

# Lackawanna County Board of Commissioners

## Request for Proposals

**NOTICE IS HEREBY GIVEN** that pursuant to a fair and open process, sealed submissions will be received by the County of Lackawanna (the “County”) Board of Commissioners (“Board of Commissioners”) at its offices at 200 Adams Avenue, 6<sup>th</sup> floor, Scranton, Pennsylvania 18503, for proposals to lease 2,000 square feet of office space.

**Currently accepting Proposals.**

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

**A. PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS**

1. Four (4) copies of your proposal must be submitted in a sealed envelope.
2. Proposals must be submitted to Lackawanna County, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6<sup>th</sup> Floor, Scranton, PA 18503, with the name of the firm submitting the proposal clearly marked on the outside of the envelope;
3. 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;
4. Submissions by fax, telephone or email are not permitted;
5. The final selection will be made at the sole discretion of the County;
6. The County reserves the right to reject any or all offers, waive any defect or negotiate for better terms; and
7. All questions regarding specifications should be submitted to Lackawanna County, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6<sup>th</sup> Floor, Scranton, PA 18503, (570) 963-6800 or at [elkinsm@lackawannacounty.org](mailto:elkinsm@lackawannacounty.org). Upon written request, a County official, Chief of Staff or their designee will be available by telephone, on an appointment basis only, to answer questions of potential respondents.

**B. SPECIFICATIONS:**

- a. 2,000 square feet of office space.
- b. A building or office generally located in the area known as South Scranton and encompassed by the 11<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup> and 24<sup>th</sup> wards of the city of Scranton and more or less contained in the zip code area 18505.
- c. Accessible parking
- d. ADA compliant

**C. COMMUNICATIONS WITH COUNTY OFFICIALS:** All communications during this process should be directed to the appropriate contact listed in Section B.7. of 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.