



PENNSYLVANIA GAMING CONTROL BOARD

**303 Walnut Street, Strawberry Square
5th Floor Verizon Tower
Harrisburg, PA 17101**

Thank you for responding to the Pennsylvania Gaming Control Board's ("PGCB") Solicitation for Proposal #2011-01 to lease to the PGCB approximately 5,800 usable square feet of office space in downtown Harrisburg, Pennsylvania. The space will be occupied by the Pennsylvania Gaming Control Board. Enclosed you will find Solicitation For Proposal #2011-01 (SFP) which includes 3 appendices, including a sample lease.

This SFP contains information that will guide you in preparing a proposal submission on the enclosed forms. To be considered, all proposals must be submitted on the enclosed forms. Proposals must be received by the Pennsylvania Gaming Control Board, 303 Walnut Street, Strawberry Square, Verizon Tower, 5th Floor, Harrisburg, Pennsylvania by 3:00 P.M., May 16, 2011. **PROPOSALS WILL NOT BE ACCEPTED AFTER THIS TIME.**

Two copies of your proposal must be submitted in a sealed envelope. THE ENVELOPE MUST BE MARKED WITH SFP#2011-01, AGENCY'S NAME, REAL ESTATE REPRESENTATIVE'S NAME, SQUARE FOOTAGE, AND DUE DATE. THIS INFORMATION MUST ALSO BE SHOWN ON THE OUTSIDE OF ANY COURIER OR MAILING ENVELOPE. Do not submit a proposal for another SFP in the same envelope with your proposal for this particular SFP. Please be advised that this is a Proposal Solicitation Process. The PGCB reserves the right to reject any or all offers, waive any defect or negotiate for better terms.

Payment of prevailing wages is now a requirement of the Commonwealth's leasing program when a proposer offers to construct a new facility or substantially rehabilitate an existing facility. Specific information on the payment of prevailing wages requirement can be found on Page 6 of the SFP. There are also new requirements concerning the Right to Know Law. Specific information on the disclosure of proposal contents can be found on page 14 of the SFP.

Completion of a Small Disadvantaged Business Commitment Form is now a requirement of the solicitation even if a proposer makes no commitment to utilize small disadvantaged businesses. Specific information on commitments made by proposers to participation by small disadvantaged businesses, and the impact of those commitments on the Commonwealth's selection of a proposal to provide leased space, can be found on Page 7 of the SFP.

You should address the availability of private and/or public parking in your proposal.

Please be sure to carefully read the whole document. If you have any questions concerning the attached information, please contact Steve Wilson at RFPQuestions@state.pa.us.

***P.O. Box 69060, Harrisburg, PA 17106-9060
Telephone: 717-346-8300 FAX No: 717-346-8350***

SOLICITATION FOR PROPOSAL (SFP) # 2011-01
PENNSYLVANIA GAMING CONTROL BOARD

Date of Issue:
April 15, 2011

Issuing Office:
Pennsylvania Gaming Control Board
303 Walnut Street, Strawberry Square
5th Floor Verizon Tower
Harrisburg, PA 17101

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GENERAL INFORMATION FOR THE PROPOSER

PURPOSE:

The purpose of this Solicitation for Proposals (SFP) is to obtain proposals to provide approximately 5,800 net usable square feet of office space, to house approximately 6 Commonwealth employees, at least one large hearing/meeting room that can accommodate at least 110 people, two conference rooms, 4 offices, reception area, administrative/secretarial open space, staff restrooms, break room, filing areas, work room, and voice/data room.

In accordance with the Downtown Location Law, 73 P.S. 821 *et. seq.*, the PGCB must consider downtown locations. Due to suitable space and requirements of the agency, the PGCB requires that the office space sought must be located in downtown Harrisburg. The office space must be conveniently accessible to the Pennsylvania Gaming Control Board's ("PGCB") main office in Strawberry Square. The space must be in a building with public parking within 1 block. There must also be hotel accommodations in the immediate vicinity. The office space must be easily accessible and open for public meetings. Because the public Board Meetings often last over the lunch hour and late into the afternoon, public eating establishments must be conveniently located nearby. Public transportation such as the Harrisburg train station must be within a short walking distance to the office space.

Proposals which offer space outside of these specifications will not be considered.

Proposers should prepare and submit proposals to be considered by the Commonwealth of Pennsylvania (Commonwealth) for a ten-year lease (with options for two five-year renewal terms) to be occupied by the PGCB, alternately referred to as "premises."

