

**CITY OF SCRANTON**  
**REQUEST FOR QUALIFICATIONS (RFQ) PROPOSALS**

**BENEFITS CONSULTANT/BROKER**

Separate sealed proposals will be received by the Office of the City Controller for the City of Scranton, 340 North Washington Avenue, Scranton, Pa. 18503 a Pennsylvania public employer, for a Benefits Consultant/Broker capable of doing and/or licensed to do business in Pennsylvania and other states/nationally to provide the City with high quality, cost effective brokerage and consulting services for its health insurance and related benefits program for City employees (and retirees, where applicable), said Benefits Consultant/Broker to focus on achieving excellent value at optimal pricing, including cost containment and reductions where feasible. Proposals may be submitted until 10:00 a.m. Wednesday, August 26, 2020, at which time such proposals will be opened in the City Council Chambers and available for public viewing at [www.youtube.com/user/electriccitytv570](http://www.youtube.com/user/electriccitytv570).

Proposals may be obtained from the City of Scranton Purchasing Department, 340 N. Washington Ave., Scranton, Pa. 18503 and which may be had by bona fide bidders. Copies can be obtained on the City website at: [www.scrantonpa.gov](http://www.scrantonpa.gov). If you intend to submit a proposal, you are required to notify Julie Reed, Purchasing Clerk for the City of Scranton via email at: [jreed@scrantonpa.gov](mailto:jreed@scrantonpa.gov). If you fail to notify the Purchasing Clerk of your intent to submit a bid, you will not receive any Addenda or answers to any questions that may be submitted by other bidders.

Proposals will be received and identified by “Benefits Consultant/Broker”. Due to the closure of City Hall, all proposals will be submitted electronically to [John Murray, City Controller for the City of Scranton](mailto:John Murray, City Controller for the City of Scranton) via: <https://www.dropbox.com/request/ggKp87gl25DGm30VN2PY> as to arrive by the date and the time specified above. The City will require a PDF document of this proposal.

Upon request, interested parties will be provided with sufficient information to prepare and submit RFQ proposals for consideration by the City. Information can be obtained from Carl Deeley, Business Administrator for the City of Scranton, Business Administration Office, 4<sup>th</sup> Floor, City Hall, 340 North Washington Avenue, Scranton, PA 18503, [cdeeley@scrantonpa.gov](mailto:cdeeley@scrantonpa.gov). All proposals shall be in accordance with the provisions of the RFQ.

Each proposal must be accompanied by a signed proposal, certificate of insurance, and a signed anti-collusion, affirmative action, and a certificate of non-segregated facilities affidavit.

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Carl Deeley, Business Administrator

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**BENEFITS CONSULTANT/BROKER**  
for  
**CITY OF SCRANTON EMPLOYEE BENEFITS**

**I. GENERAL INFORMATION**

**A. PURPOSE**

This Request for Qualifications (RFQ) provides interested parties with sufficient information to prepare and submit proposals for consideration by the City of Scranton ("City") for a Benefits Consultant/Broker who will provide high quality and cost effective health insurance and related benefits program brokerage and consulting services to the City, a Pennsylvania public employer, focusing on achieving a solid benefits program for City employees (including retirees, where applicable) at excellent value, including achieving cost reductions and containment at optimal pricing.

**B. ISSUING OFFICE**

1. This Request for Qualifications is issued for the City of Scranton Business Administration Department. The issuing department is the sole point of contact for questions pertaining to this Request for Qualifications.

Questions to The City	2:00 p.m. on August 14 <sup>th</sup>
Answers to Questions	On or before August 19 <sup>th</sup>
Submission of Sealed Proposals	10:00 a.m. on August 26 <sup>th</sup>
Public Opening of Proposals	10:00 a.m. on August 26 <sup>th</sup>
Final Decision on Broker	On or before September 1 <sup>st</sup>

The sealed proposals must be submitted via email no later than 10:00 a.m. on Wednesday, August 26, 2020 to: <https://www.dropbox.com/request/ggKp87g125DGm30VN2PY>

2. Proposals will be handled confidentially by the City during the pre-award process.
3. The proposal shall be binding for a period of ninety (90) days from the due date for submission.
4. The City of Scranton will not be responsible for any expenses incurred by a proposer in connection with this procurement.

