, and other available information to determine possible contaminated sites. Their investigation will include all alternate alignments and may include infrared photography.

b. If a consultant will perform line- and grade-studies, the respective Design Section(s) will contact the Environmental Section and the Materials and Testing Section during contract preparation for input, to ensure that adequate investigation is done during the studies by the consultant to identify possible contaminated sites. Adequate investigation may involve infrared photography, which may be included in the line-and-grade consultant contract or contracted for separately.

c. Preliminary site inspections by the respective Design Section(s) should include a representative of the Environmental Section to ensure that signs of possible contaminated sites are recognized. If signs of contamination are found during preliminary site inspections, the UST/Contaminated Site Information Form will be completed and furnished to the Materials and Testing Section.

d. During project surveys, the Location and Survey Section will note on the field roll the location of air vents, pump islands, old filling station signs or equipment, above ground tanks, garbage dumps, drums, or other evidence of underground storage tanks, or possible contamination. If such evidence is found, the Environmental Section, the Materials and Testing Section, and the Real Estate Directorate will be notified by providing them copies of the applicable portion of the field roll, and a UST/Contaminated Site Information Form will be completed by the Location and Survey Section and furnished to the Materials and Testing Section.

e. Upon receipt of a UST/Contaminated Site Information Form, the Materials and Testing section will inspect and investigate the site, perform testing if necessary, and determine if contamination is present. If no contamination is found, the normal project development process will continue to the Design phase.

f. The Materials and Testing Section may perform additional testing to further define the limits of contamination or to determine if an assessment will be required by DEQ. If an assessment is required, the Materials and Testing Section will then obtain approval from the Director of Engineering Design and contract Management to contract with an assessment firm to continue the assessment process to determine the full extent of the contamination. Once the full extent of the contamination is known, the Environmental Section, the respective Design Section(s), and the Real Estate Directorate will be notified.

g. An estimated cost of clean up will be developed by the Materials and Testing Section, in coordination with the Contracts and Specifications Section.

h. Decisions regarding alignments where contamination has been found will be made by the Director of Engineering Design and Contract Management, taking into consideration degree of contamination (hazardous, non-hazardous, etc.), possible alternatives, priority of and need for project, cost of clean-up, consequences and cost of avoidance, and other factors which may arise on a project by project basis.

5. DESIGN

a. Personnel conducting plan-in-hand and design-stage site inspections will look for signs of previously undiscovered possible contaminated sites. If an indication of possible contamination is discovered, a UST/Contaminated Site Information Form will be completed and submitted to the Materials and Testing Section for handling as described above.

b. If contamination is found to be present on the project the Director of Engineering Design and Contract Management will make the decision as to what direction the development of the project should take. His decision will be based on such factors as degree of contamination (hazardous, non-hazardous, etc.), possible alternatives, priority of and need for project, cost of clean-up, consequences and cost of avoidance, and other factors which may arise on a project by project basis.

6. ACQUISITION

a. When contamination is discovered during pre-design or design phases of the project, but the decision is made to acquire the contaminated property for the project construction, the Real Estate Directorate will take the necessary steps to notify the owner of the contaminated property that he/she is responsible for clean-up. Hopefully, by the time the acquisition process commences, the clean up will be complete and the Department can purchase a clean site.

b. In those instances where the presence of contamination does not become known until after definite alignment has been chosen or design has been completed, the Real Estate Directorate will adhere to the following policy and guidelines:

(1) As soon as previously unknown contamination is suspected, a UST/Contaminated Site Information Form will be furnished to the Materials and Testing Section. Once the results of the site investigation and site assessment (if necessary) are made known by the Materials and Testing Section, the Real Estate Directorate will obtain a cost of clean-up from the Materials Section and the Contracts and Specifications Section, and will then proceed as set forth below in paragraphs (3) through (7).

(2) If the extent of contamination and cost of clean up is already known, and attempts to have the clean-up performed by the property owner have failed, the Real Estate Directorate will proceed as set forth below in paragraphs c, d, e, f, g, and h.

(3) A committee, chaired by the Director of Real Estate, will be formed including, but not limited to, representatives of the following:

(a) FHWA (if project Federal participating in R/W or construction).

(.b) Legal.

(c) Materials and Testing Section.

(d) Respective Design Section(s).

(e) Environmental Section.

(f) Real Estate Directorate.

(g) Contracts and Specifications Section.

(h) Construction Division.

(4) The committee will meet as soon as possible. Information to be developed for, and discussed during, this meeting is as follows:

(a) Cost and nature of clean-up.

(b) Type of ownership (residential or commercial).

(c) Land usage and appraised value.

(d) Source of contamination.

(e) Party responsible for the contamination.

(f) Part contaminating product plays in operation of the property.

(g) Current owner's profit from contaminating activity.

(h) Status of continued legal usability of the site in its current contaminated condition.

(i) Scheduled letting date, size, type, and cost of project.

(j) Impact of delayed letting of project.

(k) Possibility of clean up cost recovery through legal action.

(4) Possible options to the Department in handling the contamination are as follows:

(a) Department may enter into a separate contract with an environmental remediation firm.

(b) Site clean-up specifications may be included in the proposal and contract for the project.

(b) Department may request that DEQ take legal action against the property owner to force a clean up of the property prior to acquisition.

(c) Site clean up may be performed by the owner. One possible course of action where clean-up will be handled by the owner is for the cost of clean-up to be deducted from just compensation, held in escrow, and released to the owner upon receipt of sufficient documentation that the clean-up is completed.

(5) The decision reached by the committee as to the best method of handling the clean up of the contamination will be documented, and if there is Federal participation in the project, concurred in by FHWA prior to proceeding. However, if FHWA does not concur in the decision, the Director of Planning and Design may recommend to the Secretary that the Department proceed with State funds, if that course of action is in the best interest of the Department.

(6) It will be the responsibility of the Real Estate Directorate to immediately notify the Emergency Services Coordinator of the purchase of any underground storage tanks, in order to provide for timely registration with DEQ of tanks owned by the Department.

