

INVITATION TO BIDDERS  
CITY OF SCRANTON  
DEPARTMENT OF BUILDINGS

Separate sealed bids will be received by the Office of the City Controller, 340 North Washington Avenue, Scranton, Pa. 18503 until **Wednesday, September 23, 2020 at 10:00 a.m.** at which time proposals will be opened in City Council Chambers and available for public viewing at **[www.youtube.com/user/electricitytv570](http://www.youtube.com/user/electricitytv570)** for the following:

THE RE-BID OF  
JANITORIAL SERVICES FOR  
SCRANTON CITY HALL & THE SCRANTON POLICE HEADQUARTERS  
FOR A TWO YEAR PERIOD

Proposals shall be made on the official proposal from the attached specifications which may be obtained from the City of Scranton Purchasing Department, 340 North Washington Avenue, Scranton, Pa. 18503 and which may be had by bona fide bidders. Copies can be obtained on the City's 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.

Bids will be received and identified by "City of Scranton Janitorial Services for Scranton City Hall & Police Headquarters". Due to the closure of City Hall, all proposals will be submitted electronically to John Murray, City Controller for the City of Scranton via: **<https://www.dropbox.com/request/DtzOvLfmud2XqbWWninM>** so as to arrive by the date and the time specified above. The City will require a PDF document of this proposal. If you have any technical questions, please submit them **via email to Thomas Oleski, Director/BCO Licensing, Inspections, & Permits Director of Buildings** at: **[toleski@scrantonpa.gov](mailto:toleski@scrantonpa.gov)**.

**A mandatory pre-bid meeting and walk through** will be held in a meeting area on the first floor in front of the elevator in City Hall located at 340 North Washington Avenue, Scranton, Pa. 18503 on **Wednesday, September 16, 2020 at 10:00 a.m.** All bidders are required to have one representative present at this conference. Masks are required upon entrance into the building. Only those represented at the pre-bid conference will be able to submit a bid.

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

The successful bidder, within ten (10) days of the notification of the award shall be required to furnish a surety bond in the amount of 100% of the contract as a guarantee to furnish services as specified. The contract will be awarded to the lowest most responsible bidder; however the City reserves the right to reject any or all bids or any part of any bid in connection with said project.

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THOMAS OLESKI  
DIRECTOR/BCO  
LICENSING, INSPECTIONS & PERMITS

**CITY OF SCRANTON**  
**REQUEST FOR PROPOSALS**  
**DETAILED SPECIFICATIONS**  
**SCRANTON CITY HALL**  
**&**  
**SCRANTON POLICE DEPARTMENT**  
**JANITORIAL SERVICES**

**INTRODUCTION**

The City of Scranton is requesting proposals to furnish all necessary labor, supervision, materials, and equipment, to satisfactorily perform janitorial services at our Scranton City Hall and Police Department.

**BID INSTRUCTIONS**

1. Due Date and Time

Bids will be accepted until Wednesday, September 23, 2020, 10:00 a.m.

2. Bid submittals

Sealed proposals must be submitted via email no later than 10:00 a.m. on Wednesday, September 23, 2020 to: <https://www.dropbox.com/request/DtzOvLfmud2XgbWWninM>. Faxed bids will not be accepted.

**Contact Information**

For questions, please contact:

Thomas Oleski

Director/BCO

Licensing, Inspections, & Permits

Director of Buildings

340 N. Washington Ave., Scranton, PA 18503 [toleski@scrantonpa.gov](mailto:toleski@scrantonpa.gov)

## **Questions and Addenda**

If your firm intends to respond to the RFP, send an e-mail stating that your firm intends to respond to Julie Reed, Purchasing Clerk for the City of Scranton at: [jreed@scrantonpa.gov](mailto:jreed@scrantonpa.gov). Any questions regarding this RFP shall be directed in writing by the interested party to Thomas Oleski at: [toleski@scrantonpa.gov](mailto:toleski@scrantonpa.gov). If at any time this RFP needs to be revised, an amendment will be issued via e-mail to all interested parties.

## **Submission of Qualifications**

Proposals will be received until **Wednesday September 23, 2020 at 10:00 a.m. via email to:** <https://www.dropbox.com/request/DtzOvLfmud2XgbWWninM>. Any proposals received after the above-mentioned time and date will not be accepted.

## **GENERAL SCOPE OF WORK**

Services required are outlined in Attachment "A" of this document. The following additional information is provided to assist the proposer in understanding the scope of services needed by the City of Scranton.

The City of Scranton takes pride in providing an exceptionally clean and safe environment at all times for its employees and expects the janitorial services to demonstrate this same pride in their work performed.

