

RFP #2020-289  
Request for Proposal  
Leased Office Space

1. Oneida County is requesting proposals from interested property owners or developers for a full service (or gross) lease of approximately 35,000 square feet of professional office space in the City of Rome, NY or City of Utica, NY. This space will be used by the Oneida County Department of Family and Community Services.
2. Office space and building requirements
  - 2.1. Full compliance with the Americans with Disabilities Act Title II Regulations.
  - 2.2. All parts of building envelope and roof will be complete and weather-tight.
  - 2.3. Climate controlled with temperature limits of 68dF to 74dF and a relative humidity level range of 30% to 60%.
  - 2.4. Full compliance with applicable building and fire codes.
  - 2.5. Approximately 50 foot-candles of light at desktop level.
  - 2.6. Comply with ANSI/ASHRAE Standards 62.1 and 62.2 for indoor air quality.
  - 2.7. 26 private lockable offices, approximately 10'x12' each.
  - 2.8. 3 conference rooms, approximately 12'x20' each.
  - 2.9. 1 break room, approximately 20'x20' with sink and adequate power for two (2) refrigerators.
  - 2.10. 1 adequately sized janitor closet per floor with sink and room for equipment and material storage.
  - 2.11. 1 lockable data closet, approximately 8'x8'.
  - 2.12. Open floorplan(s) for approximately 120 employees.
    - 2.12.1. Alternate 1: provide cubicles for approximately 120 employees. Cubicles shall be approximately 8'x8'.
  - 2.13. Adequate power and data for all employees, equipment, and conference rooms.
    - 2.13.1. All data cabling shall run to aforementioned data closet and comply with current industry standards for structured cabling.
  - 2.14. Minimum ceiling elevation of approximately 9'-0" with finished acoustical ceiling.
  - 2.15. Lockable facility with security system.
  - 2.16. Ready access to reliable commercial telephone and data services.
  - 2.17. Approximately 140 dedicated parking spaces with illumination generally in compliance with IESNA RP-20-98 recommendations.
  - 2.18. Full snow and ice control service for all entrances, sidewalks, and parking areas.
3. Property owner must be current on all tax levies.
4. Property owner or developer shall renovate and/or improve space to meet Oneida County's requirements. Cost of renovation and improvements will be included in lease fee.
5. Initial term shall be a five (5) year lease.
6. Office space is needed immediately and timing is critical. Occupancy schedule will be a primary consideration when evaluating lease proposals.

7. Proposals should include
  - 7.1. Proposer legal entity name
  - 7.2. Property owner legal entity name
  - 7.3. Proposed building address
  - 7.4. Proposer signature with name, title, and date
  - 7.5. Schematic plans reflecting minim space requirements
  - 7.6. Occupancy schedule
  - 7.7. Cost proposal
8. No person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of a lease pursuant to this RFP or in the employment practices of the lessor under such lease, on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, state, or statutory law. The successful Proposer pursuant to this RFP shall, upon request, show proof of such nondiscrimination.
9. Oneida County will not be responsible for or pay any costs associated with the preparation, submittal, or presentation of any proposal.
10. Questions should be directed to Mark Laramie at [mlaramie@ocgov.net](mailto:mlaramie@ocgov.net).
11. Proposal must be submitted via email by 4:00pm EST on July 17, 2020 to [mlaramie@ocgov.net](mailto:mlaramie@ocgov.net). Late proposals will not be accepted.