REQUEST FOR PROPOSALS ID# 17-118-114

for the sale of

The Lackawanna County Administration Building

200 Adams Ave. Scranton Pa. 18503

The Procurement Office of the County of Lackawanna is requesting proposals for the sale of the County’s facility located at 200 Adams Avenue, proposals are due 2:00 p.m., local time, Friday July 14, 2017. Proposals must be submitted to: Lackawanna County, Office of the Chief of Staff, 200 Adams Avenue 6th Floor, Scranton Pa 18503. Late submissions will not be accepted under any circumstances.

Interested proposers are invited to attend the pre-proposal walk through held at 11:30 a.m. until 1:30 p.m., local time, on Friday May 19, 2017, at the Lackawanna County Administrative Building, 200 Adams Avenue 6th floor, Scranton Pa 18503. Emailed questions will be accepted until 4 p.m. on Friday June 2, 2017. Answers to those questions will be distributed at a pre-proposal conference held in the 6th floor Commissioners’ conference room in the Lackawanna County Administrative Building 10 a.m. Friday June 16, 2017.

Proposal packages may be obtained online at www.Lackawannacounty.org.

Lackawanna County reserves the right to reject all offers and retain ownership of the property, to negotiate a final best offer and to select the offer deemed to be in the best interest of the County.

Andrew Wallace
Chief of Staff, Lackawanna County
General Information:

A. The County of Lackawanna is requesting expressions of interest for the potential sale, of the former Administration Building located at 200 Adams Ave in downtown Scranton. The building is owned by the County of Lackawanna, and will be vacated approximately no later than March of 2019 due to the opening of the new Governmental Center at the Globe Store.

- The property is located in Historic District in downtown Scranton. The building’s main entrance is 200 Adams Ave., and the property fronts on Adams Ave, Spruce Ave and Kessler Court to the rear. The property consists of a rectangular shaped parcel of land containing an estimated 14,400 square feet. The property may also be identified as Tax Parcel No.15635020029 of Lackawanna County, Pennsylvania.

- The property falls under the zoning jurisdiction of the City of Scranton and is located in the C-D zoning district.

- The County’s minimum proposal amount is $2,000,000 (two million) dollars or best price with favorable terms that at a minimum equals that value to the County of Lackawanna.

B. Proposers expression of interest shall be accepted through an RFP process which will include but not limited to:

- Private entities that propose to return the property to the tax-roles of the three (3) local taxing authorities or to a non-profit willing to pay the equivalent of the annual taxes on an ongoing basis to the three (3) local taxing authorities

- Outright purchase of the property at a deferred date.

- Purchase with a lease back of the property to the County until March 2019.

C. Hazardous materials, Environmental Site Assessment (ESA) and metes and bounds survey are further discussed in Section 5.0 below.

D. The County of Lackawanna reserves the right to reject all offers and retain ownership of the property, to negotiate a final best offer and/or to select the offer deemed to be in the best interest of the County.
Instructions for Submissions of Responses:

A. To request additional information please contact, via email or other written correspondence:

   Andrew Wallace  
   Chief of Staff, Lackawanna County  
   200 Adams Ave, Scranton, PA 18503  
   WallaceA@lackawannacounty.org

B. Responses to this RFP shall be prepared on company letterhead, executed by an officer or authorized representative of the firm, and shall be submitted prior to 2:00 p.m., local time, Friday July 14, 2017 to the address referenced above.

   • All proposals are to be submitted with one original (marked as such) and four (4) copies of the proposal are to be submitted in sealed envelopes or carton, as appropriate. Proposer must clearly identify the proposal ID# on each envelope or package. All proposals must be submitted to: Lackawanna County, Office of the Chief of Staff, 200 Adams Avenue 6th Floor, Scranton Pa 18503 prior to the deadline stated above. Late proposals will not be accepted.

   • ELECTRONIC AND HARD COPIES: Proposers shall submit a CD or flash drive containing the entire, identical hard copy of the proposal along with the hard copies required above.

C. Submission shall, at a minimum, include:

   • Purchase price and terms; or a proposal with alternative terms.

   • Verifiable statements of financial worthiness to proceed with a fee-simple acquisition, lease or other terms.

Proposers may provide additional information as deemed necessary for clarification of their submitted proposals.

D. The terms, conditions, and criteria described herein, and any associated attachments represent the entire scope under consideration of this RFP.
E. Following receipt of the responses, the County of Lackawanna may choose either exclusive negotiations or competitive negotiations, or may choose to reject all responses.

Specific questions should be directed via email to Andrew Wallace Chief of Staff at

WallaceA@lackawannacounty.org
Project Overview:

The County of Lackawanna is requesting proposals for the sale of the former County Administrative Center located at 200 Adams Avenue, Scranton PA 18503.

The building was originally built in 1900 as a six (6) story bearing masonry structure with a basement. The total square footage of the building is 91,600 with approximately 12,660 GSF on each of the top six floors and 15,640 in the basement. The building was originally designed as a retail store, currently the building is used as court rooms and office space. The interior walls are primarily plaster\sheetrock.

As the County’s administrative center, the lower level is used for storage and the Penn State Cooperative extension. The lower level also includes storage rooms and a mechanical room that contains the existing steam boiler and electric panels.