ISSUING OFFICE:

The PGCB, issues this SFP for the Commonwealth of Pennsylvania. The point of contact is:

Steven Wilson
PGCB
303 Walnut Street, Strawberry Square
5th Floor Verizon Tower
Harrisburg, PA 17101
RFPQuestions@state.pa.us
Telephone: 717-346-8300
FAX No: 717-346-8350

Only the PGCB is authorized to negotiate the terms and conditions of a proposed lease agreement. No understanding shall be binding upon the PGCB until all of the following occur: (1) the parties' understanding has been reduced to a formal written lease agreement; (2) the lease agreement has received all necessary Commonwealth approvals; (3) the lease agreement has

been signed by the Executive Director for the PGCB; and (4) the fully executed lease agreement has been delivered by PGCB to the selected proposer.

SCOPE:

This SFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the services to be provided; requirements that must be met to be eligible for consideration; and other requirements to be met by each interested party.

RESPONSE DATE:

To be considered, proposals must arrive at the issuing office, on or before the date and time specified in the cover letter. **ALL LATE PROPOSALS SHALL BE REJECTED.**

NOTICE TO PROPOSERS OF PREVAILING WAGE REQUIREMENTS, IF APPLICABLE:

To the extent that a proposer offers to construct a new facility, to substantially rehabilitate an existing facility, or to substantially alter an existing facility in accordance with PGCB specifications/drawings, and the construction/substantial rehabilitation/substantial alterations will have a total estimated cost that exceeds \$25,000, the following prevailing wage requirements shall be included in the lease. “Substantial rehabilitation” is the conversion or adaptation of an existing facility into a safe, structurally sound building, by gutting and extensive re-construction, to make the building suitable for use by the PGCB. As a guideline, if the building foundations, building shell (outer walls, interior support walls or roof) or major building systems (HVAC, plumbing, electrical) are substantially altered or replaced, it is substantial rehabilitation. “Substantial alterations” are those alterations to an existing facility by the LESSOR in accordance with PGCB specifications/plans/drawings where final plans, drawings and specifications must be reviewed and approved by the PGCB. These terms do not include cosmetic improvements, routine maintenance, minor non-structural alterations and upgrades.

The lease shall require the LESSOR and LESSOR’s contractor(s) to pay no less than the wage rates as issued by the Secretary of the Pennsylvania Department of Labor and Industry for each craft or classification of all workers needed to perform the contract(s) for the construction/substantial rehabilitation/substantial alterations of the facility. The construction/substantial rehabilitation/substantial alterations required by the lease will be subject to the provisions, conditions, duties, requirements, remedies and penalties of the Pennsylvania Prevailing Wage Act, 43 P.S. § 165-1 et seq. The prevailing minimum wage predetermination, as issued by the Secretary of Labor and Industry, shall be attached to the lease and made a part of the lease. No workers may be employed in the construction/substantial rehabilitation/substantial alterations, except in accordance with the classifications in the prevailing minimum wage predetermination of the Secretary of Labor and Industry.

The rent requested by proposers offering to construct a new facility or to substantially rehabilitate an existing facility or to make substantial alterations must take into consideration the requirement of the LESSOR and LESSOR's contractor(s) to pay no less than the prevailing wage rates issued by the Secretary of Labor and Industry.

In order to view the current prevailing wages for each craft or classification of workers needed to perform the contract(s) for the construction/substantial rehabilitation/substantial alterations of the leased facility for the locality where the facility will be constructed/substantially rehabilitated go to http://www.dli.state.pa.us/landi/li_apps/requestPW.asp and request the prevailing wages. These are the applicable wage rates provided a lease is negotiated and fully executed within 120 days of the Proposal Response Date. In the event the lease is not fully executed within this 120 day period, it will be necessary to request and obtain new, current prevailing minimum wage rates from the Secretary of Labor and Industry that the LESSOR or LESSOR's contractors must pay to those employees involved in the construction/improvement/alteration of the leased facility.

PROPOSALS MUST INCLUDE A STATEMENT INDICATING WHETHER OR NOT THE RENT IS BASED UPON THE REQUIREMENT TO PAY PREVAILING WAGES.

