REQUEST FOR BIDS ID# 18-101-110

for the sale of

The Lackawanna County Administration Building

200 Adams Ave. Scranton Pa. 18503

The Commissioners Office of the County of Lackawanna is requesting bids for the sale of the County’s facility located at 200 Adams Avenue, bids are due 2:00 p.m., local time, Friday June 15, 2018. Bids must be submitted to: Lackawanna County, Controllers Office, 135 Jefferson Avenue Lower Level, Scranton Pa 18503. Late bid submissions will not be accepted under any circumstances.

Interested bidders are invited to attend the pre-bid walk through held at 10:00 a.m. until 12:00 p.m., local time, on Wednesday May 23, 2018, at the Lackawanna County Administrative Building, 200 Adams Avenue 6th floor, Scranton Pa 18503. Emailed questions will be accepted until 4 p.m. on Thursday May 31, 2018.

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

Lackawanna County reserves the right to reject any and all bids and retain ownership of the property.

Andrew Wallace
Chief of Staff, Lackawanna County
Lackawanna County Administration Building Bid 2018

General Information:

A. The County of Lackawanna is requesting bids for the 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 on or before Tuesday January 1, 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 Avenue, and the property fronts on Adams Avenue, Spruce Avenue 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 Number 156350200029 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.

B. Bidders expression of interest shall be accepted through a bid process which will include but not limited to:

- A Private entity that proposes 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.
- The County’s minimum bid price is one million three hundred thousand dollars ($1,300,000).

C. The County will produce a sales agreement within 10 business days of awarding the bid to the successful bidder, the successful bidder will be required to tender a down payment in the amount of ten thousand dollars ($10,000) at the time of signing the agreement and an additional down payment of forty thousand dollars ($40,000) on Monday October 1, 2018. The closing date shall be on or before Friday January 18, 2019.

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

E. The County of Lackawanna reserves the right to reject any and all bids and retain ownership of the property.
Instructions for Submissions of Bids:

A. To request additional information or to ask specific questions, 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 bid 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 June 15, 2018 to the address referenced above.
   • All bids are to be submitted with one original (marked as such) and four (4) copies of the bids are to be submitted in sealed envelopes or carton, as appropriate. Bidder must clearly identify the bid ID# on each envelope or package. All bids must be submitted to: Lackawanna County, Office of the Controller, 135 Jefferson Avenue Lower Level, Scranton Pa 18503 prior to the deadline stated above. Late bids will not be accepted.

C. Submission shall, at a minimum, include:
   • Purchase price.
   • Verifiable statements of financial worthiness to proceed with the acquisition.

   Bidders 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 bid.

E. Following receipt of the bids, the County of Lackawanna reserve the right reject any and all bids.
Project Overview:

The County of Lackawanna is requesting bids 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 gross square foot on each of the top six floors and 15,640 gross square footage 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 bidder 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 bidder rely conclusively on such information supplied and it is further agreed and understood that the bidder 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 bidder 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 bidder. 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 bidder 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 Parcel Number 15635020029.
Submission Procedures:

Bidders shall submit an original, marked as such, and four (4) copies of the bid not later than 2:00 pm. local time, Friday June 15, 2018.

Late bids shall not be accepted under any circumstances.

These bids shall be sent to:
The Office of the Controller,
Lackawanna County,
135 Jefferson Avenue Lower Level,
Scranton Pa. 18503

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

The County of Lackawanna reserves the right to reject any and all bids and to retain ownership of the property.

Attachments:

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

REQUEST FOR BID: ID# 18-101-101

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

Bid Form:

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

Bid Price:

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 Bid Form shall initial any alterations in figures on this form in ink.

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

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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