

**LACKAWANNA COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR PROPOSALS (RFP)**

**Project Name: Correcting and Repairing the Lackawanna County Courthouse Monuments**

Issued: **February 16, 2018**

Proposal ID#: **047-18-1150**

**1. INTRODUCTION:**

**NOTICE IS HEREBY GIVEN:** that pursuant to a fair and open process, sealed proposals will be received and reviewed by the County of Lackawanna ("COUNTY") for the Courthouse monument corrections. It is the intent of Lackawanna County to award this contract within sixty (60) days of receipt of the proposals. The corrections should be completed within ninety (90) days of the contract award.

**2. PURPOSE:**

The purpose of this Request is to solicit Proposals from qualified vendors who can meet the specifications outlined in Attachment "A". The selected firm will provide the best option for the County, in terms of correcting the errors and repairing the current monuments at the Lackawanna County Courthouse. The full list of corrections is contained in the Attachment "A", the County may select proposed corrections based on budgetary availability.

**3. PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS:**

Proposal documents and specifications will be available on-line at the County Website:

[www.lackawannacounty.org](http://www.lackawannacounty.org)

Submission: Four (4) copies of the proposal must be provided. Proposals must be submitted to the:

Board of Commissioners  
c/o Andrew Wallace - 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 along with the Project Name and Proposal ID#. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service, causing the submission to be received after the below-referenced due date and time. **Submissions by fax, telephone, or email are not permitted.**

**Submission Deadline:**

Respondents must submit their written proposal by **1:00 p.m.** prevailing time on:

**Monday, April 30, 2018**

Proposals received will be reviewed and evaluated by the Board, based upon such criteria as the Board, in its sole discretion, deems appropriate. The Board reserves the right to request clarification or additional information from any respondent. The Board, in its sole discretion, may accept the proposal of a respondent, may choose a respondent with which the Board will enter into negotiations, or may reject any or all proposals.

**4. PRE-PROPOSAL MEETING:**

There will be an opportunity for prospective Proposers to meet with the County staff for a Question and Answer session at 1:00 p.m. in the Lackawanna County Commissioners Board Room, 6th Floor, Administration Building:

**Friday, March 16, 2018**

**5. QUESTIONS:**

Questions must be submitted via email to:

[Mitchellk@lackawannacounty.org](mailto:Mitchellk@lackawannacounty.org)

\* Questions will be answered by the appropriate individuals and answered within ten (10) business days via posting on the County's website.

**Final questions pertaining to this RFP must be submitted on or before:**

**Friday, March 23, 2018**

## 6. SPECIFICATIONS:

See Attachment "A"

## 7. CRITERIA FOR EVALUATION OF PROPOSAL:

The Board will independently evaluate each submission and selection will be made upon the following criteria:

- \* Experience and reputation with respect to representation of governmental entities;
- \* Knowledge of the subject matter of the services to be provided to the County;
- \* Ability to meet timelines and schedules for completion as set forth by the Board;
- \* Availability to accommodate any required meetings of the Board;
- \* Other factors determined to be in best interest of the County based on the Board's sole discretion;
- \* The vendor must submit a certified copy of a current financial report of the company;
- \* The vendor shall submit a list of three (3) references, including name of institution, address, contact person and phone number.

## 8. PROPOSAL:

Each proposal must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Proposals must include the information that is specifically requested herein, as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the proposal submitted constitutes a firm offer to the County that cannot be withdrawn for ninety (90) days from the proposal due date.

1. Scope of Services/Prior Experience - All submittals must detail the services proposed to be provided and the firm's experience in providing such services.
2. Personnel – All proposals submitted to the County must include the following:
  - \* Name, address, and brief description of the firm;
  - \* The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services on behalf of the County;
  - \* A statement of assurance that the firm is not currently in violation of any regulatory rules and regulations that may have any impact on the firm's operations; and
  - \* ***A statement that the firm or its principals are not involved in any current or pending litigation involving Lackawanna County or any of its Departments or Authorities.***
  - \* The vendor's demonstrated experience and expertise in granite and other stone monument manufacturing or repairs. Experience shall include current and past project/services provided of a similar scope and size, as well as experience of support staff and management.

## 9. 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 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 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.

## 11. RESPONSIBILITIES:

The Successful Proposer shall have primary responsibility for the following for the life on the contract:

- \* The Vendor will, whenever on the County's premises, obey all instructions and County policies, which are provided to them with respect to performing services on the County's premises.
- \* The Vendor shall assure that its employees interact with County employees and with the public in a respectful, courteous, helpful and impartial manner. All employees of the Vendor in both the field and the office shall refrain from belligerent behavior and/or profanity. Correction of any such behavior and language shall be the responsibility of the Vendor.