If, after receipt of proposals, the PGCB determines that the LESSOR and LESSOR's contractor(s) should pay the prevailing minimum wage rates when the LESSOR's proposal did not include consideration of this requirement, PGCB may give the proposer the opportunity to revise its offered rental amounts to include allowance for payment of prevailing wages. When such a determination is made, the lease shall require, or be amended to require, the LESSOR and LESSOR's contractor(s) to pay the prevailing minimum wage rates as issued by the Secretary of the Pennsylvania Department of Labor and Industry. If this occurs, the LESSOR and PGCB shall negotiate either an increase in the rental rate or the amount of a one-time payment to cover the increase in cost as a result of including this requirement. The lease will be subject to the provisions, conditions, duties, requirements, remedies and penalties of the Pennsylvania Prevailing Wage Act, 43 P.S. § 165-1 et seq.

NOTICE TO PROPOSERS OF COMMITMENT TO SMALL DISADVANTAGED BUSINESSES

Small Disadvantaged Business Participation

The PGCB encourages participation in leases by small disadvantaged businesses either directly as LESSOR's, or through LESSOR contracts for services (such as design, construction, cleaning, repair, maintenance, snow removal or landscaping) or supplies related to the lease.

Small Disadvantaged Businesses

“Small Disadvantaged Businesses” are small businesses that are owned or controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantages. The term includes: 1) Department of General Services Bureau of Minority and Women Business Opportunities (BMWBO)-certified minority businesses enterprises (MBE's) and women business enterprises (WBE's) that qualify as small businesses; and 2) Small Disadvantaged Businesses, as determined under the rules and regulations established by the United States Small Business Administration; and 3) United States Small Business Administration certified 8(a) Small Disadvantaged Business Concerns.

“Small businesses” are businesses in the United States that are independently owned, are not dominant in their field of operation, employ no more than 100 persons, and earn less than \$20 million in gross annual revenues (\$25 million in gross annual revenues for those businesses in the information technology sales or service business).

Factor in Proposal Selection

Participation by Small Disadvantaged Businesses may be a factor in the Commonwealth’s selection of a proposal to provide leased space to the Commonwealth. Because real estate is unique, the best suited space for the Pennsylvania Gaming Control Board’s needs is of the utmost importance. However, where two or more locations similarly meet the needs of the Pennsylvania Gaming Control Board, consideration will be given Disadvantaged Business participation offered by a proposer, which will be based upon the following in order of priority:

Priority Rank 1	A proposal submitted by a proposer that is a Small Disadvantaged Business.
Priority Rank 2	A proposal submitted by a joint venture with a Small Disadvantaged Business as a joint venture partner.
Priority Rank 3	A proposal submitted by a proposer with contracting commitments to Small Disadvantaged Businesses. Proposers are encouraged to attain the aspirational goal of 20% participation by Small Disadvantaged Businesses.

<p>Priority Rank 4</p> <p>A proposer that falls into this category MUST provide a written explanation as to why it has not made a specific percentage commitment to Small Disadvantaged Businesses.</p>	<p>A proposal submitted by a proposer that is not a Small Disadvantaged Business and that is not in a joint venture with a Small Disadvantaged Business and that makes no specific percentage commitment to Small Disadvantaged Businesses.</p>
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Each proposal will be rated for its approach to enhancing the utilization of Small Disadvantaged Businesses. Each approach will be evaluated, with Priority Rank 1 receiving the greatest priority for this factor, and the succeeding options receiving consideration in accordance with the above-listed priority ranking. For LESSER contract commitments, the percentage commitment will be based upon the amount of the rent that the proposer commits to pay to Small Disadvantaged Businesses for services and/or supplies. The amount must be stated as a specific percentage of the total rent to be paid by the Commonwealth over the term of the lease, including any lump sum payments.

Disadvantaged Business Qualification

1. To receive credit for being a Small Disadvantaged Business or entering into a joint venture agreement with a Small Disadvantaged Business, a proposer will be required to provide proof of Small Disadvantaged Business qualification, as follows:

- a) A proposer qualified as a result of MBE/WBE certification from BMWBO must provide a photocopy of its BMWBO certificate.
- b) A proposer qualified as a result of certification from the U.S. Small Business Administration as an 8(a) disadvantaged business must submit proof of Small Business Administration Certification. The owners of such business must also submit proof of United States citizenship.
- c) A proposer qualified as a “Small Disadvantaged Business” under the rules and regulations of the United States Small Business Administration must provide self-certification and the following:
 - (i) The proposer’s attestation that the proposer has 100 or fewer employees.
 - (ii) Proof that the proposer’s gross annual revenues are less than \$20,000,000 (\$25,000,000 for those businesses in the information technology sales or service business). This can be accomplished by including a recent tax or audited financial statement.
 - (iii) Proof of the United States citizenship of the owners of such business.

