

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, 6th floor, Scranton, Pennsylvania 18503, on **March 5, 2010 at 1 P.M.**, prevailing time for proposals to lease 2,000 square feet of office space, at two locations. **Proposals will not be accepted after that date and time.**

A. 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.

B. PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS

1. Four (4) copies of your proposal must be submitted in a sealed envelope. The envelope **MUST BE MARKED** attn: MARIA ELKINS, CHIEF OF STAFF. The submission must include the individual name, agency name, real estate representative’s name, square footage, and due date.
2. Please be advised that this is a Proposal Solicitation Process. The County reserves the right to reject any or all offers, waive any defect or negotiate for better terms.

C. SPECIFICATIONS

- 2,000 Square feet of office space
- Two locations are needed:
 - A building or office generally located in the area known as South Scranton and encompassed by the 11th, 12th, 19th, 20th and 24th wards of the city of Scranton and more or less contained in the zip code area 18505.
 - A building or office located in the Borough of Moscow and/or the Townships of Jefferson, Roaring Brook, Elmhurst, Madison, Spring Brook, Covington, Clifton and Lehigh.
- Accessible parking
- ADA Compliant