



NOTICE OF SOLICITATION

REQUEST FOR PROPOSALS (RFP) ISSUED THROUGH THE PASSPort SYSTEM

FACILITY MANAGEMENT SERVICES FOR THE PUBLIC HEALTH LABORATORY

PIN: 25BS003100R0X00

EPIN: 81624P0026

The New York City Department of Health and Mental Hygiene (“the NYC Health Department” or “the Agency”) is seeking an experienced facility manager to operate and maintain the New York City Public Health Laboratory Facility (“PHL” or “Facility”), including building structures, operating systems, and laboratory support functions. PHL is a vital part of the New York City public health infrastructure and performs multiple functions through provision of analytic biological and/or chemical testing and testing-related services that protect human populations from infectious diseases, foodborne and waterborne diseases, environmental hazards, and other natural and human-made public health emergencies.

The Contractor would oversee the physical aspects of the PHL, including its maintenance, repairs, replacement of buildings materials and equipment, and would ensure the welfare of its occupants. The Contractor would also coordinate and manage the daily activities and operations in the building, such as cleaning, waste disposal, maintenance, and repairs to the facility. The Contractor may also manage building construction projects at the PHL.

The contract term is anticipated to be for ten (10) years from January 1, 2026, to December 31, 2035, with no renewal options.

There will be a Pre-Proposal Conference at 1:00 P.M. ET, on March 25, 2025, via teleconference. The Agency may also hold a Site Visit to give potential proposers an opportunity to view the Facility. If a Site Visit is scheduled, the date and time of the visit will be provided in an addendum released through PASSPort. Due to limited space at the site visit, the Agency may limit the number of attendees by each proposer to one. 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 March 24, 2025, by completing the event registration form, which can be downloaded in the Documents tab of the RFP in PASSPort and emailing it to RFP@health.nyc.gov. Please state “FACILITY MANAGER ATTENDEE” 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 March 17, 2025, will be addressed at the Pre-Proposal Conference. Answers to all questions received by the question deadline of April 4, 2025, 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



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with creating a PASSPort account or responding to the RFP, please submit an inquiry to the [MOCS Service Desk](#).

Proposals are due on April 25, 2025 at 2:00 P.M. ET