

City of Shreveport, Louisiana



SALE OF SURPLUS IMMOVABLE PROPERTY (i.e. REAL PROPERTY)

INVITATION FOR BID

IFB #26-010

Sale of Surplus Immovable Property – Formerly Community Development - 401 Texas Street

INDEX

| INDEX OF BID FORMS | Page Numbers |
|--|--------------|
| Bid Invitations (DO NOT RETURN THIS PAGE) | 2 |
| Property Description | 3 |
| Instructions to Bidders | 4-5 |
| Bid Form (COS BID FORM #1) MUST BE RETURNED WITH YOUR BID | 6 |
| Bid Bond Form (COS BID FORM #2) MUST BE RETURNED WITH YOUR BID. | 7 |
| Format for the Return Envelope | 8 |

IF ANY REQUIRED BID FORMS ARE OMITTED, YOUR BID MAY NOT BE CONSIDERED

ATTACHMENT

| | |
|---|----------|
| Appraisal Report Dated December 2, 2024 | 98 pages |
| Ordinance | 4 pages |

This IFB may be downloaded from The City of Shreveport's web site at www.shreveportla.gov/Solicitations. It shall be the Bidder's responsibility to make inquiry as to the addenda issued. All inquiries pertaining to this request shall reference the IFB number as shown above. Revised 08-15-2017

AN INVITATION FOR YOU TO RESPOND WITH A FORMAL SEALED OR ELECTRONIC BID

| | | | |
|-------------------|---|---------------|------------------|
| DATES ADVERTISED: | January 29, 2026 February 5, 2026 February 12, 2026 | Mailing Date: | January 29, 2026 |
|-------------------|---|---------------|------------------|

DO NOT RETURN THIS PAGE – FAXED OR EMAILED BIDS NOT ACCEPTED

| | | |
|---|---|--|
| INVITATION FOR BID (IFB) City of Shreveport Renee Anderson, Purchasing Agent MBA, CPPO, CPPB, NIGP-CPP |  | SEALED BIDS SHOULD BE HAND DELIVERED OR MAILED TO: City of Shreveport Office of the Purchasing Agent Government Plaza 505 Travis Street; Suite 610 Shreveport, LA 71101-3042 |
|---|---|--|

| | | |
|--|--------------------------|-----------------------------|
| BID MUST BE RECEIVED NOT LATER THAN 2:00 P.M. ON: | February 26, 2026 | THEN PUBLICLY OPENED |
|--|--------------------------|-----------------------------|

Bid Number: IFB 26-010

**Bid Title: Sale of Surplus Immovable Property – Formerly
Community Development - Located at 401 Texas Street**

PREBID CONFERENCE: N/A

| | | | |
|-----------------------------|--|---|---------------------|
| E-MAIL QUESTIONS TO: | angela.mcnicoll@shreveportla.gov | 7 working days before the opening or fax to: | 318-673-5408 |
|-----------------------------|--|---|---------------------|

Bids received after the time specified for opening cannot be considered for an award.

PROPERTY DESCRIPTION

Surplus Immovable Property (i.e. real property) and all improvements thereon – Formerly Community Development

Municipal Address: 401 Texas Street, Shreveport, LA 71101

Legal Description: Lots 15 & 16, Blk. 32, Shreveport, GEO #181437-138-31

Land Description: The site contains approximately 12,057 square feet, described without benefit of a survey, and the shape is rectangular. It fronts about 80.38 feet on the south side of Texas Street, with a depth of brand 150 feet, on the west side of Edwards Street, a corner site. The valuer is not aware of any adverse easements or encroachments. The site is level and at grade. It has service by public utilities. It is zoned D-1-CBD Downtown Core Sub-District, and the current use seems compliant.

Improvement Description: Improvements include an existing 61,800 square foot property that includes a Four-Story Office Building with 37,370 square feet of finished office area and 9,800 square feet of unfinished area, described with benefit of plans, but no written specifications. The municipal address is 401 Texas Street. The construction is concrete and steel with finished marble and concrete exterior walls. The interior includes predominantly painted and vinyl papered panels and drywall, and the flooring is predominately tile, and carpet. Site improvements include concrete parking and drive area, in the basement, which once served as a drive-up banking teller area. The property is an average condition, except that the fourth floor is about 82% unfinished. The type of construction is similar to average quality, “steel reinforced masonry” construction.

