

REQUEST FOR PROPOSALS
TENANT FOR MINI MARKET/CONVENIENCE STORE

The Johnstown Housing Authority is presently requesting proposals for:

Tenant for Mini Market/Convenience Store.

Interested persons may obtain Request for Proposal documents containing full information and detailed submission requirements from the Administrative Office, Johnstown Housing Authority, 501 Chestnut Street, Johnstown, Pennsylvania, 15901 (Mail P.O. box 419, 15907). Documents are available at no cost.

Notice is hereby given that this is a Section 3 covered project and that the Johnstown area has been defined as a Section 3 area. The Authority promotes the utilization of business concerns which are located in or owned in substantial part by persons residing in the Section 3 area and promotes job training and employment opportunities for qualified, lower income, Section 3 area residents.

Attention is called that all applicable Equal Employment Opportunity requirements for federally-assisted contracts must be complied with. This includes strict compliance with Executive Order 11246, as amended, (establishing a goal of 6.9% for female employment), Nondiscrimination; Executive Order 11625, Minority Business Enterprise; Executive Order 12138, Housing and Urban Development Act of 1968, Section 3, Affirmative Action Plan; Payment of all prevailing minimum wages, and Minority Business participation.

Proposals must be submitted in accordance with instructions set forth in the Request for Proposal documents and shall be placed in a "Sealed Envelope" bearing the name and address of the Proposer and marked, "Connor Tower Lease Proposal" and addressed to Mr. Michael P. Alberts, Executive Director, Johnstown Housing Authority, 501 Chestnut Street, Johnstown, PA 15906.

Proposals must be submitted to the Johnstown Housing Authority, no later than **4:00 p.m. on Thursday, February 29, 2024.**

The Johnstown Housing Authority reserves the right to reject any and all responses, to waive any irregularities or informalities, and to accept or reject any items or combination of items.

Michael P. Alberts
Executive Director/Contracting Officer

REQUEST FOR PROPOSALS: TENANT FOR MINI MARKET/CONVENIENCE STORE

The Johnstown Housing Authority (hereinafter “JHA” or “Lessor”), is a public corporate body, organized under the Laws of the Commonwealth of Pennsylvania, with its principal office located at 501 Chestnut Street, Johnstown, Cambria County Pennsylvania 15906. JHA is the owner of property located at 527 Vine Street, Johnstown, Cambria County, Pennsylvania 15901 with said premises being generally known or identified as Fulton I Connor Tower (hereinafter “Connor Tower”).

JHA is soliciting proposals for a Tenant upon the following terms and conditions:

Owner/Landlord: Johnstown Housing Authority

Project/Building: Fulton I. Connor Tower, 527 Vine Street, Johnstown, Cambria County, Pennsylvania 15901.

Lease/Premises: 891 rentable square feet located on the first (1st) floor of Connor Tower.

Exclusive Use: Mini Market Store/Convenience Store

Rent: \$300.00 per month

Your Proposal: Your proposal should address the following:

1. Business Plan 30 Points
2. Proposed Hours of Operation 20 Points
3. Experience 20 Points
4. Credit ability to Inventory and Operate a Mini Market/Convenience Store 30 Points

All proposals shall be received by JHA on or before the 29th day of February, 2024 by 4:00 p.m. Proposals shall be clearly marked on the outside of the envelope “Connor Towers Lease Proposal” and shall be addressed to:

Michael P. Alberts
Executive Director
Johnstown Housing Authority
501 Chestnut Street
Johnstown, PA 15906

JHA reserves the right to reject any and all responses, to waive any irregularities or informalities, and to accept or reject any items or combination of items.

JHA may consider all responses and reserves the right as to from whom Proposals may be obtained.

JHA will not reimburse Respondents for any costs associated with the preparation and submission of any response, or for any travel and per diem costs incurred.

Respondent acknowledges that all information contained in their response is part of the public domain as defined by the Commonwealth of Pennsylvania Public Records Law.

The proposal of the selected Respondents shall become part of the formal agreement between the selected Respondents and JHA.

JHA and Respondents shall negotiate a Lease as to terms and conditions subsequent to Respondents providing a Proposal. In the event an agreement cannot be reached with the selected Respondent in a timely manner, JHA reserves the right to select an alternate Proposal from a different Respondent.

Cancellation: In the event the Respondent violates any of the provisions of this response, the Executive Director of the JHA shall give written notice to the Respondent stating the deficiencies and unless the deficiencies are corrected within five (5) days of notification, recommendations will be made to the JHA Board of Directors for immediate cancellation.

Non-Discrimination: There shall be no discrimination as to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Receipt of Responses: The JHA is not responsible for timely delivery of the U.S. or private courier mail. The Respondent is responsible to allow adequate time for mailing, including time for interoffice mail delivery, or to take appropriate alternative steps to ensure that the Response is delivered to JHA by the specified date and time. **LATE RESPONSES WILL BE RETURNED AND NOT CONSIDERED.**

Organization: Respondents are expected to organize their responses in such a manner as to facilitate the evaluation process. Responses should be keyed or indexed to correspond with this solicitation. JHA staff will make a reasonable effort to locate information in the responses; however, failure to follow this suggested format may make location of critical submittal information difficult, possibly resulting in a loss of appropriate point credit or complete rejection of your proposal.

Non-Collusion: The Respondent, by affixing its signature to your response, certifies that its response is made without previous understanding, agreement, or connection with any person, firm or corporation making a response for the same item(s), and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

Errors and Omissions: In the event an error or obvious omission is discovered in a Respondent's response, either by JHA or the Respondent, the Respondent may have the opportunity of withdrawing its response, provided they can produce sufficient evidence to document that the error or omission was clerical in nature and unintentional. Actual original copies of documentation may be requested at the Business Office's discretion, to support the validity of such a request. This privilege shall not extend to allowing a Respondent to change any information contained in its response however, in the event of a minor omission or oversight on the part of the Respondent, JHA may request written clarification from the Respondent in order to confirm the evaluators interpretation of the Respondent's response and to preclude the rejection of their proposal, either in part or in whole. JHA shall have the authority to weigh the severity of the infraction and determine its acceptability. Informalities and improprieties may be waived if deemed to be in the best interest of JHA to do so.

All Respondents must disclose the name of any officer, director or agent who is also an employee of JHA. All Respondents must disclose the name of any JHA employee who owns, directly or indirectly, any interest in the Respondent's business or any of its branches or subsidiaries. All firms must list any affiliations they have with other firms. The response for any firm found to have an affiliation with potential vendors will be considered non-responsive and not be evaluated.