



New York City Department of Citywide Administrative Services

PUBLIC NOTICE - REQUEST FOR PROPOSALS

Tenant Representative Services - PIN# 856060001544

PROPOSALS DUE 4-14-2009 AT 11:00 AM

The New York City Department of Citywide Administrative Services (DCAS) is seeking to award up to two contracts to provide tenant representative services. Such services include strategic planning for the space needs of an assigned portfolio of agencies, site location, market analysis, lease negotiations and architectural/engineering services. The Tenant Representative will negotiate leases and/or licenses for office and non-office space within all five boroughs of the City. The assignments will include the acquisition of new space, the renegotiation of leases due to the downsizing of City agencies and/or to obtain rentals more reflective of current market conditions and, when appropriate, the negotiation of lease renewals. All brokerage services must be performed by a broker duly licensed in the State of New York.

Interested parties may download the RFP from the City Record On-Line, at www.nyc.gov/cityrecord. The document may also be picked up from DCAS at 1 Centre Street, Municipal Building, 18th Floor, New York, NY 10007 between 9:00 a.m. and 5:00 p.m. on regular City business days.

An optional pre-proposal conference will be held on February 24, 2009 at 2:00 p.m. at the Department of Citywide Administrative Services, 1 Centre Street, 18th Floor Pre-bid Room, New York, NY 10007.

The proposal submission due date and time is April 14, 2009 at 11:00 a.m., to the attention of Erkan Solak, Deputy Agency Chief Contracting Officer at the Department of Citywide Administrative Services, Office of Contracts, 1 Centre Street, 18th Floor, New York, NY 10007.

Questions regarding the RFP should be addressed to: Erkan Solak, the Authorized Agency Contact Person, at Department of Citywide Administrative Services, Office of Contracts, (212) 669-3530 or esolak@dcas.nyc.gov.

This procurement is subject to goals for project participation by minority owned business enterprises (MBEs) and/or women owned business enterprises (WBEs) as required by Local Law 129 of 2005. The submittal of an M/WBE Utilization Plan or an approved waiver is a requirement of the bid submission (Refer to the 'Notice to Prospective Contractors' of the RFP for details).

<u>Due Date</u>	<u>Solicitation</u>	<u>Agency</u>	<u>Contact</u>	<u>Address</u>	<u>Published</u>
4/14/2009	Request for Proposals	DCAS / Office of Contracts	Erkan Solak (212) 669-3530 esolak@dcas.nyc.gov	1 Centre Street, 18th Floor N, New York, NY 10007	2/11/2009