**C. SCOPE OF SERVICES**

The City of Scranton seeks a licensed employee benefits Broker and Consultant doing business in Pennsylvania and other states who can meet its needs regarding implementing, administering and fully servicing a comprehensive employee benefits program through the term of the contracted relationship. This includes advising City administrators, managers and counsel as to the products, services and tools required for this initiative and serving as a liaison with the City's employees and labor unions, as required. The scope of services to be provided does not include services related to the City's pension or other retirement plans. The City requires a broker/consultant who will partner with it and take the lead in assessing its current and future

needs and challenges, and work closely with it to actively develop short-term, mid-term and longer-term strategies and solutions.

- The City of Scranton currently employs approx. 500 employees at multiple facilities located within the City.
- The City's applicable benefits plans currently include but are not necessarily limited to: Healthcare, (e.g., Hospitalization, Medical and Prescription Drug); Dental; Vision coverages; Life; Long and Short Term Disability.
- The broker/consultant must be capable of meeting and committed to meeting all ongoing requirements of and applicable to administering the City's benefits plans.

#### **D. QUESTIONS**

Any questions regarding this Request for Qualifications should be directed to the Business Administrator via e-mail only to:

Carl Deeley, Business Administrator, City of Scranton: [cdeeley@scrantonpa.gov](mailto:cdeeley@scrantonpa.gov)

All questions must be received by 2:00 p.m. on August 14, 2020. Inquiries received after 2:00 p.m. on August 14, 2020 will not receive responses.

Answers to timely received questions will be prepared by the City by August 19, 2020 and emailed to the respondent or potential respondent who asked the question.

No telephone calls with questions will be taken.

#### **E. ADDENDA**

To ensure consistent interpretation and application of matters pertaining to this RFQ, additional information assembled from answers by the City to Questions asked under 1, above, and which the City deems to be significant and in the interest of all respondents, will be made available to all respondents or potential respondents who request same in writing from the City's Business Administrator prior by 2:00 p.m. on August 14, 2020, i.e., the same time all Questions under 1, above, must be received by the Business Administrator.

Such answers to Questions deemed significant and in the interest of all respondents will be sent in the form of an Addendum to the Request for Qualifications and emailed to all respondents or potential respondents who timely requested same.

#### **F. PUBLIC OPENING**

Sealed Proposals which were timely received will be opened publicly at 10:00 p.m. on August 26, 2020.

### **II. GENERAL CONDITIONS**

A. No verbal information to bidders will be binding on the City. The written requirements will be considered clear and complete, unless written attention is called to any discrepancy or omitted information required for a

proposal before the opening of the proposals. Any alterations to the Request for Qualifications will be made in the form of a written communication emailed or faxed to prospective proposers who inform the City in writing by 2:00 p.m. on August 18, 2020 of their intention to timely propose by August 26, 2020. The communications shall then be considered to be part of the Request for Qualifications.

**B.** Submission of a proposal will be considered as conclusive evidence of the proposer's complete examination and understanding of the request.

**C.** The City of Scranton reserves the right to reject any and all proposals submitted and to request additional information from any Proposer. The City of Scranton reserves the right to waive minor irregularities in the procedures or proposals if it is deemed in the best interests of the City of Scranton. The City may elect, at its sole and absolute discretion, to award a Contract based on the initial proposals, or, to open negotiations, either written or oral, with one or more proposers to address performance, technical issues, pricing, delivery, or other provisions. If negotiations are opened, the City may elect, at its sole and absolute discretion, to conclude negotiations at any time if it determines doing so to be in its best interest, and to close them upon its resolution or of all questions and issues or its decision to not continue discussing them. The award by the City will be based on the proposals submitted, as well as any and all negotiations conducted with a timely and qualified proposer. The City explicitly reserves the right to reject any and all proposals, to delay its date of selection of the successful Proposer for further review, and/or to terminate negotiations with a timely and qualified proposer and to seek new proposals if it determines doing so to be in the best interests of the City.

**D.** The award will be made to that responsive and responsible proposer whose proposal, conforming to the requirements of the Request, is determined by the City to be most advantageous to the City, price and other factors which the City deems relevant considered. The award may or may not be made to the firm with the lowest cost.

