



## **REQUEST FOR PROPOSAL**

Facility Rental for EMS Materials Management Space

Boston EMS

June 29, 2026

## I. Overview

The Boston Public Health Commission (BPHC) is the municipal public health department for the city of Boston. BPHC's mission is to work in partnership with communities to protect and promote the health and well-being of all Boston residents, especially those impacted by racism and systemic inequities.

Boston Emergency Medical Services (Boston EMS), a Bureau of the Boston Public Health Commission, is the City's municipal 9-1-1 pre-hospital service. Within Boston EMS' Support Service areas, the Materials Management division coordinates the acquisition and distribution of medical supplies for the department, including consumables, medications, and tangible equipment.

Boston EMS is seeking a facility for the department's Materials Management division.

## II. Scope of Work

Boston EMS is looking to lease a facility as soon as possible for an extended period. The lease term should be a minimum of 5 years, with longer term leases preferred.

The leased facility must meet the following specifications:

### A. Facility Location

- The facility must be located within the City of Boston, preferably in a central location near Boston Medical Center.
- The facility must provide easy access and egress for ambulances and large delivery trucks.
- The facility must have parking available or be proximate to accessible street parking for a minimum of 6 vehicles.
- The facility must have adequate utilities including water, heating and cooling, and continuous electricity.
- The facility must be compliant with all standards of the American with Disabilities Act and with all federal, state, and/or local building code regulations.
- The facility must be free of hazardous materials and air contaminants (including dust, mold, vapor, fumes, gases) must be at less than harmful levels.
- The facility must be pest and rodent free with pest remediation services as needed.
- The facility must be equipped with appropriate fire safety resources including working sprinkler systems and smoke detectors.

### B. Facility Interior

- The facility must have a loading area for pallet deliveries and ambulance restocking.
- The facility interior should preferably be between 8,000 and 10,000 square feet.
- The interior must include or have sufficient space to build out:
  - Waiting area with a counter, where crews can request supplies
  - Store-like pick-area with shelves for materials management personnel to readily pull items
  - Larger warehouse area for additional inventory and larger equipment
  - Two offices
  - Secure closet-sized area for medication storage

- Space for laundry
- Area with a drain for cleaning equipment
- Two restrooms
- The area must be pre-wired with an appropriate number of electrical outlets to allow for the use of standard office equipment.
- The location must allow for the installation of telecommunications equipment such as network switches and wireless access points to allow access to BPHC’s network.
- The landlord must allow for reasonable alterations of the space to satisfy the operational needs of the program (e.g., installing additional telephone jacks/electrical outlets, security systems, rearranging furniture, and addition of walls to achieve aforementioned interior design layout). The program shall not make any alterations to the leased premises without prior written consent of the landlord.

### III. Period of Performance

The effective date for providing the required product and services shall be from date of contract execution through **June 30, 2032** at minimum, depending on funding.

### IV. RFP Timeline

This timeline for response is described below.

Sunday, June 28, 2026	RFP Legal Notice publication in The Boston Globe
Monday, June 29, 2026	RFP is available online at <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by 10:00 AM EST. RFP will also be disseminated via e-mail to relevant networks
Thursday, July 9, 2026	Questions due in writing by 11:59 PM EST to: Laura Segal at <a href="mailto:segal@bostonems.org">segal@bostonems.org</a> Subject line – Facility Rental for EMS Materials Management Space
Tuesday, July 14, 2026	Responses to questions will be available online at <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by end of business day at 5:00PM EST.
Tuesday, July 21, 2026	RFP due by 11:59 PM EST Submit via email to Procurement@bphc.org, cc: Laura Segal at <a href="mailto:segal@bostonems.org">segal@bostonems.org</a> Subject line – [Vendor Name] RFP For EMS Materials Management Space  <b>NO EXCEPTIONS TO THIS DEADLINE</b>
Tuesday, July 28, 2026	Upon review of proposals, Boston EMS/BPHC will reach out to eligible agencies to schedule interviews and site visits.
Tuesday, August 25, 2026	Notification of Decision: Selected agencies will be notified by or before 5:00PM EST of the award. BPHC has the discretion to extend this date without notice to the bidders.

## V. Proposal Requirements

Please submit the following documents:

- A document describing in detail the leasable space in accordance with the specifications described in the Scope of Work as well as the respondent's experience leasing facilities to public sector agencies.
- A prospective lease for the proposed premises including the terms described above including the proposed rent for the first year of occupancy.
- Proposed multi-year options, including minimum and maximum number of years and associated rates.
- Site location map and address, indicating floor and unit number;
- Floor Plan/Diagram illustrating sizes and configuration of rooms/areas within leased office space;
- Summary of lease agreements and tenancy types in effect on the site, including duration and renewal options;
- Disclosure of all known environmental hazards including any existing Massachusetts General Laws Chapter 21E evaluation(s) and/or licenses for oils and hazardous materials;
- Proof of ownership and, if applicable, authorization to represent the owner;
- Recorded deed description;
- Photo inventory of property (five photos maximum);
- Signed statement that building complies with all federal, state, and/or local building code regulations;
- A detailed description of the facility's internal (trash pickup, painting, etc.) and external (snow removal, washing, etc.) maintenance schedule.
- A list of staff who will have primary responsibility for managing the terms of the Lease and building operations, and other key senior staff. If possible, identify the number and percentages of minorities and women, by professional level, in the Respondent's workforce and indicate whether the Respondent is a Minority Business Enterprise or Woman-Owned Business Enterprise.
- A list of three (3) references, including their contact information and details on respondent's history with them.

## VI. Evaluation of Proposals

The Chief of Boston EMS, in partnership with the Director of Administration and Finance, will appoint an internal committee to evaluate proposals. After an initial evaluation of responsiveness the request, the RFP Evaluation Committee will invite eligible and responsible proponents to schedule an interview and site walkthrough.

After the site visits, the RFP Evaluation Committee will assess each facility based on responsiveness to program needs and present a ranked list of facilities to the Executive Director of the Boston Public Health Commission for consideration. Finalists will be notified by email.

BPHC shall choose the proposal that is most advantageous to Boston EMS, taking into consideration all evaluation criteria as well as price. BPHC has the discretion to also cancel this RFP and not select any proposals.

## VII. Submission Instructions

Please submit your proposal by **11:59 PM EST, Tuesday, July 21, 2026**. Submit via email to [Procurement@bphc.org](mailto:Procurement@bphc.org) cc: Laura Segal at [segal@bostonems.org](mailto:segal@bostonems.org).

Subject line – [Vendor Name] RFP For Facility Rental for EMS Materials Management Space

**Proposals must be received no later than 11:59 PM EST, Tuesday July 21, 2026**