

REQUEST FOR PROPOSAL ID# 285-18-118

For the lease of

The Charl-Mont Restaurant at the Lackawanna County Government Center at the Globe

123 Wyoming Avenue, Scranton, PA 18503

The Commissioners Office of the County of Lackawanna is requesting proposals for the leasing of the Charl-Mont Restaurant at the Lackawanna County Government Center at the Globe 123 Wyoming Avenue Scranton, Pa 18503. ***Proposals are due on Friday October 26, 2018 by 2:00PM local time. Proposals must be submitted to: Lackawanna County, Chief of Staff Office, 200 Adams Avenue, 6th Floor, Scranton, PA 18503.*** Late proposal submissions will not be accepted under any circumstances. No electronic or fax submissions shall be accepted.

Interested parties are invited to attend the pre-proposal walk thru to be held at 9:00 am until 11:00 am local time, on ***Wednesday October 17, 2018 at the Lackawanna County Government Center at the Globe 123 Wyoming Avenue, Scranton, PA 18503. Emailed questions shall be addressed to wechslerj@lackawannacounty.org and must be submitted by 4pm Wednesday October 24, 2018.***

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

Lackawanna County reserves the right to reject any and all proposals.

Joseph A. Wechsler
Deputy Director of Purchasing
Lackawanna County

Lackawanna County Government Center Charl-Mont Restaurant Lease Proposal ID# 285-18-118

- A. The County of Lackawanna is requesting proposals for the leasing of the Charl-Mont Restaurant at the Lackawanna County Government Center at the Globe 123 Wyoming Avenue Scranton, Pa 18503.
- The Charl-Mont Restaurant is located on the first floor Wyoming Avenue entrance of the Lackawanna County Government Center. It is comprised of a 1225 square foot restaurant, a 239 square feet kitchen, and a 47 square foot restroom. Total square footage is 1511. No furniture, fixtures, or equipment shall be provided by Lackawanna County. No equipment that requires fire suppression systems or Ansul fire suppression systems shall be allowed in the leased space.
- B. Individual expression of interest shall be accepted through a proposal process which will include but not limited to:
- A private entity that proposes to provide high quality food and beverages to both county employees and members of the public. It is desired that restaurant operates from 7AM to 5PM daily and if demand allows, being open on weekends for brunch customers. Hours and days of operation shall be determined prior to lease signing.
 - In keeping with tradition of the building, the successful Offerer shall maintain “The Charl-Mont” as the restaurant’s name



- C. The County will produce a lease agreement within 10 business days of awarding the Request for Proposal to the successful Offerer.
- D. The Offerer shall submit a proposed regular monthly lease payment.
- E. The County of Lackawanna reserves the right to reject any and all proposals and retain ownership of the property.

Lackawanna County Government Center Charl-Mont Restaurant Lease Proposal ID# 285-18-118

Instructions for Submission of Proposal

To request additional information or to ask specific questions, please contact, via email or other written correspondence:

Joseph Wechsler
Deputy Director of Purchasing, Lackawanna County
200 Adams Avenue, Scranton, Pa 18503
WechslerJ@lackawannacounty.org

Interested parties are invited to attend the pre-bid walk thru to be held at 9:00am until 11:00 am local time, on **Wednesday October 17, 2018 at the Lackawanna County Government Center at the Globe 123 Wyoming Avenue, Scranton, PA 18503. Emailed questions shall be accepted until 4pm Wednesday October 10, 2018.**

- Responses to this request shall be prepared on company letterhead, executed by an officer or authorized representative of the firm, and shall be submitted prior to 2:00PM local time **Friday October 26, 2018**. All Proposals are to be submitted with on original (marked as such) and four (4) copies of the proposals are to be submitted in sealed envelopes or cartons, as appropriate. Offerers must clearly identify the Proposal ID# on each envelope or package. All proposals must be submitted to: Lackawanna County Chief of Staff, 200 Adams Avenue 6th Floor, Scranton, Pa 18503 prior to the deadline stated above. Late submissions will not be accepted. No electronic or faxed proposals shall be accepted.

- Submissions shall, at a minimum include:
 - Proposed monthly lease payment.
 - Verifiable statements of financial worthiness to proceed with the acquisition.

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

- The terms, conditions and criteria described herein and any associated attachments represent the entire scope under consideration of this request.
- Following receipt of the proposals, the County of Lackawanna reserves the right to reject any and all proposals.