**E.** The City shall have the right, without invalidating its Request or a contract entered into based on that Request, to make additions to or deductions from the items or work or services covered by the Request for Qualifications. In case such deductions or additions are made, an equitable price adjustment shall be made, if/as applicable, between the City and the Proposer. Any such deduction or addition to the work or services covered by the Request for Qualifications and/or any adjustments in price shall be made in writing.

**F.** After notice from the City, the selected proposer will be required to enter into a contract upon receipt of a Notice of Award. If a contract is not timely entered into and executed by the selected proposer, then the City reserves the right to retract the Notice of Award and enter into a contract with another proposer.

**G.** Proposals must be in typewritten form and signed and dated by the proposer. Unsigned and/or handwritten proposals will not be accepted. Proposers are expected to examine the content of the request and respond accordingly. Failure to do so will be at the Proposer's risk.

**H.** No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is then-currently in default to the City on any contract, or that is then-currently in default, as surety or otherwise, on any obligation to the City, or who failed to faithfully perform any previous contract with the City within a period of seven (7) years preceding the date of the proposer's submission.

**I.** Unless otherwise specified, all formal proposals submitted shall be binding for ninety (90) calendar days following the bid opening date and may be extended at the agreement of both parties.

## **J. AUTHORITY**

The Business Administrator, as the designee of the Mayor, has the sole responsibility to respond to inquiries regarding the Request for Qualifications.

## K. COMPLIANCE WITH LAWS

The firm selected shall at all times meet the requirements set forth in this RFQ, observe and comply with all applicable federal, state and City laws, ordinances and regulations, and meet all industry professional standards applicable in and to the employee benefits industry. Failure to have or at the time the proposer makes its proposal, or to maintain after being named the successful proposer, any required license and failure to be and remain in good professional standing during the period of the contract will result in bid disqualification and/or voiding of any contract that may result therefrom.

## L. CONTRACTOR COMPLIANCE

If applicable, each respondent is required to be in compliance with the City of Scranton local tax requirements. Failure to be in compliance with City of Scranton local tax requirements may result in bid disqualification and/or voiding of any contract that may result therefrom.

## M. CONTRACT TERMINATION

A contract entered into between the City and a successful proposer may be canceled by the City by giving the proposer written notice of at least ninety (90) days of intent to cancel unless the successful proposer violated a material term of its agreement with City or acted with gross negligence with regard to its duties to the City and/or its employees, in which case no notice is required.

## N. CONTROLLING LAW

This Request for Qualifications is governed by and will be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania without regard to any conflict of law provisions.

## O. PROPOSAL INSURANCE REQUIREMENTS

By submitting a Proposal, the proposer agrees that it now carries or will carry throughout the term of any Contract generated as a result of this Request for Qualifications, at a minimum, Professional Liability and Comprehensive General Liability (including Blanket Contractual Liability Insurance) in amounts that are within industry standards for the type of professional services to be provided and for the number of employees and retirees covered.

Certificates of Insurance shall be furnished to the City of Scranton upon request.

## P. BIDDER'S ETHICS AND COLLUSION

**Collusive Bidding:** Any firm that in the same or another corporate form, or acting with or through another firm, submits more than one proposal in such a manner as to make it appear that the multiple proposals submitted are competitive with each other, or any two or more firms that agree to fix their respective proposals in such a manner as to be awarded the contract, shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

**Bribery:** Any firm that attempts to influence a City official to award this contract to such proposer's firm by promising to provide or by providing to such City official any gratuity, entertainment, commission or any other gift, in exchange for a promise to award the contract to such firm shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

**Conflict of Interest:** Any firm that knows of any City official having a material direct or indirect financial interest in such proposer's firm shall be required to submit a written statement, along with the Proposal being submitted, detailing such interest. Failure to disclose a known financial interest shall result in the proposing firm being disqualified from further consideration of award of this contract.

## **Q. INDEMNIFICATION**

1. This agreement shall be binding on the parties hereto, their heirs, successors and assigns.

## **R. OPEN RECORDS LAW/PUBLIC INFORMATION**

Under the Pennsylvania Right-to-Know Law (the "Law"), 65 P. S. Section 67.101 et. seq., a record in the possession of the City is presumed to be a public record subject to disclosure to any legal resident of the United States, upon request, unless protected by a statutory exception.