(7) The respective Design Section(s), Contracts and specifications Section, and Materials and Testing Section will be advised in writing of the decision of the committee, so that the contract proposal and construction plans reflect an accurate status of the site. When the site clean-up work is included in the construction plans and proposal, the specifications will provide for the contractor being responsible for obtaining any necessary permits prior to actual site clean up.

7. CONSTRUCTION

a. For any unknown tanks or possibly contaminated sites located during construction, construction activity limited to the immediate vicinity of the possible contamination will be stopped. The Materials and Testing Section will be contacted immediately for guidance. The site will be tested either by the Materials and Testing Section or an approved subcontractor. If contamination is found, the limits will be identified, treatment methodologies proposed, and the actual site clean up done by the contractor (or an approved subcontractor). Testing, clean up, and reporting by the contractor will be coordinated through the Materials and Testing section. This work will be by plan change to be paid by extension of items in the contract; otherwise payment will be by force account as outlined in the Standard Specifications.

b. In cases where the contractor fails to follow the guidelines of the Materials and Testing Section, and subsequently causes or increases harm or damage to the environment, then all resulting fines and clean-up costs will be the responsibility of the contractor.

c. Contract proposals and specifications will include the above provisions relating to the eventuality of discovering possible contamination during construction, as well as the liability of the contractor for fines and clean-up costs resulting from carelessness or failure to follow the guidelines of the Materials and Testing Section.

d. The Legal Division will determine the recoverability of clean-up costs and the advisability of legal action against previous owners.

JUDE W. P. PATIN
Secretary

LEASE AGREEMENT

STATE PROJECT NO. _____
_____
_____
_____
PARCEL NO(S). _____

LEASE

STATE OF LOUISIANA:

PARISH OF _____:

THIS AGREEMENT entered into as of the _____ day of _____, 20___, by and between (1) THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, represented herein by JAMES M. DOUSAY, Real Estate Administrator, hereinafter termed the "Lessor" and (2) _____, hereinafter termed the "Lessee."

WITNESSETH, that Lessor does hereby lease and let unto Lessee, who hereby agrees to lease from Lessor, the following described property, to-wit:

PROPERTY DESCRIPTION

This lease is made and accepted for a primary term of thirty (30) days beginning on the _____ day of _____, 20____, and shall continue from month to month thereafter until terminated by either party hereto. Notification of the termination of the lease shall be given by either party by written notice thereof at least ten (10) days prior to the end of the any thirty (30) day rental term.

The rental payable under this lease shall be at the rate of $_____ per month payable in advance as follows: The first payment to be made on the commencement date of this lease for a prorata portion of the month remaining at said time; subsequent

payments shall be made on the first day of each month thereafter. Rent shall be paid by check or money order made payable to the Department of Transportation and Development of the State of Louisiana and mailed to _____(Name and address of District Manager)_____.

It is understood and agreed that subletting or subleasing premises is expressly prohibited.

It is further agreed that Lessee shall pay for all water, electricity, and gas furnished to or used on the said premises during the existence of this lease, and shall pay for all damage to water pipes and drains, and for repairs to sewerage and fixtures made necessary through the fault and carelessness of Lessee.

It is further agreed that in the event Lessee shall be in default for any ten (10) day period in payment of the rent hereinabove stipulated, then, and in that event Lessor may cancel this lease at its option, and Lessor may also sue for such damages as it may have sustained as result of Lessee's breach of this contract.

Lessee agrees to keep the leased property in good sanitary condition, and to comply with all ordinances and regulations prescribed by proper authorities in connection with sanitation, and to return the property at the expiration of this lease in as good a condition as when received, ordinary wear and tear excepted, except such as may result from fire, tornado and any other uncontrollable hazard.

Lessee assumes responsibility for the condition of the premises and specifically agrees in accordance with Louisiana Revised Statutes of 1950, as amended, Title 9, Section 3221, that Lessor shall not be liable in damages for any injury caused by any vice or defect in said premises to any tenant or occupant or to anyone in said premises by license of Lessee or occupants, unless Lessor knows of such vice or defect or should within reason have known thereof, or has received notice of such vice or defect or failed to remedy the same within a reasonable time thereafter.

IN WITNESS WHEREOF both parties have executed this lease as of the date hereinabove written.

WITNESSES:

_____

_____

_____

_____

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT OF THE STATE OF LOUISIANA

BY:_____
REAL ESTATE ADMINISTRATOR

_____
LESSEE

LEASE TERMINATION LETTER

(Caption)

(Addressee)

Re: Parcel No(s). _____

Dear _____:

This is to inform you that Lease Agreement dated _____, 20____, will be terminated on _____, 20____. The Department will not renew this lease and requires that you vacate this improvement.

If there are any questions, please contact me.

Yours very truly,

_____
(Name and title)

XXX/xxx

cc: Headquarters Real Estate Agent

BROWSE

```
02  RAMS 07                    PROPERTY CONTROL SPREAD SHEET
03  NEXT SCREEN:
04
05  R/W PROJECT: 019-30-0019 PARCEL: 10-04       CONSTRUCTION: 019-30-0015
06  PROJECT NAME: US 61 - LA 64                        PARISH: EAST BATON ROUGE
07  ROUTE: LA 964                R/W FAP #: STP-399-1(008)M
08
09  BLDG NO:     OWNER: SMART, RETHOLA MCCRAY        ET AL FOUNDATION:
10  CONDITION:        SIZE:         X        MATERIAL:     STRUCT TYPE:
11  STATION:      +     /    PROPOSED STATUS:     DISPOSITION:
12  ADDRESS:
13  ACQUISIT COST:                DATE PAID:                VACATE DATE:
14  INSPECT BEFORE:            INSPECT AFTER:             ACTUAL VACATE:
15
16  APPRV'D RET. AMT:                 REF'D TO PROJECT CONTROL:
17  BID DATE:            TYPE BID:         SUCCESSFUL BIDDER:
18  BID AMOUNT:                   DELIQ. DATE:             DELIQ. LETTER:
19  WORK AUTHORIZED:             RELEASE DATE:
20
21  REMARKS:
22
23
24  NO PROPERTY CONTROL INFORMATION AVAILABLE
```

DISPOSAL RECOMMENDATION MEMO

(Caption)

MEMORANDUM

TO: _____
REAL ESTATE DISTRICT MANAGER

FROM: _____
REAL ESTATE AGENT

DATE: _____

SUBJECT: RECOMMENDED DISPOSAL OF IMPROVEMENT
PARCEL NO(S). _____

I hereby recommend that the improvement located on the above referenced parcel, identified as Building No. _____, be disposed of by _____.
The slab or other foundation materials should be disposed of as follows:

_____
_____

The amount of the required Performance Guaranty will be $_____.

