Flyer No. 2026-215

County of Los Angeles Chief Executive Office Real Estate Division

FLYER SEEKING INTEREST TO LEASE SPACE

Department of Public Health

Westside and Surrounding Areas

The County of Los Angeles (County) Chief Executive Office (CEO) Real Estate Division (RED) is requesting information for available space to lease to the County in the Culver City, Inglewood, Ladera Heights, Westchester, Baldwin Hills and LAX areas. Below is general information about the space needs. Upon receipt of general information about available space, the County will follow up on those properties of interest.

GENERAL SPACE NEEDS

County Department/Program: Public Health / West District Office

Search Area: Westside and surrounding areas: Culver City, Inglewood, Ladera Heights, Westchester, Baldwin Hills and LAX, as depicted in the attached map.

Square Footage: Approximately 12,384 square feet of office space

Move in Date: Immediate

Parking: 75 parking spaces for staff plus public parking

Tenant Improvement: Tenant improvement work is expected to include construction of private offices, open space for placement of systems furniture, conference and various specialty use rooms.

Lease Term: Initial term of up to 10 years and a 5-year option.

Lease Type: A full-service gross lease direct with the property owner, which would include complete interior and exterior maintenance and repairs, custodial services and utilities provided by Landlord.

SUBMISSION INSTRUCTIONS

County will only review responses directly from building owners or their authorized listing broker representative possessing a current written listing agreement for the offered premises and or building.

All communication regarding this Flyer or any matter relating thereto must be in writing. If you have any questions about this Flyer or need additional information to help you respond to this Flyer, please email your questions to Leaseacquisitions@ceo.lacounty.gov AND *Jordan.fajardo@cushwake.com* with the subject line "*Question regarding Flyer No. 2026*-215 – *DPH Westside and Surrounding Areas"*.

If you are interested in responding to this Flyer, please submit a letter containing the information pursuant to this request. **Responses are due at or before 12:00 noon (Pacific Time) on Wednesday September 30, 2026**.

In order for responses to be considered, a response must be sent by **email** to **both**: *Jordan.fajardo@cushwake.com* and Leaseacquisitions@ceo.lacounty.gov with the subject line *"Response to* Flyer No. 2026-215 – *DPH Westside and Surrounding Areas"*. Responses should be attached in a PDF file to the emails. Oral or telephonic submissions will not be considered.

All Flyer questions or submission will receive a confirmation email from the County that the message has been received.

Neither the responses nor any information made as part of the responses will be returned to the respondent.

COUNTY'S RIGHTS AND RESPONSIBILITIES

This Flyer does not commit the County to enter into a lease or contract for any services whatsoever. The County shall not be liable in any way or have any responsibility for any costs incurred with the preparation, submittal, or presentation of any response to this Flyer.

The County's election to negotiate in its sole discretion with one or more parties, and the issuance of a subsequent Bulletin, should not be interpreted to suggest that the County will enter into exclusive negotiations with any single party. The County retains the right in its sole discretion to enter into exclusive negotiations with any one or more parties or none of the parties

The County is not responsible for representations made by any of its officers, employees, or other individuals acting or purporting to act on its behalf prior to the execution of a lease unless such understanding or representation is included in the lease.

Notwithstanding a recommendation of a Department, agency, or individual, the Board of Supervisors (**Board**) retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant agreement, and to determine which proposal best serves the interests of the County. The Board is the ultimate decision-making body and makes the final determination necessary to arrive at a decision to award, or not to award, a lease.

Respondents are hereby advised that this Flyer is requesting information only, and is not intended, and is not to be construed as, an offer to enter into a lease or as a promise to engage in any formal competitive bidding or negotiations pursuant to any statute, ordinance, rule, or regulation. The County may, at its sole discretion, reject any or all submittals received in response to this Flyer or may, in its sole discretion, reject all proposals and cancel this Flyer in its entirety. The County shall not be liable for any costs incurred by the respondent in connection with the preparation and submission of any response.

The County may investigate the qualifications and responsibility of any respondent under consideration, using any information available to the County. The County may

require confirmation of information furnished by a respondent, and require additional evidence of qualifications and responsibility to perform as described in this Flyer.

The County reserves the right to:

a. Reject any or all of submissions in its sole and absolute discretion;

b. Modify the response deadlines;

c. Negotiate the terms based on any submittal received;

d. Remedy errors in the Flyer;

e. Cancel the entire Flyer;

f. Issue subsequent Flyers;

g. Amend the Flyer before and after receipt of proposals, including modifying the Department's leasehold needs;

h. Request clarification from any or all respondents of any information contained in the submissions;

i. Request additional information from respondents as deemed necessary and appropriate by the County and to solicit additional information from third parties.

j. Conduct discussions with any or all of the respondents;

k. Exercise its discretion in evaluating submissions to determine the submission most advantageous to the County taking into account all terms and conditions;

l. Negotiate with any, all or none of the respondents;

m. Disqualify submittal(s) upon evidence of an organizational conflict of interest, false or misleading certifications or representations in its submission, or collusion with intent to defraud or other illegal practices on the part of the respondent(s);

n. Waive any minor deficiencies, informalities and/or irregularities in any submission or compliance by respondents with requirements for submission of proposals to the extent permitted by law;

o. Examine any books, records, accounts and other documents of any respondent as it relates to a submission.

NOTICE TO RESPONDENTS REGARDING THE PUBLIC RECORDS ACT

Responses to this Flyer become a matter of public record, except for those parts of each response which are justifiably defined as business or trade secrets, and plainly marked by the respondents as "Trade Secret," "Confidential," or "Proprietary."

The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. The respondents must specifically label only those provisions of their respective proposal which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

SEARCH AREA

Beverly Hills
HANCOCK PARK
CENTRAL LA
KOREATOWN
ECHO PARK
CHINATOWN
Los Angeles
BRENTWOOD
WESTWOOD
CENTURY CITY
MID-WILSHIRE
WEST LOS ANGELES
PICO-UNION
SKID ROW
SAWTELLE
MID-CITY
Culver City
CRENSHAW
LEIMERT PARK
Vernon
OCEAN PARK
MAR VISTA
View Park-Windsor Hills
SOUTH LOS ANGELES
DEL REY
Marina Del Rey
PLAYA VISTA
FLORENCE
Florence-Graham
Inglewood
Los Angeles International Airport
BROADWAY-MANCHESTER
WATTS
Lennox
NICKERSON GARDENS
HOLLY PARK
El Segundo
Hawthorne
Willowbrook