INSTRUCTIONS TO BIDDERS

1.0 AWARD CRITERIA

- 1.1 In accordance with Ordinance No. 100 of 2025 the hereinabove described property and all improvements thereon shall be bidded and awarded as one (1) single item to the *highest responsive and responsible bidder* by the advertisement for sealed bids.
- 1.2 The **minimum bid** for the hereinabove described property and all improvements thereon is to be fixed at **EIGHT HUNDRED AND FIFTY THOUSAND DOLLARS (\$850,000.00)**, the *appraised fair market value*. Bids below the fixed "minimum bid" amount cannot be accepted.

2.0 TIME LIMIT

- 2.1 Your bid will be considered as a firm offer for not less than forty-five (45) days from date submitted.
- 2.2 In order for your sealed bid to be considered for an award you must turn it in to the Office of the Purchasing Agent not later than the time and date specified herein.
- 2.3 Bids received after 2:00 p.m. on the date specified for the receipt thereof shall not be considered for an award.

3.0 BID FORMAT

- 3.1 All bids must be submitted in the City of Shreveport bid format provided herein and must be signed by an official of the bidding firm who has specific authorization to obligate himself/herself and/or his/her firm to the terms of this bid.
- 3.2 Each sealed bid shall include a **bid bond** or a **bank cashier's check** for **ten percent (10%) of the bid**. If this bid bond or bank cashier's check is not included with the sealed bid, the bid shall be rejected. No personal checks can be substituted for the bid bond or the bank cashier's check for ten percent (10%) of the bid. This bid bond or bank cashier's check shall be made payable to: *City of Shreveport*.

The successful bidder's bid bond or bank cashier's check shall be held by the City Purchasing Division until the sale is closed and shall be subject to forfeiture in the event the Purchaser does not purchase the subject property pursuant to his/her bid.

In the case of unsuccessful bids, the bid bond or bank cashier's check submitted with the bid shall be returned by the City to the unsuccessful bidder(s) once the successful bid is awarded.

4.0 PAYMENT

- 4.1 The successful bidder shall have forty-five (45) days from the notification of the award of bid by the City which to purchase the hereinabove described property.
- 4.2 The City's Property Management Section, or its designee, shall prepare the Act of Sale and conduct the closing. All costs of any survey, title examination, title insurance, and the recording of the cash sale deed with the Caddo Parish Clerk of Court shall be paid for by the Purchaser.

5.0 DIRECTIONS FOR SUBMITTING BIDS

- 5.1 Envelopes containing bids must be sealed, marked, and addressed as follows. See the envelope format on page 10 of this solicitation.

CITY OF SHREVEPORT
OFFICE OF THE PURCHASING AGENT
505 TRAVIS STREET, SUITE 610
SHREVEPORT, LOUISIANA 71101

Envelopes to be marked in the lower left corner:

BID NUMBER: IFB # 26-010

ITEM/PROJECT NAME: Sale of Surplus Immovable Property – Formerly Community Development - located 401 Texas Street, Shreveport, Louisiana 71101.

- 5.2 The sealed bids will be stamped with the time and date by the Purchasing Office as soon as they are received in Government Plaza, 505 Travis Street, Suite 610, Shreveport, Louisiana 71101.

INSTRUCTIONS TO BIDDERS (continued)

