

Request for Bid
Lackawanna County Sheriff's Department
Sealed Bids for the Sale of Assorted Lots of Surplus Firearms and Other Weapons

RFQ#173-23-160

1. INTRODUCTION:

NOTICE IS HEREBY GIVEN: that pursuant to a fair and open process, sealed bids will be received and reviewed by the Lackawanna County Commissioners, Lackawanna County Sheriff's Department, and Lackawanna Controllers Office for the sale of surplus firearms and other weapons.

2. PURPOSE:

The purpose of this RFQ is to solicit bids from qualified firms to purchase surplus firearms and other weapons from the Lackawanna County Sheriff's Department. All bidders must possess a valid and current Federal Firearms License (FFL). A copy of the FFL must be submitted with the bid.

3. PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS:

RFQ documents will be available on-line at the County Website: www.lackawannacounty.org

Four (4) copies of Sealed Bids shall be sent to the Lackawanna County Chief Controllers Office by courier (FedEx, UPS etc.). 123 Wyoming Avenue, 2nd Floor, Lackawanna County Government Center, Scranton, PA 18503 not later than 11AM June 22, 2023. Hand delivered bids will be accepted. Bid envelopes shall be plainly marked with the Project Title and the RFQ Number for which the bid is intended. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service, causing the submission to be received after the required due date and time. Submissions by fax, telephone and email are prohibited. Bid Opening will be 2:00PM on June 22, 2023, in the Commissioners Conference Room, 5th Floor, Lackawanna County Government Center at the Globe. 123 Wyoming Avenue, Scranton, PA 18503. Bid opening will be public.

4. BID SECURITY

A bid bond, certified check, or cash in the amount of 10% of the bid amount is required to be submitted with each bid, payable to the Lackawanna County Treasurer, as a guarantee of the bidder's willingness to execute the contract if awarded the same.

5. Mandatory Sample Office Walk Thru:

A Mandatory Pre-Bid meeting will be conducted on June 15, 2023, at 10: AM. Lackawanna County Sheriff's Office, 200 North Washington Avenue Scranton, PA 18503. Only Federal Firearms Licensed Vendors shall be given the opportunity to view the surplus lot and receive a complete list of items in the lot. Only FFL vendors who attend the meeting will be allowed to submit bids. Vendors must register for the meeting. Registration requests must be sent to malonej@lackawannacounty.org by 4PM June 13, 2023. The vendor must include a copy of their Federal Firearms License when making a reservation.

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6. QUESTIONS:

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Questions must be submitted via email to: malonej@lackawannacounty.org

Final questions pertaining to this RFQ must be submitted by 4:00PM June 20, 2023.

7. Insurance

The vendor shall carry, in a solvent company authorized to do business in the Commonwealth of Pennsylvania a General Liability Insurance covering vendor and its employees in the amount of \$1,000,000.00 single limit bodily injury/property damage including Products Liability. **A Certificate of Insurance is required to be submitted with the bid.**

8. CRITERIA FOR EVALUTION OF PROPOSAL:

Award shall be made to the firm that submitted the highest qualified offer for the total lot. The right to reject any and all bids is hereby reserved by Lackawanna County

9. CONFLICT OF INTEREST:

All bids must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested services on behalf of the County.

10. COMMUNICATION WITH ELECTED OR APPOINTED OFFICIALS:

All communications during this process should be directed to the appropriate contact listed in this request for bids. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be **EXCLUDED** from consideration.

11. CONFIDENTIALITY:

This RFQ, and all bids received in response, will remain confidential (with the exception of information that was previously public information) and will not be used for any purpose other than the evaluation of the bids received by the Board. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document.