

MINIMUM SERVICE REQUIREMENTS:

This solicitation is to establish a Statewide Contract for the State of Louisiana to furnish parking spaces for state employee travelers on State business in the vicinity of the New Orleans International Airport located at 1 Terminal Dr, Kenner, LA 70062. Vendors must quote prices on a daily and weekly rate.

The fees placed under contract shall be available to all state travelers parking during the contract period (July 1, 2021 thru June 30, 2022).

The State of Louisiana seeks special parking rates available to all state travelers similar to corporate or AAA rates.

Any fees placed under contract will apply seven (7) days a week. Lower fees offered to the general public by the contract agent should also be available to the State.

Per the Louisiana Department of Revenue, any state traveler(s) on official State business are exempt from state sales tax. This contract must be inclusive of all other applicable taxes.

Distance from Airport must be one (1) mile or less from the New Orleans International Airport located at 1 Terminal Dr, Kenner, LA 70062.

Awarded vendor shall have an active online reservation system. Awarded vendor shall assign the State of Louisiana a link and a special code for online reservations that will reflect a discounted rate and waiver of no state sales tax. No documents shall be required prior to exiting the parking lot with online reservation.

Awarded vendor must provide shuttle service from parking area to airport terminal gates, and return service to parking area, operational 24 hours.

Awarded vendor must provide security during operational hours, either in the form of security guards on the lot, or security cameras/fencing, etc..

State travelers that do not make online reservations will be required to provide a tax exemption form, along with a State Badge/Identification and/or a State of Louisiana business card, if required.

State travelers will be furnished a parking coupon supplied by the contractor; or contractor agrees to accept State identification in lieu of coupons.

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The State shall not be subject to length of stay, capacity control requirement or other special requirements; however, state travelers may elect to utilize any such arrangements which provide a fee which is less than the contract fee.

RESERVATIONS AND TICKET SALES:

The Division of Administration, Office of State Travel Department shall notify governmental units of the availability of contract parking.

EVALUATION:

All responsive bidders must answer and submit Attachment C - Vendor Questionnaire with their bid submission, along with any documentation needed to verify their compliance with the specifications listed herein.