- d) In the case of a joint venture agreement, the proposer must provide a copy of the agreement, together with the documentation necessary to establish the joint venture partner as a Small Disadvantaged Business, as follows:
 - (i) If the joint venture partner qualified as a result of MBE/WBE certification from BMWBO, the proposer must provide a photocopy of the joint venture partner's BMWBO certificate.
 - ii) If the joint venture partner qualified as a result of certification from the U.S. Small Business Administration as an 8(a) disadvantaged business, the proposer must submit proof of the joint venture partner's Small Business Administration Certification. The proposer must also submit proof of the United States citizenship of the owners of the joint venture partner.
 - (iii) If the joint venture partner qualified as a "Small Disadvantaged Business" under the rules and regulations of the United States Small Business Administration, the proposer must provide the joint venture partner's self-certification and the following:
 - (A) The joint venture partner's attestation that the joint venture partner has 100 or fewer employees.
 - (B) Proof that the joint venture partner's gross annual revenues are less than \$20,000,000 (\$25,000,000 for those businesses in the information technology sales or service business). This can be accomplished by including a recent tax or audited financial statement.
 - (C) Proof of the United States citizenship of the owners of such joint venture partner.

2. To receive credit for contracting with a Small Disadvantaged Business (including construction/purchasing supplies and/or services through a purchase agreement), a proposer will be required to provide the following information prior to award of the lease:

- a) The name and telephone number of the person within the proposer's organization that DGS may contact regarding the proposer's Small Disadvantaged Business commitments
- b) The company name, address, and telephone number of the prime contact person for each specific Small Disadvantaged Business included in the proposal. The proposer must specify each Small Disadvantaged Business to which it is making commitments. The proposer will not receive credit by stating it will find a Small Disadvantaged Business after the lease is awarded or by listing several companies and stating it will select one later.
- c) The specific work, goods, or services each Small Disadvantaged Business will perform or provide.

- d) The location where each Small Disadvantaged Business will perform these services.
- e) The timeframe for each Small Disadvantaged Business to provide or deliver the goods or services.
- f) The amount of capital, if any, each Small Disadvantaged Business will be expected to provide.
- g) The form and amount of compensation each Small Disadvantaged Business will receive.
- h) The percent of the total rent that will be paid to each Small Disadvantaged Business.
- i) A signed contract or letter of intent must be included in the Disadvantaged Business portion of the proposal.
- j) If the contractor is a Small Disadvantaged Business qualifying as a result of certification from MBWBO, the proposer must provide a photocopy of the contractor's MBWBO MBE/WBE certificate.
- k) If the contractor is a Small Disadvantaged Business qualifying as a result of 8(a) certification from the U.S. Small Business Administration, the proposer must submit proof of such contractor's Small Business Administration Certification, and proof of the United States citizenship of the owners of such contracting business.
- l) If the contractor is a Small Disadvantaged Business qualifying as a "Small Disadvantaged Business" under the rules and regulations of the United States Small Business Administration, the proposer must provide the contractor's self-certification and the following:
 - (i) The contractor's attestation that the contractor has 100 or fewer employees.
 - (ii) Proof from the contractor that the contractor's gross annual revenues are less than \$20,000,000 (\$25,000,000 for those businesses in the information technology sales or service business). This can be accomplished via a recent tax or audited financial statement.
 - (iii) Proof of the United States citizenship of the owners of such contracting business.

Lease Obligation

The selected LESSOR's Small Disadvantaged Business commitment will be included as a contractual obligation in the lease.

Commitments to Small Disadvantaged Businesses made at the time of proposal submittal or during lease, negotiations must be maintained throughout the term of the lease. This requirement also applies to any subsequent LESSOR who takes the lease by assignment. Any proposed change must be submitted to BMWBO, which will, along with the Pennsylvania Gaming Control Board, determine whether a proposed substitution should be approved.

Small Disadvantaged Business that contract with the LESSOR, and Small Disadvantaged Businesses in a joint venture must perform at least 50 percent of the contract or Small Disadvantaged Business portion of the joint venture.

To the extent that a contract or subcontract is to be performed by a Small Disadvantaged Business, the Small Disadvantaged Business cannot enter into subcontract arrangements for more than 40 percent of the total estimated dollar amount of the contract.

