

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 **October 9, 2009 at 1 P.M.**, prevailing time for proposals to lease 3,700 square feet of office space. **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.

C. SPECIFICATIONS

- 3,700 SQUARE FEET
- Climate-controlled environment
- First floor access
- Accessible parking
- Downtown Scranton preferred