

Request for Proposal Notice

The Perry County Commissioners are accepting sealed proposals at their office in the Veterans Memorial Building, 25 W. Main St., P.O. Box 37, New Bloomfield, PA 17068 for providing office space in a public building for the Perry County Area Agency on Aging. The geographical location of the public office must be within 10 miles from the square of New Bloomfield, PA 17068. A minimum of 25 parking spaces, with two designated for handicap usage is required. The demised property must have L&I approval and meet all federal, state, and local requirements of the law. Proposals will be received until 4:00 pm, Friday, February 21, 2025. The proposals will be opened and publicly read at the Commissioners' meeting on Monday, February 24, 2025. A bid bond or check in the amount of not less than ten (10%) percent of one year's rent must accompany the proposal. The Commissioners reserve the right to reject any or all bids. Written specifications may be obtained by contacting the Commissioners' Office at (717) 582-5110.

Each bidder must meet the following minimum specifications for Perry County Area Agency on Aging office lease:

1. Proposals must be delivered or mailed to the Commissioners' office in a sealed envelope marked "Perry County Area Agency on Aging Bid." Proposals must be received by 4:00 p.m. February 7, 2025.
2. The effective date of the lease will be on or before July 1, 2025. If the property is available prior to that date, the County requests the right to occupy the property prior thereto. In said case, the effective date will be the date of occupancy.
3. A bid bond or check in the amount of not less than ten (10%) percent of one year's rent must accompany the proposal.
4. The geographical location of the office must be within 10 miles from the square of New Bloomfield, PA 17068.
5. A minimum of twenty-five parking spaces, with two for handicapped. The handicapped parking spaces shall be properly marked and identified. Handicapped accessibility to the building is required.
6. The demised property must have L&I approval for occupancy of a public building and meet all federal, state, and local requirement of the law.
7. The approval of the bid will be conditioned upon approval by the Perry County Area Agency on Aging and the Perry County Commissioners of the location of the proposed office as the suitability of this site for use by the Area Agency on Aging and approval of the floor plan referred to below in paragraph 8. While the proposal price is a factor, numerous other factors will also be considered including but not limited to: building security, handicapped accessibility, adequate parking, office layout, size of offices and availability for occupancy and location accessibility.
8. A floor plan must be submitted to provide for the following: a reception area; a public waiting area secured from the main office space; 2 public office/meeting rooms secured from main office space; 2 handicapped accessible restrooms; kitchenette with a sink; 10 offices; storage/file space; and an IT room. The office

should be located on the ground floor of a building or the second floor if there is a properly certified elevator. The Area Agency on Aging will be available to review the floor plan before bids are due.

9. Locked access between the public entrance and staff offices.
10. The exterior of the building shall be adequately lighted. Main entrance and private entrance must have lighting specifics to those areas.
11. Landlord is responsible for providing water, sewage, and refuse services. If the property is not served by public water, a certificate of potable water by a certified company acceptable to Perry County shall be provided within ten (10) days of receiving approval of the submitted proposal. The County shall be responsible for paying for the cost of electricity provided the same is separately metered and billed to the Perry County Area Agency on Aging. The electrical service (including wiring) and internet service shall be sufficient to permit installation and satisfactory operations of computer equipment as may be added or installed by the County during the term of the lease. The County will be responsible for the hiring and payment of janitorial staff.
12. All interior space shall be adequately lighted, heated and air conditioned. Floors should be free from potential hazards. Walls and ceilings must be maintained in good condition. All windows must have suitable window treatments.
13. Interior and exterior maintenance shall be provided by the lessor, including lawn maintenance, landscaping and snow removal.
14. Two certified ABC fire extinguishers are required. Fire and extended coverage, property damage, public liability insurance and landlord tenant insurance shall be provided. Fire insurance on the contents of the office will be provided by the County Commissioners.
15. The term of the lease shall be for three years commencing July 1, 2025 and end on June 30, 2028, with an option to renew for one year at the same rate. The rental proposal shall be expressed as the total monthly sum to be paid during the period of the term (Example: \$ per month x 36 months = \$_____).
16. The Commissioners reserve the right to reject any or all bids.

PROPOSAL PRICE
OFFICE SPACE FOR PERRY COUNTY AREA AGENCY ON AGING
PER ATTACHED SPECIFICATIONS

\$ _____ PER MONTH X 36 MONTHS = \$ _____

Witness

Signature(s)

Date