

## 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, on **October 30, 2009 at 1 P.M.**, prevailing time for proposals to lease 50,000 to 160,000 useable square feet, as per BOMA standards, of office space built to County's needs.

**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 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. The County is not responsible for any costs associated with the preparation of the RFP response.

**C. Request for Proposal**

Proposals to include the following:

1. Plans or descriptive narrative of building,
2. Building must be designed to present BOCA code,
3. Condition of HVAC, electrical, and plumbing and year installed,
4. Condition of roof and year installed,
5. Exterior and interior photographs,
6. Address of building,
7. Building contact information,
8. Provide as-is rentable number,
9. Cost package(s) by October 30, 2009

**D. SPECIFICATIONS**

- 50,000 to 160,000 of useable square feet, per BOMA standards, of office space built to County's needs
- Location between Mulberry Street to Lackawanna Avenue, and Mifflin Street to Jefferson Avenue
- Parking to office space must be within 500 feet
- Triple-net lease with option to buy-- will consider other options
- Availability, first quarter of 2011
- ADA compliant
- Materials that contribute to LEED are preferred