



NOTICE OF SOLICITATION

REQUEST FOR PROPOSALS (RFP) ISSUED THROUGH THE PASSPort SYSTEM

PUBLIC HEALTH LABORATORY RELOCATION SERVICES

PIN: 26BS000700R0X00

EPIN: 81625P0003

The Department of Health and Mental Hygiene (“NYC Health Department” or “the Agency”) is seeking a qualified vendor to fully manage the relocation of NYC Health Department Public Health Laboratory (“PHL”) from the current location at 455 1st Ave., New York, NY 10016 (“Current PHL”) to the newly constructed PHL facility located at 40 West 137th St, New York, NY 10037 (“New PHL”). The selected vendor would develop, plan, coordinate, manage and move records, delicate laboratory equipment, scientific instruments, laboratory samples, supplies, chemicals, reagents, computers, accessories, and personal items. The vendor would also be responsible for post-move activities.

The contract term is anticipated to be for two (2) years from July 1, 2025 through June 30, 2027 with no renewal options.

There will be a Pre-Proposal Conference at 11:00 A.M. ET, on October 22, 2024, via teleconference. There will also be a Site Visit on a date and time to be determined, which will be provided in an addendum released through PASSPort. The Site Visit will be held by the Agency to give potential proposers an opportunity to view both the Current PHL and New PHL sites, which will begin at the Current PHL and conclude at the New PHL. Proposers will be responsible for their own transportation to both sites. Due to limited space, we are limiting the number of attendees by each proposer to two people for the Site Visit. Attendance by proposers is optional for both events, but strongly recommended by the Agency. Please RSVP for each event by 2:00 P.M. ET, on October 18, 2024, by completing the event registration form, which can be downloaded in the Documents tab of the RFX in PASSPort, and emailing it to RFP@health.nyc.gov. Please state “PHL RELOCATION SERVICES” in the subject line. Vendors who submit an RSVP will be provided an invitation via email to attend the selected event.

All questions must be submitted in writing to the Authorized Agency Contact person at RFP@health.nyc.gov. Questions submitted by October 11, 2024, will be addressed at the Pre-Proposal Conference. Answers to all questions received by the question deadline of October 29, 2024, will be provided in an addendum released through PASSPort.

This procurement is subject to participation goals for MBEs and/or WBEs as required by Section 6-129 of the New York City Administrative Code.

The RFP can be accessed through the [PASSPort Public Portal](#). If you do not have a PASSPort account, you must create one by visiting nyc.gov/passport in order to respond to the RFP. If you require assistance with creating a PASSPort account or responding to the RFP, please submit an inquiry to the [MOCS Service Desk](#).

Proposals are due on November 18, 2024 at 2:00 P.M. ET.