

**LEASING SPACE WANTED:
SP Canton, St. Lawrence County, New York**

Project Overview

The State of New York, Division of State Police (DSP) is seeking proposals from qualified landlords interested in entering into a twenty (20) year lease agreement for new construction or a five (5) year lease agreement for existing commercial space pursuant to the New York State Public Buildings Law, to provide approximately 6,000 usable square feet of general office space, in the Townships of Canton or Potsdam for approximately twenty-five (25) employees, for the New York State Police. To be a potentially qualified location, a building must be within a seven (7) mile radius of the intersection at County Rd 35 and US-11 Potsdam, NY 13676. The facility should have easy access to US-11.

Build-out Requirements

Consideration will be given to new construction and existing structures that offer professional office space which will be delivered for occupancy on a turn-key basis including, but not limited to, miscellaneous offices, patrol/ squad room, two locker rooms, a break room, rest rooms, a conference room, miscellaneous storage rooms and off street parking for approximately thirty-five (35) vehicles. Electric and telephone/data needs include standard office requirements, including duplex outlets and telephone/data outlets. Sufficient power for office equipment and electrical convenience outlets per code and generally accepted commercial construction standards should be provided. The building should also include the installation of an appropriately sized stand-by generator and automatic transfer switch. The leased premises shall comply with all ADA accessibility requirements. No specific floor plan is being provided as part of this RFI.

Executive Orders

- Executive Order 111 State Entities procuring leased space to fulfill their mandated program responsibilities are directed, to the best of their ability, to incorporate energy-efficient design, operations, and management practices, in any space they lease from private Landlords.

Terms

Proposals should be for a term of twenty (20) years for new construction or a term of five (5) years for existing commercial lease space. Proposed base rental rates shall reflect the cost of a "turnkey" lease and shall include: base taxes, repair and maintenance to the demised premises (including normal wear and tear) through the term, and on-site parking for thirty-five (35) visitor and fleet vehicles; terms and availability of any additional parking available to the Tenant should be noted on the Business Terms Sheet.

Eligibility / Qualifications/ Requirements/ Preferences

Proposals should include only sites within the geographic location described above. Submissions will be accepted, in writing, only from developers with site control, property owners, or their exclusive agents. The Superintendent of State Police at his sole discretion may reject any or all submissions. NYS Finance Law Sections 139-j and 139-k imposes certain restrictions on communications between an Offerer and the State during the procurement process. An Offerer is restricted from making contact to anyone other than designated staff: Sergeant Colleen Johnson, Administration or Sergeant Joseph Choiniere, Administration from the date of the issuance of this notification through final award and approval of the lease by the Office of the State Comptroller ("restricted period").

Some major factors in determining a potential lease location are fair market value, overall move costs, equitable lease terms and targeted occupancy dates. **Cost considerations, however, are of the utmost importance.** Accordingly, DSP is looking for Landlords to advance creative proposals for reducing costs and streamlining of operations in Leased Spaces.

Proposals must include a completed copy of the documents listed below:

Required: (All forms marked "Required" must be submitted with the proposal).

- OGS Contractor/Vendor Obligations Under State Finance Law Sections 139-j and 139-k Form

- [Landlord Disclosure Sheet](#)
- [Business Terms Sheet](#)
- [Building Information Review List](#)

Other Documents: (The following documents are provided for informational purposes).

- [NYSP Boilerplate Lease](#)
- [Material Specifications for Leased Facilities](#)
- [Appendix A](#)

The above listed documents are available on the New York State Police website http://troopers.ny.gov/Procurement/Contracts_and_Building_Leases/. All documents will be forwarded electronically. A valid e-mail address must be provided. Qualified respondents will receive a more detailed request for information package.

PROPOSAL DUE DATE AND CONTACT INFORMATION

Proposal due date: January 19, 2019

On or before the due date, send two (2) copies of your proposal to:

New York State Police – Administration
Building 22
1220 Washington Avenue
Albany, New York 12226-2252

e-mail NYSP.RFI@troopers.ny.gov

Facsimile [\(518\) 485-5051](tel:(518)485-5051), *Phone* [\(518\) 457-6621](tel:(518)457-6621)