

**LACKAWANNA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR SEALED BIDS
THE DISTINGUISHED CITIZENS MONUMENTS PROJECT**

Issued: December 17, 2015

RFB ID #: 14-16-104

1. INTRODUCTION:

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed Bids will be received and reviewed by the County of Lackawanna ("COUNTY") for the Distinguished Citizens Monuments Project.

Submission Deadline:

Respondents must submit their written Bid by 11:00 a.m. prevailing time: January 14, 2016

Opening Date, Time & Location:

Bids will be publicly opened in the Commissioners' Conference Room, 6th Flr., Administration Building, 200 Adams Ave, Scranton, PA 18503: **2:30 PM Thursday, January 14, 2016**

Contact Person:

Gary Cavill

Email:

gcavill@gpinet.com

Bids received will be reviewed and evaluated by the Board, based upon such criteria as the Board, in its sole discretion, deems appropriate. The Board reserves the right to request clarification or additional information from any respondent. The Board, in its sole discretion, may accept the Bid of a respondent or may reject all Bids.

The Board reserves the opportunity to modify this Request for Bids (here in after referred to as RFB) at its own discretion and without prior notice and to waive any immaterial defect or informality in any Bid as may be permitted by law.

2. PURPOSE:

The purpose of this Request for Bids is to solicit bids from qualified and experienced monument/memorial contractors.

3. SPECIFICATION:

The contractor shall remove and dispose of the existing gray monument located behind the existing three distinguished citizens monument on courthouse square adjacent to Spruce St. The contractor shall provide and install two new monuments that shall match the existing monuments identically without the engraving. This will include the following: - (2) bases that are 3'-11.75" X 2' x 1"-4" in polished Canadian Mahogany Granite
- (2) dies that at 3'-11.75" x 1' -10.25" x 3'-11.75" in polished Canadian Mahogany. This shall include a Recessed Circle 15" in diameter by 1" deep
- (2) Bronze Bah Reliefs that are 14" Diameter and 0.75" thick installed and Set. (Actual Faces to be determined when awarded)

We encourage the contractor to visit the site located adjacent to Spruce Street in the Courthouse Square.

4. PROCEDURES FOR RESPONDING TO REQUEST FOR BIDS:

One (1) original and four (4) copies of the Bid must be provided. Bids must be addressed to the Lackawanna County Controller's Office, 135 Jefferson Ave, Lower Level, Scranton, Pennsylvania 18503. **Bids must be in a sealed envelope with the name of the submitting firm and the RFB number 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. The final selection will be made in the sole discretion of the Board.

5. QUESTIONS:

Questions can be submitted via email gcavill@gpinet.com

* Questions will be answered by the appropriate individual(s) within 3 business days via email with a return reply acknowledging receipt of the email request.

* QUESTIONS AND ANSWERS WILL BE SHARED WITH ALL BIDDERS.

All questions pertaining to this RFB must be submitted on or before: January 7, 2016

6. CRITERIA FOR EVALUATION OF BIDS:

The Board will independently evaluate each bid and selection will be made upon the following criteria:

- * Cost of services/items.
- * The Bidder's demonstrated experience and expertise in monuments.
- * Experience and commitment to providing timely services.
- * Project understanding and methodology.

7. SUBMISSION REQUIREMENTS:

Each Bid must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Bids must include the information that is specifically requested herein as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the Bid constitutes a firm offer to the County that cannot be withdrawn for ninety (90) days from the Bid due date.

8. RESPONSIBILITIES:

The successful Bid shall have primary responsibility for the following:

- * Removal and Disposal of Existing Monument
- * Construction and Installation of Two New Monuments

9. CONFIDENTIALITY:

All Bids in response to this RFB shall be held confidential until a contract is awarded. Following the contract award, Bids are subject to release as public information unless the Bid or specific parts of the Bid can be shown to be exempt from the Pennsylvania Public Information Act. Respondents are advised to consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information. The County assumes no obligation or responsibility for asserting legal arguments on behalf of potential Respondents. If a Respondent believes that a Bid or parts of a Bid are confidential, then the Respondent shall so specify. The Respondent shall stamp in bold red letters the term "CONFIDENTIAL" on that part of the Bid, which the Respondent believes to be confidential. Vague and general claims as to confidentiality shall not be accepted. All Bids and parts of Bids that are not marked as confidential will be automatically considered public information after the contract is awarded.

10. CONFLICT OF INTEREST:

Any vendor or person considering doing business with Lackawanna County Government must disclose the vendor or person's affiliation or relationship that might cause a "Conflict of Interest" with County Government entity. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest may automatically result in the disqualification of the Respondent's bid.

11. COMMUNICATION WITH ELECTED OR APPOINTED OFFICIALS

All communications during this process should be directed to the appropriate contact listed in this Request for Bids. 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.

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