

**LEASING GARAGE/SHIPPING/RECEIVING SPACE WANTED:  
NYSP Garage and Communications Shipping/Receiving Facility**

**Project Overview**

The New York State Police (NYSP) is seeking proposals from qualified landlords interested in entering into a five **(5)** or ten **(10)** year lease agreement with potential five **(5)** year renewal/s. The NYSP Garage and Communications Shipping/Receiving Facility would have to be located in Albany County, or surrounding counties, within twenty **(20)** miles of Troop G Headquarters/SP Latham (760 Troy Schenectady Road, Latham, NY, 12110) to be a qualified location. The Facility is intended to house vehicles and equipment assigned to Division Communications, provide maintenance and work space, as well as provide a location to conduct shipping/receiving operations for communications equipment. The Facility should be between five-thousand-five-hundred **(5,500)** and ten-thousand **(10,000)** square feet in size with adequate level surface to support vehicle traffic and parking for vehicle sizes up to thirty-six (36) feet, with GVWR of nineteen-thousand-and-five-hundred (19,500) pounds (e.g., trucks, trailers, etc...) and have a minimum overhead ceiling height of nineteen (19) feet. The Facility must include rollup (preferably pass-through) doors that are a minimum of fourteen (14) feet wide and fifteen (15) feet high, sufficient to facilitate the convenient ingress/egress of multiple trucks, trailers and other vehicles to be housed on site. The facility should have a "loading dock" type area with a dock lift and roll-up door. An adjacent parking lot with level paved surface sufficient for the maneuver and backing of a fifty-three (53) foot delivery vehicle to the "loading dock" area should be present/provided. The facility should include at least one (1) unisex rest room, at least one (1) potable water fixture and have adequate plumbing to support routine use. The space should be provided with adequate lighting (minimum ten-foot candle power) and be temperature controlled throughout to a minimum of fifty-five (55) degrees Fahrenheit. Adequate electrical service should be provided throughout the facility with the additional requirement of both 240V and 120V circuits at time of occupancy. The facility should be located in an area with adequate available voice and data services and provisions for voice and data infrastructure/wiring to be installed to support Communications operations. The Facility must comply with all applicable local, State and Federal requirements/regulations, all applicable codes and OSHA standards should be met.

**Build-out Requirements**

Consideration will be given to new construction and existing structures that offer space which will be delivered for occupancy on a turn-key basis. No specific floor Plan is being provided as part of this Request For Information (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 five **(5)** or **(10)** years. 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 ten **(10)** 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, NYSP 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 (October 2019)

The above listed documents are available on the New York State Police website

[http://troopers.ny.gov/Procurement/Contracts and Building Leases/](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: March 13, 2020**

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](mailto:NYSP.RFI@troopers.ny.gov)

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