Attached is the Building Inspection Report and a photo of the improvement.

XXX/xx
Attachments

APPROVED: YES NO

If not approved, recommended disposition _____.

_____
District Manager

STATE OF LOUISIANA

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

UNDERGROUND STORAGE TANK (UST)/CONTAMINATION SITE INFORMATION FORM

PROJECT NAME _____ ROUTE _____

ASSIGNED STATE PROJECT NUMBERS

SPN _____ (Preliminary Engineering)

SPN _____ (Right of Way)

SPN _____ (Construction)

NUMBER PARCEL _____ PROPERTY ACQUIRED? YES _____ NO _____

(NOTE: If additional parcels contain UST or contaminated sites, separate forms must be completed and submitted)

SITE LOCATION (UST/CONTAMINATED AREA) AND STATUS:

Street Address _____

(Physical Location Only - P.O. Box not acceptable)

City _____ State _____ Zip Code _____

Station Number _____ Or Log Mile _____

Business in Operation? Yes _____ No _____ If yes, Telephone No. ( ) _____

Approximate Date of Business Closure _____

Name of Business _____

PROPERTY OWNERSHIP (PRIOR TO DOTD ACQUISITION):

Owner's Name _____

Telephone Number _____

SPECIFIC SITE CHARACTERISTICS (UST):

Number of Tanks _____ Size of Tanks (gal) _____

Contents of Tanks (gas, oil, diesel, etc.) _____

Surface Cover (concrete, asphalt, soil, etc.) _____

Approximate Age of Tanks _____

Are UST's currently registered with the Louisiana Department of Environmental Quality?

Yes ____ No _____ If yes, under what name? _____

*NOTE: this information form must be accompanied by a memorandum citing the specific actions being requested

SPECIFIC SITE CHARACTERISTICS (CONTAMINATED AREAS OTHER THAN UST):

Suspected Source of Contamination:

Waste Pit _____ Industrial Facility _____ Dipping Vat _____

Drum Storage Area _____ Other _____

Is there evidence of Contamination? Yes _____ No _____

Containment: Drums _____ Cans _____ Open Spill _____ Other _____

If contained, number and size of containers: _____

If open spill, size of affected area: _____

Other site characteristics: _____

Characteristic color/odor: _____

Type of contamination: Soil _____ Water Air _____

Depth or extent of contamination: _____ Surface

_____ Feet Below Surface

Physical State of Waste: Solid _____ Semi-Solid _____

Liquid _____ Gaseous _____

OTHER REQUIREMENTS:

Provide copies of applicable portions of right of way maps, plans, file rolls, etc., showing suspected UST or contaminated site(s); denote with highlight marker all suspected site locations. Sketch site showing orientation of UST or contaminated area. Provide aerial photograph including written description of the site history. Provide a written description of on-site observations along with ground level pictures of the UST or contaminated area.

Attachment checklist:

_____ Right of Way Maps

_____ Construction Plans

_____ Field Roll Sheets

_____ Aerial Photographs/with description of site history

_____ Site Sketch

_____ Site photograph/with description of observations

_____ Other

INSTRUCTIONS: Complete in detail the appropriate sections of this form and submit to:

JARVIS J. POCHE, P.E.

MATERIALS ENGINEER ADMINISTRATOR

SUBMITTED BY: _____

(NAME) (SECTION) (DATE)

PUBLIC BID PROCEDURE FOR SALE OF LAND/IMPROVEMENTS AND DEMOLITION OF IMPROVEMENTS

1. Set Bid Letting Date

Things to be considered in setting the letting date are:

a. Bid letting date will be the third (3rd) Thursday of each month, unless special circumstances warrant more immediate letting.

b. Advertising requirements for the 3 types of bids:

i. Sale of building(s) – must be advertised 1 time no later than 15 days before bid letting date

ii. Sale of land – must be advertised 2 times – second time advertised must be no later than 15 days before bid letting date

iii. Demolition of building(s) – generally not advertised if bids expected to be less than $50,000.00. If any bids exceed $50,000.00, all bids are to be rejected, a new bid letting date set, and the letting advertised 1 time 15 days before bid letting date. (Note: Take this into consideration in determining how many items to include in one proposal.)

c. In unusual circumstances, shortcut procedures can be used for sale or demolition of buildings. (See Section 10 below.)

d. After setting the bid letting date, proceed to steps 2. and 3. simultaneously.