Lackawanna County Government Center Charl-Mont Restaurant Lease Proposal ID# 285-18-118

Project Overview:

The County of Lackawanna is requesting proposals for the leasing of the Charl-Mont Restaurant at the Lackawanna County Government Center at the Globe 123 Wyoming Avenue Scranton, Pa 18503.

- The Charl-Mont Restaurant is located on the first floor Wyoming Avenue entrance of the Lackawanna County Government Center. It is comprised of a 1225 square foot restaurant, a 239 square feet kitchen, and a 47 square foot restroom. Total square footage is 1511. No furniture, fixtures, or equipment shall be provided by Lackawanna County. No equipment that requires fire suppression systems or Ansul fire suppression systems shall be allowed in the leased space.
- The successful Offerers shall provide high quality food and beverages to both county employees and members of the public.
- It is desired that the restaurant operates from 7AM to 5PM daily and if demand allows, remaining open on weekends for brunch customers. Hours and days of operation shall be determined prior to lease signing.
- In keeping with tradition of the building, the successful leaser shall maintain "The Charl-Mont" as the restaurant's name.
- The successful proposal will result in a three year lease with two possible (1) year options.

Summary of Existing Conditions

The Offerer shall be responsible for the independent verification and confirmation of all information supplied to it by or on behalf of the County. In no event shall the bidder rely conclusively on such information supplied and it is further agreed and understood that the Offerer shall not use any information made available to it, or obtained by 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 n the building.

Environmental Report

The County does not have any environmental studies or analyses available for the building or the property.

Each Offerer shall be responsible for its own independent 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 Offerer rely conclusively on such information supplied and it is further agreed and understood that the Offerer shall not use any information made available to it, or obtained by 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 the building.

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Federal, State, and Local Regulations

The successful Offerer will be required to determine, establish, and adhere to all applicable Federal, State, and Local Regulations in regards to the operation of the restaurant. This includes but not limited to Food Safety, Workplace Safety, ADA Requirements and Tax Requirements.

Insurance

The successful Offerer shall provide any required Certificate of Insurance at the time of signing. Amount of insurance shall be established by the County before lease signing.

Lackawanna County Government Center Charl-Mont Restaurant Lease Proposal ID# 285-18-118

Submission Procedures:

Offerers shall submit an original marked as such, and four (4) copies of the bid not later than 2:00PM local time, **Friday October 26, 2018**

Late submissions shall not be accepted under any circumstances.

The proposals shall be sent to:

Chief of Staff

Lackawanna County

200 Adams Avenue 6th Floor

Scranton, PA 18503

Questions concerning this request shall be directed via email or other written correspondence only to Joseph Wechsler Deputy Director of Purchasing, at wechslerj@lackawannacounty.org

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

Attachments:

Exhibit A – Restaurant Dimensional Drawing

Lackawanna County Government Center Charl-Mont Restaurant Lease Proposal ID# 285-18-118

County of Lackawanna

200 Adams Ave Scranton, PA 18503

Request for Proposal: ID# 285-18-118

The Lease of Charl-Mont Restaurant at the Lackawanna Government Center

123 Wyoming Avenue

Scranton, Pa 18503

Lackawanna County

Proposal Form:

We will be able to offer the attached lease proposal in accordance with our response for the lease of the Restaurant at Lackawanna Government Center

Proposed Monthly Lease Price and Proposed Percentage of Gross Sales:

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: _____

Email Address: _____

Duns# _____

Printed Name and Title of Agent _____

The person signing the Proposal 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 Witnessed my Hand and Notary Seal _____

My Commission expires: _____ Notary Public

County of Lackawanna

200 Adams Ave Scranton, PA 18503

NON-COLLUSION CERTIFICATE

I HEREBY CERTIFY that I am the _____ and the
Duly _____ authorized _____ representative _____ of

Who 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 represent:

- a) Have agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of he 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 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 Witnessed my Hand and Notary Seal