The LESSOR shall complete the LESSOR's Quarterly Utilization Report (or similar type document containing the same information) and submit it to the leasing officer of the agency occupying the leased premises and BMWBO within 10 workdays after the end of each quarter the lease is in force. If there was no activity, the form must also be completed, stating "No activity in this quarter." This information will be used to determine the actual dollar amount paid to Small Disadvantaged Businesses as LESSOR's or contractors with LESSOR's, and Small Disadvantaged Businesses involved in joint ventures. Also, it is a record of fulfillment of the commitment the LESSOR made and for which it received consideration for selection.

NOTE: EQUAL EMPLOYMENT OPPORTUNITY AND CONTRACT COMPLIANCE STATEMENTS REFERRING TO COMPANY EQUAL EMPLOYMENT OPPORTUNITY POLICIES OR PAST CONTRACT COMPLIANCE PRACTICES DO NOT CONSTITUTE PROOF OF SMALL DISADVANTAGED BUSINESS STATUS OR ENTITLE A PROPOSER TO RECEIVE CREDIT FOR SMALL DISADVANTAGED BUSINESS UTILIZATION.

Questions regarding the Disadvantaged Business Program can be directed to:

Department of General Services
Bureau of Minority & Women Business Opportunities
Room 611, North Office Building
Harrisburg, PA 17125
gs-bmwbo@state.pa.us
Phone: (717) 787-6708
FAX: (717) 772-0021

Small Disadvantaged Business Program information and a database of BMWBO-certified minority-and women-owned businesses can be accessed at www.dgs.state.pa.us, Keyword: BMWBO. The federal vendor database can be accessed at www.ccr.gov by clicking on Dynamic Small Business Search (certified companies are so indicated). Please also see Appendix F to this SFP.

Small Disadvantaged Business Commitment Form

The Small Disadvantaged Business Commitment Form, which is attached to this document, must be completed by the proposer and submitted with its proposal.

SUBMISSION OF PROPOSALS:

To be considered, interested parties must submit a complete response to this SFP, using the format provided in the “Proposal Requirement” section of this document. An interested party will make no other distribution of the proposal. An official who is authorized to bind the interested party to its provisions must sign the proposal. For this SFP, the conditions of the proposal must remain valid for at least sixty (60) days from the date specified in the cover letter. Moreover, the conditions of the selected proposal will become contractual obligations if a contract is entered into with the PGCB.

A complete proposal package is necessary for evaluation of your proposal. Failure to include any of the required information or forms will delay evaluation of your proposal and may, at the PGCB’s sole discretion, result in the rejection of your proposal.

The PGCB now allows alternate responses for one solicitation. In order to be considered as a complying submission, a proposal must initially adhere strictly to the solicitation specifications in all material regards. However, in addition to this component, a proposer may, at the proposer’s discretion, submit one or more alternate proposals that vary from the specifications. In particular, the proposer may, by way of example, propose alternate finishes or spatial layouts that allow the proposer to submit a more competitive price proposal. The proposal must clearly label the primary proposal, and all alternates, and a clear breakdown of the price differentials should be delineated. PGCB will consider and evaluate the primary and all alternate proposals at its sole discretion.

TYPE OF AGREEMENT:

The selected party will be expected to enter into a lease agreement, a draft of which is attached as APPENDIX A of this SFP. The terms and conditions of this SFP and the selected party’s proposal will be incorporated into the lease by reference.

REJECTION OF PROPOSALS:

The PGCB reserves the right to reject any and/or all proposals received as a result of this request, or to negotiate separately with competing contractors. If, in the opinion of the PGCB, contract negotiations with the selected party cannot be concluded within 60 days following the selected party's receipt of a draft lease agreement, the PGCB may at its sole discretion, immediately discontinue negotiations with the selected party and commence negotiations with any other interested party.

INCURRING COSTS:

The PGCB is not liable for any costs incurred by interested parties related to the preparation of their proposals for this SFP.

ECONOMY OF PREPARATION:

Proposals should be prepared simply and economically, providing a straightforward, concise description of the interested party's ability to meet the requirements of the SFP.

ORAL PRESENTATION:

An interested party that submits a proposal may be required to make an oral presentation of its development plan to PGCB.

AMENDMENT TO THE SFP:

If it becomes necessary to revise any part of this SFP, an amendment will be issued to all interested parties who received the original SFP. For any interested party who downloads the SFP from the PGCB website, it will be that party's responsibility to check the website for amendments to the SFP prior to the submission of its proposal.

SELECTED PARTY RESPONSIBILITIES:

The selected party will be required to assume responsibility for all services offered in the proposal whether or not the selected party actually performs them. Further, the PGCB will consider the selected party to be the sole point of contact with regard to contractual matters.

