



**PENNSYLVANIA GAMING CONTROL BOARD**

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

August 8, 2014

Thank you for responding to the PGCB's Solicitation for Proposal #2014-1 to lease to the PGCB approximately 3,500 useable square feet of office space to be located in Lackawanna or Luzerne County, as more specifically defined in the enclosed information. The space will be occupied by the Pennsylvania Gaming Control Board. Enclosed you will find Solicitation for Proposal #2014-1 which provides more detailed criteria and procedures for responding to this solicitation.

This SFP contains information that will guide you in preparing a proposal submission. To be considered, all proposals must be submitted utilizing the enclosed forms providing all required information. Proposals must be received by the Pennsylvania Gaming Control Board, 303 Walnut Street, Strawberry Square, Verizon Tower, 5<sup>th</sup> Floor, Harrisburg, Pennsylvania by 3:00 P.M., August 25, 2014

**PROPOSALS WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME.**

Three (3) copies of your proposal must be submitted to Steven D. Wilson, Director of Office Services in a sealed envelope inclusive of all documents required in the Solicitation for Proposal.

Please make sure that the envelope submitted is sealed. The envelope must clearly be marked with the following information:

- 1) SFP #2014-1
- 2) Submitted Property Name and Address
- 3) Real Estate Representatives Name
- 4) Building Ownership Entity
- 5) Square Footage
- 6) Date

This information must also be shown on the outside of any courier or mailing envelope. Please be advised that this is a proposal solicitation process and that the PGCB reserves the right to reject any or all offers, waive any defect or negotiate for better terms.

Payment of prevailing wages is 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 2 of the SFP. There are also requirements concerning the Right to Know Law. Specific information on the disclosure of proposal contents can be found on page 11 of the SFP.

It is important that the space being proposed is currently unencumbered. Proximity to Interstate 81, Exits #168 to #185, is important and should be described in detail. Please provide a map showing the location of the proposed property in relation to Interstate 81 and the specified Exits. Accommodation of the parking requirement must be thoroughly addressed.

If you have any questions concerning the Solicitation for Proposal, please do not hesitate to contact Steven D. Wilson at [RFPQuestions@state.pa.us](mailto:RFPQuestions@state.pa.us).