The basement has offices, storage and maintenance and utility areas. The ground floor has a small garage area off the rear court. All 6 floors have various layouts of offices, storages, and utility areas. Several offices have private restrooms. The sixth floor also contains the furnace and a larger utility area with a fire suppression system. There are two public elevators and a large freight elevator as well as emergency stairwells. Each floor also contains public restrooms as well as break room areas.
Summary of Existing Conditions:

The Proposer shall be responsible for the independent verification and confirmation of all information supplied to it by or on behalf of either the County. In no event shall the Proposer rely conclusively on such information supplied and it is further agreed and understood that the Proposer shall not use any information made available to it, or obtained by any examination made by it, in any manner as a basis or ground of claim or demand of any nature against the County arising from or by reason of any variance which may exist between the information offered and the actual materials and structures encountered on the property or in the building.
Environmental Report:

The County does not have any environmental studies or analyses available for the building or the property. The County is not aware of any underground tanks on this site.

Each Proposer shall be responsible for its own independent assessment of hazardous materials on the property and in the building, for performing its own Environmental Site Assessment (ESA), and for confirming the metes and bounds of this property through a field investigation by appropriate engineering or investigative firms hired by the Proposer. In no event shall the Contractor rely conclusively on information supplied by or on behalf of the County, and it is further agreed and understood that the Proposer shall not use any information made available to it, or obtained by any examination made by it, in any manner as a basis or ground of claim or demand of any nature against the County arising from or by reason of any variance which may exist between the information offered and the actual materials and structures encountered on the property or in the building.
Zoning and other Restrictions:

This property and the building is located in the Commercial Downtown, C-D zoning district. The Table of Uses can be found in the City of Scranton Code. This table lists the uses permitted by right, special exception, subject to standards and accessory in this zoning district. No consideration shall be given to re-zoning the property under this RFP.

This property is located in the Downtown Scranton Historic Landmark District.
Financial Data:
The current assessed value as assigned by Lackawanna County Assessor’s office is $350,000 consisting of $125,000 for the land and $225,000 for the improvements, under tax identification pin number 15635020029.
Submission Procedures:
Proposers shall submit an original, marked as such, and four (4) copies of the proposal not later than 2:00 pm. local time, Friday July 14, 2017. In addition, Proposers shall submit a CD or flash drive containing the entire, identical hard copy of the proposal along with the hard copies required above. Late proposals shall not be accepted under any circumstances.

These proposals shall be sent to:

The Office of the Chief of Staff,
Lackawanna County,
200 Adams Avenue, 6th Floor,
Scranton Pa. 18503

Questions concerning this request shall be directed via email to Andrew Wallace Chief of Staff, at WallaceA@lackawannacounty.org

The County of Lackawanna reserves the right to reject all and any proposals and to retain ownership of the property, to negotiate a best and final offer and/or to select the proposal deemed to be in the best interest of the County of Lackawanna.

Attachments:

Exhibit A – Deed
Exhibit B – Zoning Tables
Exhibit C – Aerial Photo
County of Lackawanna
200 Adams Avenue Scranton, PA 18503

REQUEST FOR PROPOSALS: ID# 17-118-114

The Sale of the Lackawanna County Administration Building
200 Adams Avenue, Scranton Pa. 18503

Proposal Form

We will be able to offer the attached price(s) in accordance with our proposal response for the sale or lease of the property and facility located at 200 Adams Avenue, Scranton Pa 18503.

Proposing Firm Name:
____________________________________________________________________

Business Name (e.g., Corp., Inc., Co., T/A, DBA, etc.)

Street Address:
____________________________________________________________________

City and State: ___________________________________________ Zip Code __________

Business Phone: ___________________________ Date: __________________________

Fax Number: ___________________________ Terms of Payment: __________________________

Email Address: _____________________________________________________________

DUNS# ___________________________

Printed Name and Title of Agent: _____________________________________________

Signature of Agent: _________________________________________________________

The person signing the Proposal Form shall initial any alterations in figures on this form in ink.
County of Lackawanna
200 Adams Avenue Scranton, PA 18503

NON-COLLUSION CERTIFICATE:

I HEREBY CERTIFY that I am the ________________________________

and the duly authorized representative of ________________________________

whose address is: ________________________________

AND THAT NEITHER I nor, to the best of my knowledge, information, and belief, the above firm nor any of its other representatives I here represent:

a) Have agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;

b) Have in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or proposer herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the Contract for which the within bid or offer is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

________________________________________
SIGNATURE

________________________________________
PRINTED OR TYPED NAME and DATE

STATE OF ____________________________, COUNTY OF ____________________________, to wit:

I HEREBY CERTIFY that on this _________ day of ____________, 20___, before me, the subscriber, a Notary Public in and for the State and County, aforesaid, ____________________________, personally appeared, and (s)he acknowledged that (s)he is ____________________________, of ____________________________, and as such, is authorized to execute this Document on its behalf and to bind it thereby, and that this Document is her/his free and voluntary act.

AS WITNESS my Hand and Notary Seal.

My commission expires: ____________________________

Notary Public