The City University of New York is seeking to award multiple contracts to qualified firms to provide Real Estate Representative Services. Such services shall include site location, market analysis, and lease negotiations. The Real Estate Representatives will assist the University in the negotiation of leases and/or licenses for office and non-office space within all five boroughs of the City. The assignments may include the renewal of leases and the negotiation of leases. All brokerage services must be performed by a broker duly licensed in the State of New York.

A copy of the solicitation that more fully describes the project, process, submission requirements, evaluation criteria, timeline, and contact information is available for downloading at www.cuny.edu/cunybuilds on March 1, 2016 at 12 Noon, and is also available for in-person pickup in a CD/DVD format during regular business hours at the CUNY Office of Facility Planning, Construction, and Management, 555 West 57th Street, 16th Floor, New York, NY, 10019. Proper identification such as a Driver’s License or Passport will be required at the building’s ground floor entrance.

All Proposals shall be delivered and received no later than 12:00 Noon, March 22, 2016, to the City University of New York, 555 West 57th Street, 16th Floor, New York, N.Y. 10019. Proper identification, such as a Driver’s License or Passport, will be required at the building’s Ground Floor entrance.

Any problems or concerns regarding this procurement process should be directed to CUCF/CUNY Authorized Agency Contacts, Michael Feeney, Michael Rabin, or Sammy Li, by e-mail at: cuny.builds@cuny.edu. In the subject line of your e-mail all bidders are to reference the project name and number.