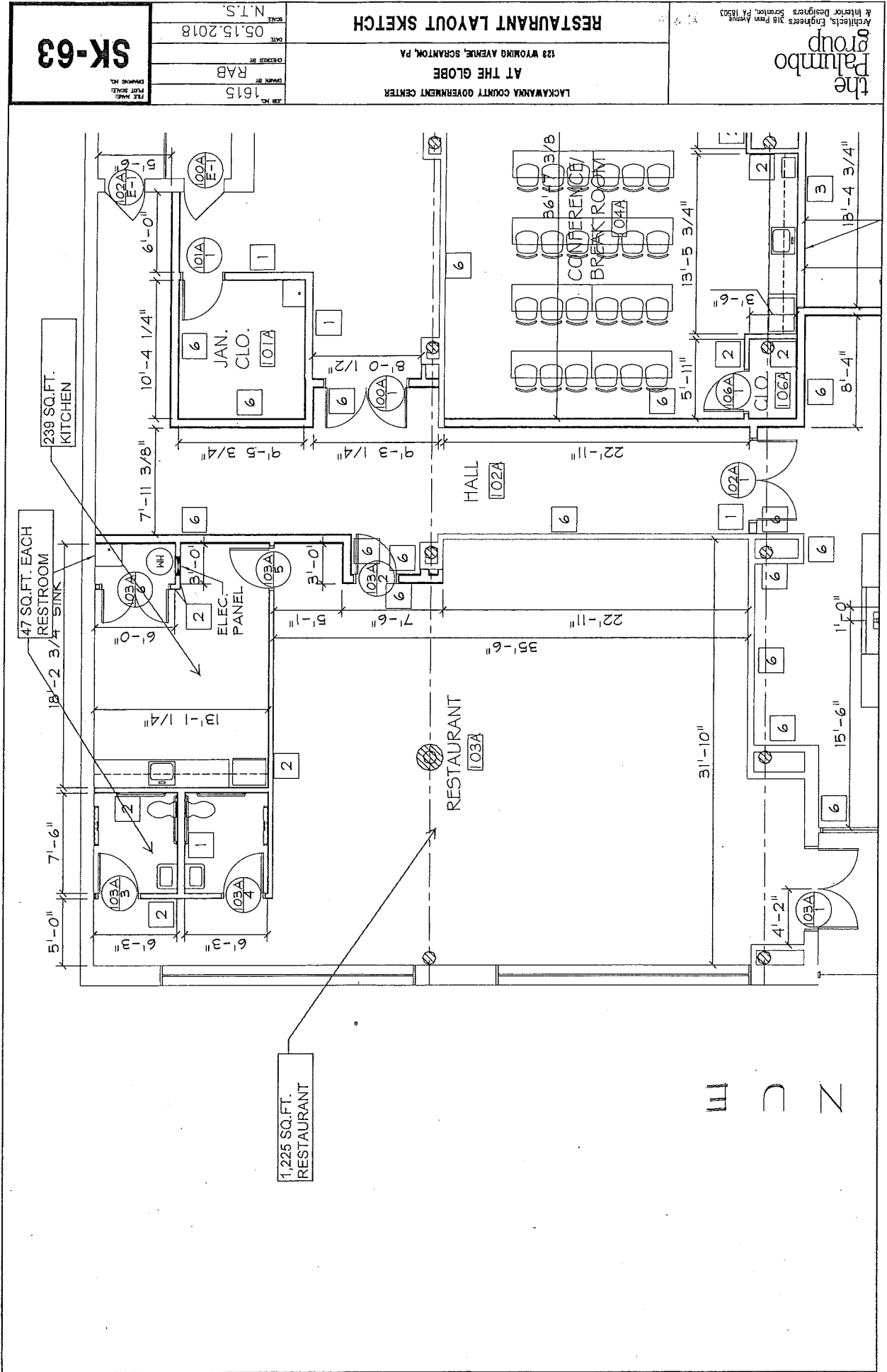
My Commission expires:

Notary Public

Exhibit A

Restaurant Dimensional Drawing

LACKAWANNA COUNTY GOVERNMENT CENTER
 CHARL-MONT RESTAURANT LEASE PROPOSAL 10# 285-18-118
 EXHIBIT A



SK-63

DATE: 05.15.2018
 CHECKED BY: RAB
 DRAWN BY: 1615
 SCALE: 1/8" = 1'-0"

RESTAURANT LAYOUT SKETCH

LACKAWANNA COUNTY GOVERNMENT CENTER
 AT THE GLOBE
 128 WYOMING AVENUE, SCRANTON, PA

the Palumbo group
 Architects, Engineers
 & Interior Designers
 316 Penn Avenue
 Scranton, PA 15203