- \* In the event that the Vendor or any of its employees cause damage to the County's equipment or facilities, the Vendor shall, at its own expense, promptly repair or replace such damaged items to restore them to the same level of functionality that they possessed prior to the actions of the Vendor or the Vendor's employees.
- \* The County is committed to promoting equal opportunities for all. The Vendor agrees to abide by the County's non-discrimination policy. The County will not tolerate or condone acts of discrimination based upon race, gender, religion, ethnicity, national origin, color, age, disability or any other unlawful form of discrimination.
- \* All Lackawanna County buildings are DRUG-FREE. The Vendor and all of its employees agree to comply with this DRUG-FREE policy while performing services on County property.
- \* No advertising, sales promotion or other materials of the Vendor may identify or reference this contract with the County without written consent from the County.

**PROPOSERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE PROPOSAL SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTORS(S) -- NO EXCEPTIONS.**

**12. 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.

**Attachment "A"**

**LACKAWANNA COUNTY BOARD OF COMMISSIONERS**

**REQUEST FOR PROPOSALS (RFP)**

Project Name: Correcting and Repairing the Lackawanna County Courthouse Monuments

Issued: **2/16/2018**

Proposal ID#: **047-18-1150**

The selected Vendor shall provide the services as specified herein for Lackawanna County in accordance with the terms and conditions of this Request for Proposal.

1.) **Change "Veterans Memorial" to "Lackawanna County Veterans Plaza" as originally intended.**

2.) **Make the following additions and/or corrections to quotes/dates/etc. on the Veterans Plaza. Give price for each correction contained below highlighted in green:**

**2. A: Discipline**

2. A.1 *"If they hit the man in front of you, just keep walking and firing. We've got to take that hill."*

Lieutenant Fenton MacGlachlin Odell, 1950

**Add Lieutenant**

2. A.2 *"It's ok to be afraid, guys. Cope with it, deal with it, face it, look at it, examine it, but do not let it dominate you."*

Lieutenant Colonel Gregory Fontenot, January 1991

**Add Gregory**

2. A.3 *"Being a soldier means I embody the will to serve. If called up, I will salute, pack my rucksack, and not look back. For better or worse, no matter where I go, no matter what I do, I will always have the heart of a soldier."*

Captain Kate Blaise, 2005

**Add Captain**

**2. B: Dedication**

2. B.1 *"Morale is a state of mind. It is steadfastness and courage and hope. It is confidence and zeal and loyalty. It is élan, spirit de corps and determination. It is staying power, the spirit which endures to the end - the will to win."*

General George C. Marshall, June 15, 1941

**Add General**

2. B.2 *"...all I remember is pushing the young PFC down and rolling over, laying on top of him, and kind of grabbing him in like a bear hug just to try and keep him covered as well as I could with my own body. And that was the only thing I was worried about the whole time was him. And I think he followed me just because he trusted me, and I wasn't gonna let that down."*

Sergeant Major Brad Kasal, March 8, 2005

**Add Sergeant Major**

**2. C: Brotherhood**

2. C.1 *"Greater love hath no man than this, that a man lay down his life for a friend."*

**Remove Anonymous and replace with John 15:13 KJV**

2. C.2 *"The strongest ties between human beings are not cemented in safety, luxury, and comfort. It is in the dividing by a hungry soldier, with a hungrier comrade, the last morsel of meat, the bind up of each other's wounds, the lending of courage from one heart to another."*

Captain Horace H. Shaw, ca. 1863

**Add year ca. 1863**

**2. D: Teamwork**

2. D.1 *"I was at a certain place at a certain time. None of us were real heroes; we all just jumped in and lent a hand."*

PhM2c John Bradley, ca. 1985

**Add rank of PhM2c**

2. D.2 *"They fought together as brothers in arms. They died together and now they sleep side by side. To them we have a solemn obligation – the obligation to ensure that their sacrifice will help make this a better and safer world in which to live."*

Admiral Chester W. Nimitz, September 2, 1945

**Change date to September 2, 1945**

**2. E: Patriotism**

2. E.1 *"I felt that I needed to take my place in the line. I didn't want to avoid the war of my generation... you want to be part of American history."*

Senator Max Cleland, ca. 2001

**Add Senator**

**2. F: Sacrifice**

2. F.1 *"The soldier, above all other people, prays for peace, for it is the soldier who must suffer and bear the deepest wounds of war."*

General Douglas MacArthur, May 12, 1962

**Change date to May 12, 1962**

2. F.2 *"In war, there are no unwounded soldiers."*

José Narosky, Writer

**Add Writer**

2.F.3 *"I knew another soldier/Though she never fired a gun/She never saw the trenches/She never killed a Hun/She is the mother of that soldier/I saw dying over there/She's a sort of super-soldier/For she gave more than her share"*

Corporal Herman F. Lehr, 1919

**Add Corporal change year to 1919**

**2. G: Courage**

2. G.1 *"The most courageous men are generally unconscious of possessing the quality; therefore, when one professes it too openly, by words or bearing, there is reason to mistrust it."*