2. Bid Booklet

a. Prepare bid booklet (proposal) according to the type of bid, identifying each proposal as follows:

i. Sale of building(s) – Form L520B – identification will be project number, Part No. 2, and date of letting

ii. Sale of land – Form L520L – identification will be project number (if applicable), Part No. 3, and date of letting

iii. Demolition of building(s) – Form L520D – identification will be project number, Part No. 4, and Contract No. (Contract No. will be assigned by Agent handling project. The first Booklet on a project will be Contract No. 1, etc.)

b. Assemble bid booklet to include the following

i. Maps if sale of land

ii. Pictures and sample sheets if sale or demolition of buildings

c. E-mail a copy of the bid booklet to the Real Estate Administrative Manager for publication on the Real Estate Website.

d. If it is a re-advertisement, proposal must say “Re-advertisement”.

e. Distribution of the Bid Booklets will be as follows:

i. Make 25 copies of the bid booklet.
ii. Send 21 copies to Central File Room.
iii. Send 1 copy to Property Management Officer with Agent’s name handwritten on it
iv. Send 1 copy to Administrative Unit’s Secretary 2 with Agents name handwritten on it
v. Keep 1 copy in file
vi. Transmit Notice of Letting (2nd page of Proposal) to Business Services (Attention: Ms. Miles Williams, Section 26, Room 101), and request that the notice be sent to the persons on the statewide mailing list
vii. Send copy of proposal to Real Estate District Manager, requesting that signs be placed on the land/improvement being advertised

NOTE: Requests for booklets are to be referred to the Administrative Unit’s Secretary 2 by speed memo or telephone. The requests will be forwarded to the Central File Room. Bid Booklets can only be sent out by Real Estate Section Headquarters Administrative Unit, Central File Room. Do not send any booklets to anyone other than through this method in order to insure that outdated proposals are not distributed.

NOTE: When a person requests to be placed on the statewide mailing list, send Form 517 to Ms. Miles Williams, specifying which type(s) of notices the person is requesting.

3. Advertisement

Must be advertised in the official journal for the Parish where the property to be advertised is located. May advertise in more than one publication for greater exposure (such as in large metropolitan areas). Refer to Directory of Louisiana Newspapers located in the Property Management Officer’s office to determine the “official journal”.

a. Submit to newspaper using Form 502 and include Notice (2nd page of proposal).

b. Send to Newspaper 1 ½ weeks before date of advertisement. (NOTE: On daily publications, use Mondays to advertise.)

c. If it’s a readvertisement, advertisement must say “readvertisement”.

d. Process bill for advertising, using voucher form 507A

4. Withdrawals/Addendums

a. If it is decided not to take bids after the initial mailing of bid booklets, do a letter, Form 510, then send letter to Central File Room. Central File Room will be responsible for sending this letter to all persons who received a bid booklet.

b. If any changes need to be made to a proposal after the initial mailing, prepare the revised pages of the proposal and a Form 511. Send the Addendum (revised pages of the proposal), and the Form 511 to Central File Room. Central File Room will be responsible for sending this Addendum to all persons who received a bid booklet.

5. Pre-Letting Date Activities

a. Prepare Bid Tabulation Sheets – Two sets (2 pages each) for each project and send to Property Management.

b. Administrative Unit's Secretary 2 will prepare the following lists:

i. List of all bids to be received (proposals), in project number order
ii. List of all withdrawals
iii. List of all addendums with any changed pages attached

c. Collect Bids – all bids received will be held by the Property Management Unit in the locked security case in the Real Estate Office.

6. Letting Day Activities

Bids will be opened and read in the auditorium located at DOTD Headquarters Building by the Property Management Officer or designee and 2 Real Estate Agents. One person will be the announcer and 2 persons will be the recorders.

a. Check with Appraisal Division Secretary and Central File Room for any bids received prior to going to auditorium.

b. On day of letting, the Property Management Officer or designee will

i. Post the list prepared in Section 5.b. above outside the auditorium, and
ii. Place "Submit Bids Here" sign on front of table 1 hour before letting, and remove at time of letting.

c. Bids that have been mailed will be removed from their outer envelope and stacked by type of bid in project number order. Bids will be stacked and opened in the following order: Sale of Buildings (Part 2), then Sale of Land (Part 3), then Demolition of Buildings (Part 4), each stack in project number order.

d. At ten minutes and one minute before the designated letting time the announcer will announce time remaining to receive bids.

e. At designated time of letting, announcer will announce “No more bids will be received” and before opening bids, announce any withdrawals.

7. Opening Bids

a. Announcer will be seated in the middle with one recorder on the right and one recorder on the left.

b. Announcer reads identification for first proposal and announces how many bidders.

c. Recorder on left opens all bids for first proposal (opener passes empty envelopes to the right to check for loose material prior to discarding)

d. Announcer reads name of bidder, amount of bid, amount of performance or proposal guarantee (and unofficial total if demolition).

e. Announcer verifies that performance or proposal guarantee agrees with proposal

   i. On sale or demolition of buildings, the Performance Guarantee can be in the form of:
      1) Money Order
      2) Certified Check
      3) Cashier's Check
      4) Insurance Bond - Announcer must check for:
         a) Guaranteed by a surety company authorized to do business in Louisiana.
         b) The Power of Attorney has official seal (raised).
         c) The Power of Attorney says it can be a facsimile.
         d) The Attorney-in-Fact (who signed the Performance Bond) is also authorized on Power of Attorney.

   ii. On sale of land, the proposal guarantee can be in the form of:
      1) Money Order
      2) Certified Check
      3) Cashier's Check

f. Announcer announces "No Bidders" on projects that didn't receive bids.

g. Two (2) recorders, seated to the right and left of the announcer, write the applicable information on separate Bid Tabulation Sheets as it is read by announcer.

h. After all bids are read on a project, recorders number bidder columns in successful bidder sequence. Announcer passes successful bids (highest bid for sale of land and buildings and lowest total bid for demolition of buildings) to recorder on right and unsuccessful bids to recorder on left. Each bid is placed inside the respective folded Bid Tabulation Sheets.

i. Continue until all bids are read and opened.

NOTE: Checks can be returned to unsuccessful bidders after letting by making a copy of performance or proposal guarantee check and noting

thereon, “Received by (name and date)”. The bidder signs the copy and check can be returned. This eliminates the need to notify these unsuccessful bidders in writing as directed in Section 8 below.

