

LACKAWANNA COUNTY REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received by Lackawanna County at 200 Adams Avenue, Scranton, Pennsylvania 18503, on Sept. 13, 2010, at 4 p.m. prevailing time for lease of space for the Lackawanna County Coroner's Office.

- A. **PURPOSE:** The purpose of this Request for Proposals is to solicit interest from qualified firms and/or individuals to provide leased office space for the Lackawanna County Coroner's Office. A qualified firm and/or individual will be selected through a fair and open process at the sole discretion of the County.

- B. **PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS:**
 - a. Four (4) copies of the proposal must be provided. Proposals must be submitted to Maria Elkins, Chief of Staff, 200 Adams Ave., 6th Floor, Scranton, PA 18503 with the name of the firm submitting the proposal clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submissions by fax, telephone or email are not permitted.

 - b. The final selection will be made at the sole discretion of the County. The County reserves the right to reject any or all offers, waive any defect or negotiate for better terms.

 - c. All questions regarding specifications should be submitted to the Lackawanna County Coroner's Office, 570-963-6100 or to brennanj@lackawannacounty.org.

- C. **Specifications**
 - a. 3,500 +/- square feet of general office space to include private entrance way, office suite, general common area, conference room, bereavement area, and laboratory space to include refrigeration, floor scale and research area

 - b. 1,200 +/- square feet of attached garage space

 - c. Must include separate HVAC system for office and laboratory areas

 - d. Laboratory area must be completely vapor sealed from office area

 - e. Lease term must include an annual rental price

 - f. Lease term is to be for 20 years

 - g. Must be centrally located within Lackawanna County