6.0 TERMS OF SALE

- 6.1 During the bid process, prospective bidders shall be granted access to the premises at all reasonable times for the purpose of inspection, including inspections by professionals and experts, and for survey of the property; if desired. Prospective bidders shall contact SPAR to set up an appointment with at least 24 hours' notice: Russell DeLancy, e-mail russell.delancy@shreveportla.gov or phone 318-673-7838.
- 6.2 The successful bidder shall have forty-five (45) days from the notification of the award of bid by the City within which to purchase the hereinabove described property.
- 6.3 The City's Property Management Section, or its designee, shall prepare the Act of Sale and conduct the closing. All costs of any survey, title examination, title insurance, and the recording of the cash sale deed with the Caddo Parish Clerk of Court shall be paid for by the Purchaser.
- 6.4 Occupancy of the premises shall be granted to the Purchaser on the date of sale.
- 6.5 In the event that the City of Shreveport's title is not valid and cannot be cured within a reasonable period of time and at a reasonable expense, as evidenced by the Seller's inability to obtain for Purchaser a policy of owner's title insurance, without exceptions to ownership, at the standard cost of said policy, then the bid bond/cashier's check submitted by the successful bidder or purchaser shall immediately be returned to Purchaser and Seller shall pay Purchaser for his/her reasonable out-of-pocket expenses, such as survey fees, attorney fees and banking fees, but the City shall not be liable for travel expenses, mileage, loss of income, loss of usage and/or loss of enjoyment of the property.
- 6.6 The Act of Sale shall contain the following conditions and paragraphs similar to the following:
- 6.6.1 To the extent permitted by law, the City shall reserve unto itself *all oil, gas and other minerals and mineral rights*, whatsoever, *in, on or under* the described Property to be transferred.
- 6.6.2 To the extent permitted by law, the City shall reserve unto itself *all air rights*, whatsoever, *in or above* the described Property to be transferred to the extent it does not infringe on federal regulations or statutory impositions.
- 6.6.3 The Seller conveys the hereinabove described property and the improvements and the structure and/or structures located upon the hereinabove described property in "AS IS" condition and the Purchaser acknowledges that the hereinabove described property and the improvements and the structure and/or structures are sold "AS IS" and without any warranty except that of Seller's ownership and to be free from and unencumbered by any liens, encumbrances and/or mortgages. The Purchaser acknowledges that he/she inspected the hereinabove described property and the improvements and the structure and/or structures and accept the said hereinabove described property and the improvements and structure and/or structures in "AS IS" condition. The Seller conveys the said hereinabove described property and the improvements and the structure and/or structures to Purchaser without any warranty of condition whatsoever and particularly concerning latent defects which, although unknown to both parties, may exist in said improvements and the structure and/or structures. [Latent defects include but are not limited to damage from wood boring insects, structural damage, defective and/or inoperable appliances, defects in the heating and/or cooling system, defects in the water system, defects in the sewerage system and/or defects in the electrical system.] The Purchaser acknowledges that he/she is not relying upon any representation, statement or warranty that has at any time been made by the Seller or any of its designated agents, as to the physical condition or state of repair of the premises herein sold in any respect and that the purchase price takes into consideration the present condition of the said premises. The Purchaser waives all rights to seek repairs and/or rescission of the sale, including but not limited to Louisiana's implied in law warranties and/or redhibition. The Purchaser acknowledges this said waiver of the implied in law warranty under Louisiana [Civil Code Article 2520](#), et seq, and/or for diminution of the purchase price pursuant to Louisiana [Civil Code Article 2541](#), et seq. and/or for fitness for the Purchaser's ordinary or intended use pursuant to Louisiana [Civil Code Article 2524](#), et seq. This said comprehensive waiver being a waiver of all warranties of condition and all rights to any subsequent redhibitory action or any other similar action against the Seller.

7.0 CHANGES TO THE BID DOCUMENTS

- 7.1 Changes to the information listed herein shall only be made by a written amendment.
- 7.2 It shall be the Bidder's responsibility to make inquiry as to the amendments issued before any bid is submitted.
- 7.3 The City of Shreveport reserves the right to cancel and/or reject any and/or all bids and to waive insignificant requirements.

CITY OF SHREVEPORT, LOUISIANA
COS BID FORM #1
 (RETURN ONE ORIGINAL OF THIS BID FORM)

IFB 26-010 Sale of Surplus Immovable Property – Formerly Community Development - 401 Texas St.

I have inspected the property being offered for sale by the City of Shreveport, Louisiana more fully described below, and hereby bid the amount(s) as follows:

| Item# | Description | Minimum Bid | Bid Amount |
|-------|---|--|------------|
| 1. | <p>401 Texas Street, Shreveport, Louisiana, 71101</p> <p>Lots 15 &16, Blk. 32, Shreveport, GEO #181437-138-31</p> <p>The site contains approximately 12,057 square feet, described without benefit of a survey, and the shape is rectangular. It fronts about 80.38 feet on the south side of Texas Street, with a depth of brand 150 feet., on the west side of Edwards Street, a corner site. The valuer is not aware of any adverse easements or encroachments. The site is level and at grade. It has service by public utilities. It is zoned D-1-CBD. Downtown Core Sub-District, and the current use seems compliant. Improvements include an existing 61,800 square foot property that includes a Four-Story Office Building with 37,370 square feet of finished office area and 9.800 square feet of unfinished area, described with benefit of plans, but no written specifications.</p> | <p>EIGHT HUNDRED AND FIFTY THOUSAND DOLLARS</p> <p>(\$850,000)</p> | |

