



CAROL L. MICHEL
CLERK OF COURT

**SHARED ADMINISTRATIVE SERVICES
U.S. DISTRICT COURT & U.S. PROBATION OFFICE
EASTERN DISTRICT OF LOUISIANA
500 POYDRAS STREET
ROOM B-208
NEW ORLEANS, LA 70130**



VERONICA RAMIREZ
CHIEF PROBATION OFFICER

***Open Market Request for Proposals
Lowest Price, Technically Acceptable
Employee Parking***

June 25, 2021

Solicitation Number: 21-0001

To: All Parking Vendors

The United States District Court for the Eastern District of Louisiana, New Orleans, Louisiana is interested in providing subsidized parking for its employees for the period September 1, 2021 through August 31, 2022.

Attached is a multi-page document (Request for Proposals) that the Court is required to distribute to all potential vendors. This document provides all necessary information.

To submit an offer please complete the section captioned "OFFER" on the first page, items 12 through 18, and provide all information in the entire document as applicable. Please return the completed solicitation via e-mail to Alexis_Koeppen@laed.uscourts.gov, mail, or fax to (504) 589-7522, by **12:00 P.M. on Friday, July 9, 2021. All offers must be valid for 60 days.**

Award of this contract is contingent upon availability of fiscal year 2021 funds, and the interest of court employees.

If you would like to include additional information, you may do so by letter and attach the same to the Request for Proposals when it is returned to this office. If you have any questions, please contact Alexis Koeppen at (504) 589-7675.

Thank you,

Alexis C. Koeppen

Alexis Koeppen
Contracting Officer