Any contract dealing with the receipt or disbursement of funds by the City or the City's acquisition, use or disposal of services, supplies, materials, equipment or property is subject to disclosure under the Law. The following are not subject to disclosure under an exception in the Law:

1. A proposal pertaining to the City's procurement or disposal of supplies, services or construction prior to the award of a contract or prior to the opening and rejection of all bids; and
2. Financial information of a bidder or proposer requested in an invitation to bid or request for proposals to demonstrate the bidder's or proposer's economic capability.

## **S. TRANSFERS AND ASSIGNMENTS**

1. A successful proposer shall not, without written consent of the City, assign, hypothecate or mortgage its agreement with the City. Any attempted assignment, hypothecation or mortgage without the consent of the City shall render its proposal and any contract entered into with the City based on that proposal null and void.
2. A successful proposer's agreement or interest in an agreement with City shall be transferable in proceedings in attachment or execution against bidder, or in voluntary or involuntary proceedings in bankruptcy or insolvency or receivership taken by or against the successful proposer, or by any process of law including proceedings under Chapter X and XI of the Bankruptcy Act.

## **III. REASON FOR RFQ FORMAT**

The Request for Qualifications format for professional services enables the City to thoroughly evaluate the terms and conditions proposed by qualified bidders and to make its selection, i.e. to award the contract, with sufficient information and flexibility.

## **A. REJECTION OF PROPOSALS**

The City of Scranton reserves the right to reject any and all proposals received resulting from this request and to negotiate with any qualified proposer(s) it deems a finalist.

## **B. INCURRING COSTS**

The City of Scranton will not be liable for any costs incurred by any proposer in the course of assembling and preparing a proposal, including but not limited to the selected proposer.

## **C. PRE-PROPOSAL CONFERENCE**

A pre-proposal conference will not be held.

## **D. REFERENCES**

As a requirement for consideration, proposals must include at least three (3) unrelated references (i.e., not relating to its current or prior work with or for the City of Scranton, if any), including contact information, who can materially attest to the relevant work and attributes of the proposer. Experience in projects or undertakings similar to those contemplated by this Request may be given greater consideration in the evaluation of the proposals.

## **IV. CRITERIA FOR SELECTION**

### **A. EVALUATION PROTOCOL**

All proposals received by the City of Scranton will be reviewed by the City Business Administration, Human Resources and Law Departments. The Business Administration Department will review the merits of content and select the proposal which most closely meets the requirements of the Request for Qualifications. The final selection may not be the lowest cost proposal but that which most closely meets the requirements of the City.

### **B. SELECTION BASED ON QUALIFICATIONS**

The proposal selected by the City Business Administration Department will be deemed to respond most favorably to the requirements of the Request.

Conditions relevant to evaluation will include but not necessarily be limited to:

1. The experience of the proposer in similar brokerage and consultancy projects regarding employee benefits;
2. The resources and ability of the proposer to complete the work requested in a timely and professional manner;
3. The experience of the proposer for overseeing the project, including assessing the City's current employee benefits, determining and advising on possible structural and individual benefits modifications, cost savings, directing competitive bidding with carriers on the employee benefits going forward, and hands-on oversight of benefits administration; and
4. The overall cost of its services to the City of Scranton.

## V. PROPOSAL REQUIREMENTS

Proposals must meet the identified criteria and format. Consideration will be based on compliance with those requirements. All other information considered relevant by the proposer will be included as addenda information to the proposal.

### A. STATEMENT OF SERVICES RENDERED

The proposer will identify the scope of services it will provide to the City of Scranton pursuant to this RFQ.

### B. MANAGEMENT SUMMARY

Provide a narrative description of the proposed effort and a list of services delivered by the proposer.

### C. ACTION PLAN

Describe in narrative form a proposed plan of action for accomplishing the objectives of the Project. A detailed timeline for implementation, the reaching of each milestone of the project, and completion must be provided. The City plans to implement the project as quickly as possible, and to have the entire project completed by September 18, 2020. This includes the completion of budgetary numbers for the 2021 plan year. The City retains the right to negotiate and to modify the timing of the project's implementation and completion, as well as the right to reject any Proposal containing a timeline not in conformity with the City's proposed implementation and completion dates.

