The New York State Association of County Health Officials (NYSACHO)

Request for Proposal Leased Office Space

The New York State Association of County Health Officials (NYSACHO) is requesting proposals from interested property owners or developers for a full service (or gross) lease of approximately 2,800 square feet of professional office space in Albany, NY.

Desired Office Space and building requirements:

1. Full compliance with Americans with Disabilities Act Title II Regulations; building codes; indoor air quality and fire codes.
2. All parts of building will be complete and weather tight.
3. Building should be climate controlled with functional air conditioning and heating units.
4. One (1) lockable executive office.
5. Six (6) private lockable offices, approximately 10x12 feet each. One of the six (6) will be used as a team breakout room.
6. One (1) lockable conference room, approximately 16x30 feet in area.
7. One (1) break room, with sink and adequate power for one refrigerator, microwave, coffee maker and other kitchen appliances. Break room should have adequate space for a table seating six employees.
8. One (1) lockable data closet approximately 8x8 in size.
9. One (1) entryway with adequate space for a welcome desk.
10. One (1) storage room for supplies and files, approximately 8x15 in size.
11. One (1) adequately sized janitorial closet, or space within storage room for cleaning supplies.
12. Access to ADA compliant restrooms either in the office space or shared by other building tenants.
13. Adequate power and data for employees, equipment, and conference rooms. Fiber-based communications is preferred.
14. Lockable facility with security system.
15. Ready access to reliable commercial telephone and data services.
17. Full snow and ice control services for entrances, sidewalks, and parking areas.
18. Office space must be well maintained by landlord and landlord should hold proven reputation of responsive and reliable response to renter’s requests for improvements.
19. Property owner shall renovate and improve space to meet NYSACHO’s requirements. Cost of renovation and improvements will be included in lease fee.
20. Initial term shall be a five (5) year lease.
21. Office space is needed during first quarter of 2022 (January-March).

RFP Proposals should include:

1. Entity name, address, contact information
2. Proposed business address
3. Proposer name, title, and date
4. Schematic plans and square footage
5. Confirmation that the above requirements can be accommodated, or that there is an alternate proposal from owner or developer for such requirements*

6. Cost proposal including amount per square footage

*NYSACHO will consider RFPs with alternate building requirements (e.g., shared conference room, break room, breakout space, kitchenettes, etc.)

No person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of a lease pursuant to this RFP or in the employment practices of the lessor under such lease, on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, state, or statutory law.

NYSACHO will not be responsible for or pay costs associated with the preparation, submittal, or presentation of any proposal.

Questions should be directed to Sarah Ravenhall, MHA, CHES, Executive Director, NYSACHO at sarah@nysacho.org or 518-475-8905.

Proposals should be submitted by **Monday, December 13 at 5:00PM**. Late proposals will not be accepted.