8. Award Bids

a. Sale of Buildings

i. Complete contract for successful bid by having signed by Real Estate Administrator, witnessed and dates filled in
ii. Call successful bidder (on day of letting) and advise that they can go to work
iii. Call District Manager and advise of successful bidder
iv. Prepare Form 522 notifying successful bidder in writing
v. Prepare Form 523 notifying unsuccessful bidder(s) in writing (if check was returned at letting then letter to unsuccessful bidder is not necessary).
vi. Transmit consideration and Performance Guarantee (if not in form of Insurance Bond) to Financial Services Section using Form 597.

b. Sale of Land

i. Prepare Form 545 making recommendation to Real Estate Administrator
ii. After approval is received from Real Estate Administrator, notify successful bidder using Form 553 requesting balance due
iii. Prepare Form 523 notifying unsuccessful bidder(s) in writing (if check was returned at letting then letter to unsuccessful bidder is not necessary).
iv. Transmit Proposal Guarantee to Financial Services Section using Form 597.

c. Demolition of buildings,

i. Complete contract for successful bid by having signed by Real Estate Administrator, witnessed and dates filled in
ii. Call successful bidder (on day of letting) and advise that they can go to work
iii. Call District Manager and advise of successful bidder
iv. Prepare Form 522 notifying successful bidder in writing (Work Order Letter)
v. Prepare Form 523 notifying unsuccessful bidder(s) in writing (if check was returned at letting then letter to unsuccessful bidder is not necessary).
vi. Transmit Performance Guarantee to Financial Services Section (if not in form of Insurance Bond) using Form 597.

9. Post Bid Activities

a. Sale of Buildings

i. The Real Estate District Manager advises when all work is satisfactorily completed.

ii. If Performance Guaranty was in the form of a check or money order, prepare and process a Form 506A1 and a voucher Form 506B to Financial Services Section to release the guarantee. When check received, note check number, check date and date mailed on the file copy of the voucher, and mail check to purchaser.

iii. If Performance Guaranty was in the form of an insurance bond, prepare a Form 506A2 to the insurance agency to return the bond.

b. Sale of Land

i. When balance of purchase price is received, prepare Act of Sale – Form 525 and process in accordance with Section 8.2, Paragraph 3.b.& 3.c.)

ii. Transmit money to Financial Services Section using Form 597

c. Demolition

i. The Real Estate District Manager advises when all work is satisfactorily completed.

ii. Order check to pay contractor for the work performed. When check is received, send to contractor – Form 507.

iii. If Performance Guaranty was in the form of a check or money order, prepare and process a Form 506A1 and a voucher Form 506B to accounting to release the guarantee. When check received, note check number, check date and date mailed on the file copy of the voucher, and mail check to contractor.

iv. If Performance Guaranty was in the form of an insurance bond, prepare a Form 506A2 to the insurance agency to return the bond.

10. Shortcut Procedures

In unusual circumstances, bids can be received by Real Estate for the sale or demolition of buildings on a project without advertisement and without waiting for the official bid opening on the 3rd Thursday of the month.

a. Prepare usual bid booklet (see Section 2 above).

b. Mail copy of booklet to 5 to 10 people, (from the list of usual bidders kept by the Administrative Unit's Secretary and the Central File Room), or at the very least 3 people.

c. Change 2nd (Notice Page) to read “bids received at 8545 United Plaza Boulevard, Suite 379, until 10 AM, on _____” (the day you want to open bids, which must be a minimum of 10 days after bidders receive booklets).

d. In body of the bid booklet, give 30 days to remove improvements instead of 90.

STATE OF LOUISIANA
Department of Transportation & Development
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245

M.J."MIKE" FOSTER
GOVERNOR

KAM K. MOVASSAGHI, Ph.D, P.E.
SECRETARY

November 30, 2000

*
*

SUBJECT: *

Dear *:

Enclosed find copy of an advertisement to be published in your paper in the following issue(s):

_____
_____

It is requested that you submit your invoice to this Department, Attention: *, Section 23, in accordance with the instructions contained in the attached "NOTICE," and also, please attach an original, and two copies, of the clipping of the advertisement to your invoice.

Billing rates should be in accordance with R.S. 43:205. A copy of the rate schedule is attached for your information.

Sincerely,

*
PROPERTY MANAGEMENT AGENT

/
Attachments
cc: Mrs. Pam Leon
* (District Manager)
Mrs. Jeanie Broders

REFERRED TO

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
INTRADEPARTMENTAL CORRESPONDENCE

____ REFERRED FOR ACTION
____ ANSWER FOR MY SIGNATURE
____ FOR FILE
____ FOR YOUR INFORMATION
____ FOR SIGNATURE
____ RETURN TO ME
____ PLEASE SEE ME
____ PLEASE TELEPHONE ME
____ FOR APPROVAL
____ PLEASE ADVISE ME

BY _____ DATE _____
BY _____ DATE _____
BY _____ DATE _____

MEMORANDUM

TO: MR. SALVADOR F. FALDETTA
DOTD FINANCIAL SERVICES ADMINISTRATOR

ATTN:

FROM: *
PROPERTY MANAGEMENT AGENT

DATE: November 30, 2000

SUBJECT: Performance Guaranty Release
(Part *)(*)
*
*
Parcel (Item) No*

Please be advised that * * satisfied the terms of the captioned *.

The Performance Guaranty was in the form of a * issued by *.

Please return the $* Performance Guaranty, as per attached Standard State Invoice.

/

Attachment

cc: *
Mrs. Jeanie Broders

RECOMMENDED FOR APPROVAL _____ DATE _____

RECOMMENDED FOR APPROVAL _____ DATE _____

RECOMMENDED FOR APPROVAL _____ DATE _____

APPROVED _____ DATE _____

AN EQUAL OPPORTUNITY EMPLOYER
A DRUG-FREE WORKPLACE

STATE OF LOUISIANA
Department of Transportation & Development
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245

M.J."MIKE" FOSTER
GOVERNOR

KAM K. MOVASSAGHI, Ph.D, P.E.
SECRETARY

September 14, 2000

*

*(Insurance Company)

SUBJECT: Performance Guaranty Release
(Part _____)(_____) Contract No. if Demolition, Letting Date if Sale)
_____ (Demolition or Sale of Building, Equip., etc.)
_____ (Letting date if Demolition)
Parcel (Item) No(s). _____

Dear *:

Please be advised that * (Name & address of Contractor or Purchaser) (has/have) satisfied the terms of the captioned * (Demolition Contract or Act of Sale).

