

**Lackawanna County Board of Commissioners**

**Request for Proposals to Lease Storage Space**

**July 28, 2010**

**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”) for proposals to lease 12,000 to 15,000 square feet of secured, climate controlled storage space.

Respondents must submit their written proposals by 4:00 pm prevailing time on Wednesday August 11, 2010.

County management personnel will be available by telephone (on an appointment basis) to answer the questions of potential respondents. Respondents desiring to schedule a telephone conference should contact Maria Elkins, Lackawanna County Chief of Staff at 570-963-6800.

Proposals 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 of additional information from any respondent. The Board, in its sole discretion, may accept the proposal of a respondent, may choose a respondent with which the Board will enter into negotiations, or may reject all proposals.

The Board reserves the opportunity to modify this Request for Proposal at its own discretion and without prior notice, and to waive any immaterial defect of informality in any proposal as may be permitted by law.

**PURPOSE:**

The purpose of this Request for Proposals is to solicit interest from qualified firms and/ or individuals to provide leased 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.

## **PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS:**

1. Four (4) copies of the proposal must be provided. Proposals must be submitted to the Board of Commissioners, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6<sup>th</sup> Floor, Scranton, Pennsylvania, 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. 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.
2. All questions regarding this Request for Proposal should be made in writing to the Board of Commissioners, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6<sup>th</sup> Floor, Scranton, Pennsylvania 18503.
3. Conflict of Interest – All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested legal services on behalf of the County.

## **SPECIFICATIONS**

- **12,000 to 15,000 square feet of secured storage space (plus-minus 4 percent)**
- **Secured, Climate-controlled environment (68 to 76 degrees respectively)**
- **Open floor plan, with banker box shelving preferred**
- **First floor access**
- **Accessible parking**
- **Dock preferred**
- **Gross Lease rate to include all heat and cooling costs, water, sewage, and electric**
- **Located within Lackawanna County**

## **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 the Request to the Board and retain no copies thereof.