LUZERNE COUNTY COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
GAME ROOM SERVICES

Section I. INTRODUCTION

Luzerne County Community College is seeking proposals from qualified Companies to provide game room equipment and service. This document is a Request for Proposal (RFP) for the services described below and does not oblige LCCC to accept responses from eligible Companies. The RFP establishes minimum requirements a Company must meet in order to be eligible for consideration as well as information to be included in the Company’s proposal. Luzerne County Community College will grant exclusive rights to the Company to operate game room equipment on premises.

Carefully examine the specifications, conditions and limitations. The selection of the successful Company will be made based on LCCC’s evaluation and determination of the relative ability of each Company to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

1 Company History and Organization
2 Cost Proposal and Invoicing
3 Insurance
4 References

LCCC is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals or amend the scope of the project. All of the Companies must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at $5,000.00 and above.

Section II. SUBMISSION OF PROPOSALS
Responses to this RFP are due by 3:00 p.m. on April 5, 2016. Late submittals will be rejected. All proposals are to be sealed and addressed to:
Luzerne County Community College
Purchasing Director, Mr. Len Olzinski
1333 S. Prospect Street
Nanticoke, PA 18634
Phone 570-740-0370
Email lolzinski@luzerne.edu

The proposal submission may be mailed or delivered to the above address. Any questions regarding this RFP may be addressed to Mary Sullivan, Director of Student Activities at 570-740-0429 or msullivan@luzerne.edu.

Section III. CONTRACT TERM
The term of this contract shall be for a three (3) year period, commencing on July 1, 2016, unless terminated by either party with thirty (30) days written notice with a renewal option to June 30, 2021.

Section IV. SCOPE OF SERVICES

1) Company shall provide to the College in the space provided various coin operated machines and devices which may include amusement type games, pool tables and change machines.
2) Company shall pay a commission or rental fee not less than monthly.
3) Company will service equipment and machinery.

Section V. INSTRUCTIONS
Responding Companies must address the following subjects in their proposal:

1. Company History and Organization
Provide a brief company history. Explain ownership and include brief biographical information regarding the personnel who would be directly responsible for the service.

2. Cost Proposal and Invoicing
Provide service rates and or commission paid to College for Game Room Equipment and Services as described in Section IV.

3. Insurance
The successful bidder shall carry and maintain, with respect to any work or service to be performed at LCCC facilities, insurance written by a responsible insurance carrier, to provide for the following:

   o Workers’ Compensation as required by applicable statute and Employer’s Liability Insurance.
   o Commercial General Liability Insurance in the amount of $1,000,000 listing the College as additional insured
   o Automobile Liability
Include a copy of Certificate of Insurance including limits with the response.

4. References
Provide at least three (3) client references whose facilities are comparable in size and profile to Luzerne County Community College. Include company name, address, contact person and contact number.