DISCLOSURE OF PROPOSAL CONTENTS:

1. **Confidential Information.** The PGCB is not requesting, and does not require, confidential proprietary information or trade secrets to be included as part of proposers'

submissions in order to evaluate proposals submitted in response to this SFP. Accordingly, except as provided herein, proposers should not label proposal submissions as confidential or proprietary or trade secret protected. Any proposer who determines that it must divulge such information as part of its proposal must submit a signed written statement by a representative of the proposer as to what information is confidential and must additionally provide a redacted version of its proposal, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.

2. **PGCB Use.** All material submitted with the proposal shall be considered the property of the PGCB and may be returned only at the Issuing Office's option. The PGCB has the right to use any or all ideas not protected by intellectual property rights that are presented in any proposal regardless of whether the proposal becomes part of a lease. Notwithstanding any proposer copyright designations contained on proposals, the PGCB shall have the right to make copies and distribute proposals internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.

3. **Public Disclosure.** Public records requests for proposals are governed by and shall be handled in the following manner:

After the award of a lease pursuant to this SFP, all proposal submissions are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, et seq., commencing January 1, 2009. If a proposal submission contains confidential proprietary information or trade secrets, a signed written statement to this effect must be provided with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt from disclosure under 65 P.S. § 67.708(b)(11).

NEWS RELEASES:

News releases pertaining to this project will be made in coordination with the Issuing Office, and subject to PGCB approval.

FACILITY ACCESS:

Consistent with safety and operational factors, the selected proposer will provide the PGCB unlimited access to the leased premises during the construction period.

PENNSYLVANIA STATE SALES AND USE TAX:

The proposed facility is subject to all applicable Pennsylvania Sales and Use Tax legislation. There is no special tax exemption for this project.

ORDER OF PRECEDENCE:

If any discrepancies in interpretation arise, the terms of the Lease Agreement are the first point of reference, the Solicitation for Proposal and all attachments are the second, and the Proposal is the third.

PROPOSAL REQUIREMENTS

INTRODUCTION:

This section contains instructions governing the proposals to be submitted and the material to be included in the proposal. The proposal shall be submitted in the format delineated below.

It is the obligation of the proposer to become fully cognizant of all factors relevant to the site including, but not limited to, existing and surrounding zoning and zoning requirements, physical characteristics and conditions of the site and improvements, asbestos and environmental hazards, adequacy of public facilities, utility services, legal restrictions, and all other information relating to legal requirements, land-use planning, or design requirements and restraints.

REQUIRED DOCUMENTS:

The following required documents must be completed accurately and submitted as part of your proposal (**APPENDIX B**):

1. Proposal to Lease Space to the Pennsylvania Gaming Control Board

- As indicated on this form, certain required services should be included as part of your proposal. The required services are, but are not limited, to the following:
 1. All Utilities
 2. Janitorial Services and Supplies (please check the janitorial schedule included in the Agency Specifications attached to this SFP. Do not use the janitorial schedule (Exhibit B) contained in the sample lease.)
 3. Trash Removal
 4. Snow and Ice Removal
 5. Sewer and Water
 6. Lawn and Shrub Care
 7. Acquisition of the Site
 8. Permitting
 9. All Professional Fees
 10. Financing
 11. Building Construction
 12. Real Estate Taxes
 13. Insurance

2. **LESSOR Identity Disclosure**
3. **Agency Agreement/Limited Agent Authority**
4. **Contractor Responsibility Certification**
5. **Acknowledgment/Usable Area Definition**
6. **Small Disadvantaged Business Commitment Form**

In addition to the required standard forms, a graphic schedule and narrative on the schedule through the design and construction phases of the project is required. This schedule will be used to complete **SECTION 14** of the draft lease agreement (**APPENDIX A**), and will include how the proposer plans to meet its proposed final completion date of **October 15, 2011**. The schedule for the development of the site should include but are not limited to:

Test Fit
Site Control
Code and Building Permit Approvals
Construction
Utility Disconnect/Reconnect

ADDITIONAL INFORMATION:

In order to assist with the evaluation of your proposal, the following should be included with your proposal package:

1. Drawings - Site Plan(s), Floor Plans, Elevations, and Building Sections.
2. Photographs - Please mark photographs for easy reference.
3. Any documentation the proposer determines to be necessary to explain the proposal.
4. An explanation/description of how the proposal meets the Pennsylvania Gaming Control Board's needs as set forth in Appendix C.