### D. BROKER REQUIREMENTS

1. Describe your company's history, locations, and the address of the office that will handle our account.
2. Confirm your licenses to do business in our firm's geographical locations.
3. Describe the team that will provide direct support and services to our firm, including the names, titles and functions of the consultants who will manage our account directly and perform the work on a day-to-day basis.
4. List your service platform and note all services you provide in-house.
5. How does your organization distinguish itself from competitors? What attributes make you a strong strategic partner to our organization?
6. Describe your expertise in alternative funding methods, stop-loss analysis, contribution strategies, provider network analysis, benchmarking and reporting.
7. Describe your underwriting and actuarial resources.
8. How will your company directly support our efforts to comply with all relevant Health and Welfare Benefits regulations?



9. Describe your capabilities around the review and preparation of contracts, plan documents, insurance policies, and other applicable materials that relate to our Health and Welfare benefits program.
10. Describe your ability to resolve claim issues and answer employee and dependent questions about our benefits program. Is this service in-house or outsourced to a third party?
11. Describe your employee communications and education standard services and support? Is this an in-house service or outsourced? Please provide employee communication campaign samples.
12. A statement of assurance attesting that the prospective proposer is not currently in violation of any regulatory rules and regulations that may impact its operations;
13. A statement that the prospective proposer is not involved in any current litigation against the City of Scranton.

#### **E. EXPERIENCE**

Include examples of experience as a broker and consultant providing high quality and cost effective services relating to the selection, assessment and management of employee benefits for employees (including retirees, where applicable) of a municipality/public employer, with a record of seeking and achieving a solid benefits program at excellent value, including pursuit of cost containment and reductions.

The documentation of experience should include primary and secondary services, if applicable, and any pertinent experience of the proposer's support staff. References related to prior activities should be listed in the addenda section, including contact information.

#### **F. PERSONNEL**

Include the names of executive and professional personnel who will be assigned to the activities of the Employee Benefits Project, including support staff. Resumes for those assigned directly to the activities of this project may be included in the addenda section.

#### **G. COST AND PRICE PROPOSAL**

1. Detail in full how you, if selected, you will be compensated for all of the services to be provided.
2. Does your company accept overrides based on volume of business placed with carriers? If so, describe your disclosure practices in regard to compensation in general and overrides in particular.
3. Disclose any other method(s) by which you would or may be compensated from or by your work with/on behalf of the City of Scranton if selected.

#### **H. AFFIDAVITS**

The following affidavits are required by the City of Scranton:

- Affirmative Action Certificate
- Certificate of Non-Segregated Facilities
- Non-Collusion Affidavit

## **I. CONTRACT**

The party selected for legal services will execute the City of Scranton's professional services contract.

## **J. INSURANCE COVERAGE**

All proposals submitted to the City of Scranton shall include the following:

- A statement of the prospective proposer's insurance coverage. The City requires the successful proposer to carry the types and amounts of insurance listed hereinabove. All insurance coverages should name the City of Scranton as an additional insured. All insurance coverages must be kept effective during the contract period. The loss of insurance coverages could result in contract termination.

## AFFIRMATIVE ACTION CERTIFICATION

During the term of this contract, Bidder agrees as follows:

(1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.

(2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will received consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.

(3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.

(4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

(5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of

AFFIRMATIVE ACTION CERTIFICATION --cont'd--

minority group persons, so that bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.

(6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's noncompliance with the affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

(7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.

(8) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.

(9) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.

(10) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Name of Bidder)

BY \_\_\_\_\_

TITLE \_\_\_\_\_

CERTIFICATE OF NON-SEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal sub-contractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

NOTE; The penalty for making false statements in offers are prescribed in 18 U.S.C. 1001.

DATE \_\_\_\_\_

\_\_\_\_\_  
(Name of Bidder)

By \_\_\_\_\_

Title \_\_\_\_\_

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that:

1) He is  
(Owner, partner, officer, representative or agent)

of \_\_\_\_\_, the Bidder that has submitted the bid;

2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

3) Such Bid is genuine and is not a collusive or sham Bid;

4) Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the CITY OF SCRANTON (Local Public Agency) or any person interested in the proposed Contract; and;

5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

NON-COLLUSION AFFIDAVIT  
SIGNATURE PAGE

SIGNED \_\_\_\_\_

\_\_\_\_\_  
(TITLE)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(TITLE)

MY COMA/LESION EXPIRES \_\_\_\_\_, 20 \_\_\_\_\_