Returned herewith is * (Name, date, number, etc.) Performance Bond in the amount of $ *.

Sincerely,

*
PROPERTY MANAGEMENT AGENT

/

Attachment

cc:

DATE	VENDOR NO.	VOUCHER NO.	INVOICE NO.	DOCUMENT NO.
				546837

NOTICE TO VENDOR: Invoices must be rendered, as per instructions, direct to the FINANCIAL SERVICES SECTION, DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, BATON ROUGE, LA. 70804

NAME AND ADDRESS OF VENDOR

/

DOTD 03-15-0504
(Rev. 8/91)

STANDARD STATE INVOICE

506 B

DELIVER TO DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

REFERENCE OR DOCUMENT NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
	Payment to refund Performance Guaranty issued by 2 No. 3, dated 4.		$ 5	$ 5
	STATE PROJECT NO. 6 F.A.P. NO.			
	(Part 7) (Contract 8) 9(Sale/Demolition of Buildings Letting Date 10 Parcel No(s). 11			
			TOTAL	$

FUND	APP'N	DIST OR SECT.	PARISH NO	IDENT CODE	SYS CODE	AUTH. CODE	CONTROL UNIT OR EQUIPMENT NO.		PROJECT NO.	FUNCTION (ACCOUNT)	OBJECT	DEBIT	CREDIT
01	01	35				997				3155		$	

Date

Approved By

Title R/E PROPERTY MANAGEMENT OFFIC

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245

M. J. "MIKE" FOSTER, JR.
GOVERNOR

FRANK M. DENTON
SECRETARY

November 30, 2000

(225) 237-12* FAX NO. (225) 237-1390

*

*

SUBJECT: Demolition of Building
Parcel No. *

Dear *:

Attached please find *, dated *, payable to * in the amount of $* for *.

Please acknowledge receipt of check by signing the enclosed check receipt form. Return the white signed copy to our office and retain the pink for your file.

If further information is required please contact * who is handling this matter.

Sincerely,

*
PROPERTY MANAGEMENT AGENT

/

Attachments

cc: Mrs. Carol B. Hissong

AN EQUAL OPPORTUNITY EMPLOYER
A DRUG-FREE WORKPLACE

REFERRED TO

_____ REFERRED FOR ACTION
_____ ANSWER FOR MY SIGNATURE
_____ FOR FILE
_____ FOR YOUR INFORMATION
_____ FOR SIGNATURE
_____ RETURN TO ME
_____ PLEASE SEE ME
_____ PLEASE TELEPHONE ME
_____ FOR APPROVAL
_____ PLEASE ADVISE ME

BY _____ DATE _____
BY _____ DATE _____
BY _____ DATE _____

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
INTRADEPARTMENTAL CORRESPONDENCE

MEMORANDUM

(225) 237-12* FAX NO. (225) 237-1390

TO: MRS. LINDA HENDRICKS
ADMINISTRATIVE DIRECTOR

ATTN: MS. MILES WILLIAMS
OFFICE MANAGER I

FROM: *
PROPERTY MANAGEMENT AGENT

DATE: November 30, 2000

SUBJECT: Statewide Mailing List
*

Please process the request by * to be placed on your statewide mailing list to receive notice of *.

*/dbm

cc: *

RECOMMENDED FOR APPROVAL DATE

RECOMMENDED FOR APPROVAL DATE

RECOMMENDED FOR APPROVAL DATE

APPROVED DATE

AN EQUAL OPPORTUNITY EMPLOYER
A DRUG-FREE WORKPLACE

STATE OF LOUISIANA
Department of Transportation & Development
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245

M.J."MIKE" FOSTER
GOVERNOR

FRANK M. DENTON
SECRETARY

November 30, 2000

(225) 237-12* FAX NO. (225) 237-1390

*

*

Dear *:

This is to advise you that the Department of Transportation and Development has accepted your bid of $_____ for Item(s) _____ bid on at the _____ letting. You are hereby authorized to commence the_____(demolition or removal)_____ of the above Item(s) on _____.

Enclosed is your fully executed copy of the contract dated _____ for the above captioned project.

_____(Demolition or Removal)_____ shall begin on the date stipulated with 60 calendar days to complete the ____(demolition or removal_____ and cleaning of the area. In the event of failure to complete this work within the time limit specified, the performace guaranty or bond will be subject to forfeiture to the Department.

If you have any questions concerning this matter, please contact _____, Real Estate District Manager, Department of Transportation and Development, _____, _____, Telephone _____.

Yours very truly,

*
PROPERTY MANAGEMENT AGENT

/
Attachments
cc: Mrs. Jeanie Broders

AN EQUAL OPPORTUNITY EMPLOYER
A DRUG-FREE WORKPLACE

STATE OF LOUISIANA
Department of Transportation & Development
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245

M.J."MIKE" FOSTER
GOVERNOR

FRANK M. DENTON
SECRETARY

November 30, 2000

(225) 237-12* FAX NO. (225) 237-1390

*

*

Dear *:

This is to advise you that the Department of Transportation and Development has rejected your bid of $_____ for Item(s) _____ bid on at the _____ letting.

We are returning _____ from _____ in the amount of $_____ submitted as your proposal guaranty.

If you have any questions concerning the rejection of your bid, please contact the undersigned, Real Estate Section, Department of Transportation and Development, P.O.Box 94245, Baton Rouge, LA 70804-9245, Telephone Number 1-800-256-3896.