General William T. Sherman, 1876

**Add General and change date to 1876**

2. G.2 *"The courageous man is the man who forces himself, in spite of his fear, to carry on. Discipline, pride, self-respect, self-confidence, and the love of glory are attributes which will make a man courageous even when he is afraid."*

General George S. Patton Jr., 1945

**Add General and change date to 1945**

**2. H: Integrity**

2. H.1 *"War loses a great deal of its romance after a soldier has seen his first battle. I have a more vivid recollection of the first than the last one I was in. It is a classical maxim that it is sweet and becoming to die for one's country; but whoever has seen the horrors of a battlefield feels that it is far sweeter to live for it."*

Colonel John S. Mosby, 1898

**Add Colonel and change date to 1898**

**2. I: Service**

2. I. 1. *"For your liberty and your lives/For your homes and your friends/For the Constitution/For our faith/I will fight for you"*

Eric W. Slebodnik, August 18, 2004

**Correct Slebodnik (remove extra c in original)**

2. I. 2. *"I have met the danger of my own free will, and with a full knowledge of what to expect in the fighting on the other side. I'm mighty glad I have the chance to go over and do my share- and I know you are glad to have me go."*

Sergeant Phelps Harding, March 29, 1918

**Add Sergeant**

**2. J: Respect**

2. J.1 *"We as a Nation obviously can't ever repay all we owe them, all our debt..."*

General Richard Myers, April 27, 2004

**Add General**

2. J.2 *"Public thanks, through a small tribute, are nevertheless due to seamen and soldiers who have manifested their zeal, activity, and bravery so conspicuously in support of the honor and dignity of their country's flag..."*

Captain Thomas Truxtun of the Constellation, as quoted by Hoxse, 1799

**Add Thomas and correct the misspelling of Truxtun (the letter o should be a u)**

**2. K: Commitment**

2. K.1 *"Forward they marched into battle/With faces unsmiling and stern/They knew as they charged the hillside/There were some that would never return/And some as they plodded and stumbled/Were reverently whispering a prayer/There is blood in the hills of Korea/It's a gift of the freedom they love/May their names live in glory forever/And their souls rest in Heaven above"*

Private Patrick W. O'Connor, May 29, 1951

**Add Private**

2. K.2 *"In the future days, which we seek to make secure, we look forward to a world founded upon four essential human freedoms. The first is freedom of speech and expression...The second is freedom of every person to worship God in his own way...The third is freedom from want...the fourth is the freedom from fear everywhere in the world."*

President Franklin Delano Roosevelt, January 6, 1941

**Add full date of January 6, 1941**

**2. L: Duty**

2. L.1 *"We fight for the blessings bought by the blood and treasure of our Fathers."*

Lieutenant William S. Stewart, September 6, 1861

**Add Lieutenant**

2. L.2 *"If there must be trouble let it be in my day, that my child may have peace."*

Thomas Paine, December 23, 1776

**Add date of December 23, 1776**

2. L.3 *"We grew up with...a sense of responsibility to this country. You didn't even think about it. If the country was at war and had a need, you served."*

Senator Charles T. Hagel, ca. 2001

**Add Senator**

**2. M: Loyalty**

2. M.1 *"My soldiers were alive. It was the happiest moment of my life."*

Lieutenant Neal Creighton, 1991

**Add Lieutenant and change date to 1991**

2. M.2 *"They were the best men I have ever seen in my life. It was a privilege to be their officer. I loved those men."*

Sergeant Ray Nance, WWII, 1944

**Add Sergeant add year 1944**

**2.N: Honor**

2. N.1 *"Your heroism and the heroism of those who died on the battlefield will live in history forever, and will be emulated by the young men of our country for generations to come."*

Lieutenant General John A. Lejeune, October 11, 1918

**Add Lieutenant General**

**3.) Distinguished Citizens Memorial:**

- 3.1 Correct dates on Gov. Casey and Gov. Scranton. The dates listed for both Gov. Scranton and Gov. Casey are incorrect. Gov. Scranton's Congressional term is listed incorrectly; he served from 1961-1963. Gov. Casey's PA Senate term is incorrect; he served from 1963-1968.

- 3.2 Price an identical stone and plaque to be placed on cantilevered pad next to the current memorial stones. The plaque and the engraving may be completed at a later date (please provide a per letter price for the engraving).

**4.) Piazza Dell'Arte:**

- 4.1 Repair faded lettering for the names of Jean Kerr and Ned Washington on the Piazza Dell'Arte.
- 4.2 Clean granite around Piazza Dell'Arte.

**5.) Clean the bronze medallion of Phil Sheridan at the front of the monument.**

**6.) John Mitchell Monument:**

- 6.1 Clean and repair the back base of John Mitchell monument (some of the granite may need to be repointed).
- 6.2 Add Sidewalks around the back of the monument 5 foot wide x 4 inches thick to connect the front of the monument.

**7.) Repair and reinstall the rifle barrel on the soldier statue facing North Washington Avenue on the Soldiers and Sailors Monument.**