

**LACKAWANNA COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR SEALED BID**

**RFB ID# 235-19-104 Revision 1 Dated 8/14/2019**

**For Interior Demolition and Restoration of the First Floor of the Bank Towers Building**

**1. INTRODUCTION:**

2. The Commissioners Office of the County of Lackawanna is requesting proposals For Interior Demolition and Restoration of the First Floor of the Bank Towers Building. It is the intent of Lackawanna County to award this contract within fourteen (14) days of receipt of the proposals. The project should be completed within thirty (30) days of the contract award. The successful bidder and/or subcontractors must be licensed to perform work in the City of Scranton. The successful bidder is responsible for all City of Scranton permits and other regulations.

**3. PURPOSE:**

The purpose of this request is to solicit proposals from qualified contractors who can restore the First Floor of the Bank Towers Building to Pre-SLDHA status. The selected firm will provide the best option for the County, in terms of performing the work listed below;

**Demolition** work shall include: removal of wall base, removal of low walls and steel supports in low walls and remove doors, frames, and hardware as require.

**Restoration** work shall include: patch and repair plaster ceilings at electrical drops and wall supports attached to the ceiling, patch and repair plaster wall at removed wall locations, restore all damaged areas disturbed by demolition, paint all disturbed areas, and remove all debris from the work area.

**Electrical** work shall include disconnecting and removing electrical wiring at all first floor areas.

**4. 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 Form (Page 3) must be provided. Proposals must be submitted to the:

Lackawanna County Controller's Office  
123 Wyoming Avenue, 2nd Floor  
Scranton, Pa 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.***

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Submission Deadline:

***Proposals are due on Friday August 23, 2019 by 10:00 AM local time. Proposals must be submitted to: Lackawanna County, Controller's Office, 123 Wyoming Avenue, 2nd Floor, Scranton, PA 18503. Bids will be opened at 2:00PM in the Boards and Authorities Room 5<sup>th</sup> Floor 123 Wyoming Avenue Scranton, Pa 18503.*** Late proposal submissions will not be accepted under any circumstances. No electronic or fax submissions shall be accepted. The successful bidder shall be allowed to use subcontractors for completion of the scope of work.

**5. Mandatory Pre-Proposal Walk Thru:**

Interested parties are required to attend the Mandatory Pre-Proposal Walk Thru to be held at 10:00 am local time, on ***Tuesday August 13, 2019 at the First Floor, Bank Towers Building, and 317 Spruce Street, Scranton, PA 18503. No proposals shall be accepted from firms that do attend the Mandatory Walk Thru.***

**5. QUESTIONS:**

***Emailed questions shall be addressed to [shaughnessyk@lackawannacounty.org](mailto:shaughnessyk@lackawannacounty.org) and must be submitted by 4pm Friday August 16, 2019.***

**6. SPECIFICATIONS:**

**Demolition** work shall include: removal of wall base, removal of low walls and steel supports in low walls and remove doors, frames, and hardware as required.

**Restoration** work shall include: patch and repair plaster ceilings at electrical drops and wall supports attached to the ceiling, patch and repair plaster wall at removed wall locations, restore all damaged areas disturbed by demolition, paint all disturbed areas, and remove all debris from the work area.

**Electrical** work shall include disconnecting and removing electrical wiring at all first floor areas.

**Note: The County shall be responsible for identifying demo walls with orange spray paint.**

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7. PROPOSAL:

Proposal Form to Be Submitted as Bid (4 Copies Attn Lackawanna County Controller's Office)

Bid Proposal Price: \_\_\_\_\_

\_\_\_\_\_  
Firm Name:

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

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City and State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax \_\_\_\_\_

Date: \_\_\_\_\_

Email:  
\_\_\_\_\_

Duns# \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

8. CERTIFICATION OF NO CONFLICT OF INTEREST:

I certify 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. (Bid will not be accepted without signed Certificate of No Conflict of Interest)

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**9. 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.

**10. 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.**

**11. 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.