Yours very truly,

*
PROPERTY MANAGEMENT AGENT

/
Attachments
cc: Mrs. Jeanie Broders

AN EQUAL OPPORTUNITY EMPLOYER
A DRUG-FREE WORKPLACE

*

UNITED STATES OF AMERICA

STATE OF LOUISIANA

PARISH OF *

KNOW ALL MEN BY THESE PRESENTS, That I, JAMES M. DOUSAY, REAL ESTATE ADMINISTRATOR, herein representing the Department of Transportation and Development, of the State of Louisiana, authorized by Policy and Procedure Memorandum Number 44, dated August 24, 1977, as amended, issued by the Secretary of the Louisiana Department of Transportation and Development, hereinafter referred to as Vendor, do by these presents grant, bargain, sell, convey, transfer, assign, set over, abandon, and deliver without any warranty whatsoever, even for the return of the purchase price, but with full substitution and subrogation in and to all the rights and actions of warranty which said Vendor has or may have against all preceding owners and vendors, unto *, hereinafter referred to as Purchaser, here present, accepting and purchasing for himself, his heirs and assigns, and acknowledging due delivery and possession thereof, all and singular, the following described property, to wit:

D E S C R I P T I O N

One (1) certain tract or parcel of land, and all of the improvements situated wholly or partially thereon, and all of the rights, ways, servitudes, privileges and advantages hereunto belonging or in anywise appertaining, situated in Section *, Township *, Range *, * Parish, State of Louisiana, and being more particularly described as follows:

*

TO HAVE AND TO HOLD the said property unto the said Purchaser, his heirs and assigns forever.

This sale is made and accepted for and in consideration of the price and sum of * ($*) DOLLARS cash, which the said Purchaser has well and truly paid in ready and lawful current money of the United States of America to the Vendor, who hereby acknowledges receipt thereof, and grants full acquittance and discharge therefore.

The above described property is surplus property, is not needed by the Vendor, and is being sold in accordance with the provisions of LRS 48:221, as amended.

Pursuant to Article 9, Section 4 of the 1974 Constitution of Louisiana, no mineral rights are being conveyed.

*Purchaser hereby acknowledges that the improvements acquired herein are in close proximity to the right of way line of the above cited highway project and hereby releases and relieves the Department of any and all liability and/or claims arising from said property.

There is expressly and particularly excluded from this conveyance by the Vendor, any and all right, title, and interest the Vendor has or may have in, to, and under any highway road, street, alley, railroad, or other right of way upon which the said conveyed property fronts and by which it is bounded.

Purchaser acknowledges by these presents that certain utility easements may exist on or across herein described property, and parties hereto agree that this sale and conveyance is made subject to any such existing utility easement.

*The purchaser acknowledges by these presents that the property hereinabove described fronts on a Controlled Access Highway and that all direct access to and from the adjacent property will be limited to such access as may be provided by frontage roads and this provision shall be and remain binding upon the said purchaser, their heirs, successors and assigns forever.

The hereinabove described property having heretofore been owned by said Vendor, a tax exempt body, has not been subject to taxation and there are no taxes due and owing.

IN WITNESS WHEREOF, the Vendor has executed these presents, in triplicate originals, together with the undersigned competent Witnesses and Notary on the _____ day of _____, 20 ____.

WITNESSES

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT OF THE STATE OF LOUISIANA

_____

BY:_____
REAL ESTATE ADMINISTRATOR

_____

ACKNOWLEDGMENT

STATE OF LOUISIANA:

PARISH OF EAST BATON ROUGE:

BEFORE ME, the undersigned authority this day personally appeared

_____, to me personally known to be the identical person whose name is subscribed to the foregoing instrument as an attesting witness, who being first duly sworn on his/her oath, says: That he/she subscribed his/her name to the foregoing instrument as a witness, and that he/she knows _____ who executed the same and saw him/her sign the same as his/her voluntary act and deed, and that he/she, the said _____, subscribed his/her name to the same at the same time as an attesting witness.

_____
AFFIANT

SWORN TO and subscribed before me, this _____ day of _____, 20___.

_____
NOTARY PUBLIC
DEPARTMENT OF TRANSPORTATION
AND DEVELOPMENT
STATE OF LOUISIANA

IN WITNESS WHEREOF, the Purchaser has executed these presents, in triplicate originals, together with the undersigned competent Witnesses and Notary on the _____ day of _____, 20_____.

WITNESSES TO PURCHASER'S SIGNATURE

_____

_____

_____

_____
NOTARY PUBLIC

REFERRED TO

_____ REFERRED FOR ACTION
_____ ANSWER FOR MY SIGNATURE
_____ FOR FILE
_____ FOR YOUR INFORMATION
_____ FOR SIGNATURE
_____ RETURN TO ME
_____ PLEASE SEE ME
_____ PLEASE TELEPHONE ME
_____ FOR APPROVAL
_____ PLEASE ADVISE ME

BY _____ DATE _____
BY _____ DATE _____
BY _____ DATE _____

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
INTRADEPARTMENTAL CORRESPONDENCE

MEMORANDUM

(225) 237-12* FA X NO. (225) 237-1390

TO: MR. JAMES DOUSAY
DIRECTOR OF REAL ESTATE

FROM: *
PROPERTY MANAGEMENT AGENT

DATE: November 18, 1998

SUBJECT: Bids for Purchase of UR/Excess Property
Project No. * Parcel No. *
* PARISH

Attached is a tabulation of the bids received from the public for purchase of the referenced property.

I have reviewed the bid(s) and recommend:

_____ Acceptance of bid in the amount of $* submitted by *.

Remarks: _____

_____ Rejection of all bids.

Remarks: _____

If you concur with this recommendation, please indicate by signing below.

If you wish an alternate disposition, please indicate below: _____

/
Attachment
cc: Mrs. Carol B. Hissong
Mrs. Jeanie Broders

_____ _____
RECOMMENDED FOR APPROVAL DATE

_____ _____
RECOMMENDED FOR APPROVAL DATE

_____ _____
RECOMMENDED FOR APPROVAL DATE

_____ _____
APPROVED DATE

AN EQUAL OPPORTUNITY EMPLOYER
A DRUG-FREE WORKPLACE

STATE OF LOUISIANA
Department of Transportation & Development
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245

M.J."MIKE" FOSTER
GOVERNOR

KAM K. MOVASSAGHI,
Ph.D, P.E.
SECRETARY

(225) 237-1205 FAX NO. (225) 237-1390

December 12, 2000

*

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

*

SUBJECT: Sale of Land
*

Dear *:

This is to advise you that the Department of Transportation and Development has accepted your bid of $* for Item(s) * for the * letting.

