

Request for Sealed Bids  
Lackawanna County Commissioners  
Fabrication of Vendor Huts

## 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 fabrication of 50 Vendor Huts to be completed and delivered to Courthouse on December 2, 2021, for the Lackawanna County Holiday Market on Courthouse Square.

### Timeline

**Mandatory Pre-Bid meeting:** A mandatory pre-bid meeting will be held from 11am to 12pm on July 23, 2021, at the Electric City Trolley Museum at 300 Cliff St. Scranton, PA 18503.

**Questions:** All questions must be submitted by August 10, 2021, to:  
[mcguiganm@lackawannacounty.org](mailto:mcguiganm@lackawannacounty.org)

**Submission Deadline:** August 12, 2021

Respondents must submit their sealed bids by 11:00 a.m. August 12, 2021. Sealed bids will be opened August 12, 2021, at 2:00PM in the Commissioner's Board Room 5<sup>th</sup> Floor Lackawanna Government Center 123, Wyoming Avenue Scranton, PA 18503.

### Submit To:

Lackawanna County Controller's Office  
123 Wyoming Ave.-2nd Floor  
Scranton, PA 18503

### Contract Person:

Maureen McGuigan  
Deputy Director Lackawanna County Arts & Culture  
[mcguiganm@lackawanacounty.org](mailto:mcguiganm@lackawanacounty.org)  
570.496.1724

## 2. PROJECT OVERVIEW

Lackawanna County is requesting the fabrication of 50 new vendor huts of two different sizes painted white for vendors to sell products for the annual Lackawanna County Holiday Market and other events.

Fabrication is based on design of prototype (see Exhibit B & C) The vendor huts will be mobile rigid weather resistant multi-use structures to be erected on concrete/asphalt,

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collapsible and capable of facilitating electricity, movable by lift and capable of being stored in shipping containers.

A mandatory pre-bid meeting will be held on July 23 from 11:00am-12:00pm. at the Electric City Trolley Museum at 300 Cliff St. Scranton PA and the prototype will be on display at Sun.-Mon. from 9am-4pm from July 23, 2021, until Aug. 10, 2021.

### **3. ABOUT THE DESIGN OF THE PROTO-TYPE**

The prototype was designed based on considering factors of weather, ease of mobility for storage and set-up, security, vendor requests and sustainability of structure. Specifically, the following was considered:

- Be mobile with footprint no larger than 24" x 90" with a height no larger than 96" when collapsed for transport/storage.
- Allow for ease of vendor set up and tear down.
- Fit in shipping container for storage.
- Movable by lift truck (for transport/storage)
- Minimal tools and manpower to erect.
- Lockable and secure when erected.
- Wind and weather resistant.
- Capable of facilitating electric lighting.
- Meet all required governing standards for mobile event structures.

### **4. SCOPE OF WORK**

Fabrication services for 50 Vendor huts painted of two different sizes based on specifications from design specs and prototype to be completed and delivered by December 2, 2021, to 200 N. Washington Ave. on Courthouse Square the day before event. Delivering directly to the event location will streamline set-up.

#### **# of Units and Dimensions:**

- 20 Large Units: 90" wide x 96" tall x 108" deep
- 30 Small Units: 90" width x 96" tall x 66" deep

Both units must collapse to 90" x 96" x 24"

#### **Materials to Be Used**

Lumbar and Aluminum. Aluminum will be outside of unit to ensure weather protection. See specifications for thickness and other information.

#### **Electricity Facilitation**

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Design allows for opening for vendor access to electricity.

**Mobility**

Units must be movable by a lift for transport and storage.

**5.Mandatory Pre-bid Meeting**

There will be an opportunity for prospective bidders to meet with the County staff for a question-and-answer session:

Date: **Friday, July 23, 2021**

Time: 11:00 am to 12:00 pm

Location: The Electric City Trolley Museum, 300 Cliff Street, Scranton, PA 18503

The proto-type will be on display at the same location Sun.-Mon. from 9am-4pm from July 23, 2021, until Aug. 10, 2021.

Registration: Maureen McGuigan at 570.496 ext. 106  
emailmcguiganm@lackawannacounty.org

**6. QUESTIONS:**

Questions can be submitted via email to: [arts-culture@lackawannacounty.org](mailto:arts-culture@lackawannacounty.org)  
Questions will be answered by the appropriate individual(s) and answered and posted to the County's website. All questions pertaining to this procurement must be submitted on or before: **August 10, 2021**

**7. FORMAT OF PROPOSAL (REQUIRED SUBMITTALS)**

One (1) original copy in PDF format of the sealed bid marked "Lackawanna County Holiday Vendor Hut Fabrication" and one copy shall be delivered to Lackawanna County Controller's Office 2<sup>nd</sup> Floor at 123 Wyoming Ave. Scranton, PA 18503. Proposals will be accepted until 11 am. on August 12, 2021. Sealed Bids shall be opened at 2:00PM in the Commissioners' Board Room 5<sup>th</sup> Floor Lackawanna Government Center 123 Wyoming Avenue Scranton, PA. The sealed bid submission shall be in 8-1/2x11" format, minimum font size 11 point, and each page must be numbered and labeled "Lackawanna County Vendor Hut Fabrications". Sealed bids shall include:

**Cover Letter**

- The firm shall provide a cover letter with the following items:
- The contact information for the Project Manager.
- A statement demonstrating understanding of the work to be performed.

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- Acknowledgment that the firm carries insurance with a minimum of \$1 million General Liability insurance.
- A clear statement of the firm's principals and employee's relationship(s) with officials and employees of Lackawanna County.
- The cover letter shall be signed by the consultant's Project Manager who is authorized to negotiate and contractually bind the firm with Lackawanna County regarding the requested services. The Project Manager shall be the main contact with Lackawanna County for technical and contractual issues and shall be responsible for the direction of day-to-day progress.

### **Profile of Firm**

Manufacturer shall provide a brief statement indicating the firm's experience in conducting work sought by this RFP. The profile shall include:

- A statement of the firm's experience in conducting work of the nature sought by this procurement. Advertising brochures, photos or other materials may be included as support of this statement.
- The address of the firm's office where the Project Manager is located.
- The name and contact information for subcontractors if applicable.
- Three (3) references from projects that were completed with similar work outlined in this procurement. Contact information for references shall include name, title, organization, phone number, mailing address, and email address.

### **Explanation of Work**

The sealed bid shall include a detailed description of the methods and procedures the firm will use to perform the work. Inclusion of examples of similar work is encouraged.

### **8. BUDGET**

The itemized costs shall be totaled to produce a contract price. If awarded the contract, a proposer is bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended by Lackawanna County to allow for additional costs. The proposal shall include your method of invoicing.

### **9.Contract**

If awarded a contract, Lackawanna County will provide the contract.

### **10. EVALUATION CRITERIA**

The following factors will be considered:

- The firm's experience in performing similar work.

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- The expertise of the firm, team and or individual conducting the work.
- Demonstrated understanding of the work to be performed.
- The methods for managing the work to ensure timely and orderly completion.
- Detailed and clear budget regarding material, labor, and delivery costs.
- Reasonable supply and labor costs.
- Award will be made to the most responsible bidder.