

Lackawanna County Board of Commissioners
Request for Proposals to Lease Office Space

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received by the County of Lackawanna (the “County”) Board of Commissioners (“Board of Commissioners”) at its offices at 200 Adams Avenue, 6th floor, Scranton, Pennsylvania 18503, for proposals to lease office space built to County’s needs.

A. PURPOSE: The purpose of this Request for Proposals is to solicit interest from qualified firms and/ or individuals to provide leased space to the county. A qualified firm and/or individual will be selected through a fair and open process at the sole discretion of the county.

B. PROCEDURES FOR RESPONDING TO REQUEST FOR PRPOSAL:

1. Four (4) copies of the proposal must be provided. Qualifications must be submitted to the Board of Commissioners, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503. Proposals must be submitted in a sealed envelope with the name of the firm submitting the proposal clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submissions by fax, telephone, or email are not permitted. The final selection will be made in the sole discretion of the Board.

2. All questions regarding this Request for Proposal should be made in writing to the Board of Commissioners, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503, elkinsm@lackawannacounty.org

C. Request for Proposal

Proposals to include the following:

1. Plans or descriptive narrative of building,
2. Building must be designed to present BOCA code,
3. Condition of HVAC, electrical, and plumbing and year installed,
4. Condition of roof and year installed,
5. Exterior and interior photographs,
6. Address of building,
7. Building contact information,
8. Provide as-is rentable number,
9. Cost package(s)

D. SPECIFICATIONS

- Location between Mulberry Street to Lackawanna Avenue, and Mifflin Street to Jefferson Avenue
- Parking to office space must be within 500 feet
- Triple-net lease with option to buy-- will consider other options
- Availability in 2012
- ADA compliant
- Materials that contribute to LEED are preferred

E. Conflict of Interest - All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested legal services on behalf of the County.

F. Communication with Elected or Appointed Officials - All communications during this process should be directed to the appropriate contact listed in this Request for Proposals. 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.

CONFIDENTIALITY:

This Request for Proposal, and all proposals 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 proposals 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. If your organization does not agree to these conditions concerning confidentiality, or if you elect not to respond to this Request for Proposal, please return this Request to the Board and retain no copies thereof.

Lackawanna County
Qualification Base Selection Process

The statement of qualifications will be evaluated in accordance with the County's Qualifications Base Selection Process. Anyone submitting a statement of qualifications is advised to review that process, which is set forth on the County's website.