In order to complete the Act of Sale on this property, it will be necessary for you to submit a cashier's check, certified check or money order in the amount of $*, which is the balance due, within fifteen (15) days from receipt of this letter.

As soon as same is received, the Act of Sale will be forwarded to you for proper execution.

If further information is required, please contact *, who is handling this matter, telephone number *.

Yours very truly,

JEANIE BRODERS
PROPERTY MANAGEMENT OFFICER

JB

cc: Mrs. Carol B. Hissong

AN EQUAL OPPORTUNITY EMPLOYER
A DRUG-FREE WORKPLACE

REFERRED TO

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
INTRADEPARTMENTAL CORRESPONDENCE

____ REFERRED FOR ACTION
____ ANSWER FOR MY SIGNATURE
____ FOR FILE
____ FOR YOUR INFORMATION
____ FOR SIGNATURE
____ RETURN TO ME
____ PLEASE SEE ME
____ PLEASE TELEPHONE ME
____ FOR APPROVAL
____ PLEASE ADVISE ME

BY _____ DATE _____
BY _____ DATE _____
BY _____ DATE _____

MEMORANDUM

(225) 237-12* FAX NO. (225) 237-1390

TO: MR. SALVADOR F. FALDETTA
DOTD FINANCIAL SERVICES ADMINISTRATOR

FROM: *
PROPERTY MANAGEMENT AGENT

DATE: December 1, 2000

SUBJECT: Sale of *

Attached is *, in the amount of $*, dated *, drawn on * and * in the amount of $*, dated *, drawn on *, from *, in favor of the Department, as payment for * property.

Please credit the proper funds and initial the attached copy and return to this office as receipt for our files.

/

Attachments

cc: Mrs. Jeanie Broders

AN EQUAL OPPORTUNITY EMPLOYER
A DRUG-FREE WORKPLACE

_____ _____
RECOMMENDED FOR APPROVAL DATE

_____ _____
RECOMMENDED FOR APPROVAL DATE

_____ _____
RECOMMENDED FOR APPROVAL DATE

_____ _____
APPROVED DATE

Tabulation of Bids Received on State Project No. *

Project No.

Hwy.

Parish

Route No. Length Miles

Type * (Demolition, Sale of Land/Building)

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION
AND DEVELOPMENT

Date Bids received up to o'clock.

To be opened and read at

Extensions checked by

Checked against proposals by

	NAME OF BIDDER												
UNIT PRICE	AMOUNT	ITEM NO.	QUANTITY	UNIT	ITEM	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
			(Item No)										
		*	(Description)										
					(Min Bid)								
					AMOUNT PROPOSAL GUARANTY ENCLOSED	$			$		$		$
					AMOUNT PROPOSAL GUARANTY REQUIRED*	$ *			$ *		$ *		$ *

UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
		* (Item No.)											
		* (Description)											
				$		$		$					
				$	*	$	*	$	*				

STATE OF LOUISIANA
Department of Transportation & Development
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245

M.J."MIKE" FOSTER
GOVERNOR

KAM K. MOVASSAGHI, Ph.D, P.E.
SECRETARY

November 30, 2000

*

SUBJECT: * (Action)
(Part *) (*Date/*Contract No.)

Dear Gentlemen:

Attached hereto are page(s) * all revised * (date) for the proposal on the captioned project for which bids will be received on Thursday, * (date).

Please substitute these revised sheets for like sheets in the proposal previously furnished you and bid accordingly.

Sincerely,

*
PROPERTY MANAGEMENT AGENT

/

Attachments

CC: * (addendums)
* (your manager)
* (District Manager)
* (Property Management Officer)

AN EQUAL OPPORTUNITY EMPLOYER
A DRUG-FREE WORKPLACE

DATE	VENDOR NO.	VOUCHER NO.	INVOICE NO.	DOCUMENT NO.
				496993

NOTICE TO VENDOR: Invoices must be rendered, as per instructions, direct to the FINANCIAL SERVICES SECTION, DEPARTMENT OF TRANSPORTATIO AND DEVELOPMENT, BATON ROUGE, LA. 70804

NAME AND ADDRESS OF VENDOR

1

DOTD 03-15-0504
(Rev. 8/91)

STANDARD STATE INVOICE

F 507 A

DELIVER TO DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

REFERENCE OR DOCUMENT NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
	Payment for advertising Sale of 2 (Part 3)(date/ 4 Contract No.) on (dates) 5 .			$ 6
	STATE PROJECT NO. 7			
	Parcel No. 8			
			TOTAL	$

FUND	APP'N	DIST OR SECT.	PARISH NO.	IDENT CODE	SYS CODE	AUTH. CODE	CONTROL UNIT OR EQUIPMENT NO.		PROJECT NO.	FUNCTION (ACCOUNT)	OBJECT	DEBIT	CREDIT
01	97	23	99		6	016				039	226	$	

Date _____

Approved By _____

Title PROPERTY MANAGEMENT OFFICER

STATE OF LOUISIANA
Department of Transportation & Development
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245

M.J."MIKE" FOSTER
GOVERNOR

KAM K. MOVASSAGHI, Ph.D, P.E.
SECRETARY

November 30, 2000

WITHDRAWAL

*

*

SUBJECT: * (Sale of Land etc.)
(Part *) (*Date/*Contract No.)
Parcel No. *

Dear Gentlemen:

Please be advised that the subject has been withdrawn from the (*date), letting. All bids previously submitted will be returned.

*This item will be rebid at a later date. (IF WILL BE RE-BID ADD)

We apologize for any inconvenience this may have caused.

Sincerely,

*
PROPERTY MANAGEMENT AGENT

/

Attachments

CC: * (your manager)
* (District Manager)
* Mrs. Jeanie Broders

AN EQUAL OPPORTUNITY EMPLOYER
A DRUG-FREE WORKPLACE