I, the undersigned Bidder, declare and certify the following:

1. I have specific legal authorization to obligate myself and/or my firm to the terms of this bid; and
2. I have examined the *Invitation for Bid* (IFB) and the *Instructions to Bidders* and hereby promise and agree that, if this bid is accepted, I will faithfully fulfill the terms of this bid; and
3. I certify that this bid is without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same items, and is in all respects fair and without collusion or fraud; and
4. I, the undersigned Bidder, understand and agree that if my bid is accepted, I will have 45 days to purchase the property; and
5. Each sealed bid shall include a bid bond or a bank cashier's check for ten percent (10%) of the bid.

| | | | |
|------------------------------|--|---|--|
| BIDDER'S NAME: | | NUMBER OF ADDENDA RECEIVED: | |
| AUTHORIZED SIGNATURE: | | AUTHORIZED SIGNATURE (TYPED OR PRINTED): | |
| TITLE: | | DATE: | |
| PHONE NUMBER(S): | | EMAIL ADDRESS: | |

COS BID FORM #2-Must use this Form if a Paper Bid

BID BOND

(For a paper bid, one original required of all Bidders with Power of Attorney attached. For an electronic bid, an electronic bid bond or a paper bond will still be accepted if received before the bid opening)

Date: _____

KNOW ALL MEN BY THESE PRESENTS:

That _____ of _____, as Principal, and _____, as Surety, are held and firmly bound unto the City of Shreveport, in the full and just sum of five (5%) percent of the total amount of this bid, including all alternates, lawful money of the United States, for payment of which sum, well and truly be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally firmly by these presents.

Surety represents that it is listed on the current U. S. Department of the Treasury Financial Management Service list of approved bonding companies as approved for an amount equal to or greater that the amount for which it obligates itself in this instrument or that it is a Louisiana domiciled insurance company with at least an A - rating in the latest printing of the A. M. Bests Key Rating Guide. If surety qualifies by virtue of its Bests listing, the Bond amount may not exceed ten percent of policyholders surplus as shown in the latest A. M. Bests Key Rating Guide.

Surety further represents that it is licensed to do business in the State of Louisiana and that this Bond is signed by suretys agent or attorney-in-fact. This Bid Bond is accompanied by appropriate power of attorney.

THE CONDITION OF THIS OBLIGATION IS SUCH that, whereas said Principal is herewith submitting its bid to the Obligee on a Contract for:

IFB 26-010 Sale of Surplus Immovable Property – Formerly Community Development
at 401 Texas Street, Shreveport, Louisiana 71101

NOW, THEREFORE, if the said Contract be awarded to the Principal and the Principal shall, within such time as may be specified, enter into the Contract in writing and give a good and sufficient bond to secure the performance of the terms and conditions of the Contract with surety acceptable to the Obligee, then this obligation shall be void; otherwise, this obligation shall become due and payable.

PRINCIPAL (BIDDER)

SURETY

BY: _____
AUTHORIZED OFFICER-OWNER-PARTNER

BY: _____
AGENT OR ATTORNEY-IN-FACT(SEAL)

FROM:

PLEASE RUSH TO:

CITY OF SHREVEPORT
OFFICE OF THE PURCHASING AGENT
505 Travis Street, Suite 610
SHREVEPORT, LOUISIANA 71101-3042

SEALED BID FOR:

| | |
|-----------------------------|---|
| IFB #: | 26-010 |
| Item / Project Name: | Sale of Surplus Immovable Property – Formerly Community Development 401 Texas St., Shreveport, Louisiana 71101 |
| Opening Date/Time: | |

----- Cut Here -----

**Attention: Use this cover sheet format on the outside of your container when responding with a paper bid.
We do not accept faxed or emailed responses for formal solicitations! Revised 10/07/25**