## **STAFFING**

The Contractor shall provide adequate personnel, trained in proper cleaning and janitorial methods and techniques to properly and satisfactorily maintain the facilities on a day-to-day basis during the scheduled times indicated.

## **EMPLOYEE RECRUITMENT**

The Contractor must demonstrate the ability to provide trustworthy, reliable employees and shall make a good faith effort to retain the same employees on the same schedule in the same area for as long as possible. If a change of staff is to occur, the Director of Buildings shall be notified prior to the change when possible or as quickly as possible thereafter. In addition, staff shall have the ability to:

- Have the necessary public relations skills to deal with employees in a professional, courteous, businesslike manner.
- Understand written and oral rules and regulations and apply them in a tactful and non-confrontational manner.
- Maintain poise and self-control under stress.

## **EMPLOYEE ACCEPTANCE BY THE CITY OF SCRANTON**

The City of Scranton will be the sole judge of the efficiency and acceptability of each janitorial employee's performance while on site. The City of Scranton reserves the right to require the Contractor to remove any janitorial personnel from further duty at City Hall and the Police Department, without cause and without the right to recover damages by such janitorial employee or by the Contractor from the City of Scranton. If the City of Scranton requires the removal of any janitorial personnel from duty, the City of Scranton will attempt to provide the Contractor reasons for the removal demand. However, the City of Scranton is not required to provide such reasons, the Contractor may not challenge such reasons, and the Contractor shall promptly remove and replace an individual janitorial employee when requested to do so by the City of Scranton.

## **APPEARANCE STANDARDS**

The selected Contractor's employees shall be neat and clean in appearance and shall have identification that clearly identifies them as an employee of the Contractor. All selected Contractor employees are required to wear masks inside all City buildings.

## **CONTRACTOR RESPONSIBILITY**

The successful Contractor shall be responsible for all coordination, and supervision of personnel associated with the janitorial service at City Hall and Scranton Police Department. These activities include, but may not be limited to, the following:

- Recruit, screen, and train personnel.
- Provide a Project Manager who shall be responsible for the performance of the contract and remain the Contractor's contact person for the duration of the contract. The Project Manager shall establish a routine for communications with the Director of Buildings to provide a prompt and timely response to any concerns or problems that may arise. Time and frequency of direct meetings may vary as determined by the Director of Buildings. The Project Manager shall contact the Superintendent of Buildings to review overall performance, receive special instructions regarding cleaning items, or discuss other pertinent items regarding the contract and the Contractor's performance.
- Furnish all supplies, materials, and equipment necessary for the proper performance of the janitorial service. Supplies and materials include but are not limited to brooms, brushes, dust cloths, wet and dry mops, sponges, and squeegees.
- Provide all necessary cleaning equipment including, but not limited to, buffing machines, industrial type vacuum cleaners, carpet extractors, etc., needed for the performance of the work of this contract. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the Director of Buildings, which shall not be unreasonably withheld. Equipment deemed by the Director of Buildings to be of improper type or design or inadequate for the purpose intended shall be replaced by the Contractor.
- Provide hazardous chemical communications training to Contractor's personnel
- Provide adequate field supervision to ensure janitorial staff arrive at assigned post on time, perform their duties throughout their assigned shift, and provide backup as needed during all required hours. A detailed plan for providing supervision must be included with proposal.
- Evaluating staff performance.
- Break down of any cardboard boxes generated by supplies, materials, or equipment used by the Contractor as well as the City of Scranton supplied consumables and place in the dumpster area for recycling.
- Report vandalism and/or damage of the City of Scranton property to the Director of Buildings immediately upon discovery.

**\*NOTE: CONTRACTORS AND EMPLOYEES MUST SUBMIT TO AND PASS A CRIMINAL BACKGROUND CHECK PRIOR TO PERFORMING SAID DUTIES.**

## **CITY OF SCRANTON RESPONSIBILITY**

The City of Scranton will be responsible for providing janitorial supplies to the Contractor. These include, but may not be limited to, the following:

- Furnish electrical power at existing power outlets for the Contractor's use to operate equipment as is necessary in the conduct of the required work. Hot and cold water will also be made available as necessary for that purpose.
- Supply all consumable supplies for restrooms to include hand soaps, paper towels, toilet tissue, sanitary napkins and tampons, shower curtains, paper cups, porcelain ware cleaner, liquid and powder detergents, disinfectants, glass cleaner, floor polish, waxes, stripper, metal and furniture polish, plastic bags, and any other compounds necessary to properly maintain the premises.
- Provide storage for the Contractor to store any necessary supplies, materials and equipment.
- Schedule inspections with the Contractor's Project Manager. Quality service and strict adherence to the contract will be expected from the Contractor.

## **SECURITY**

Keys to various areas of the facilities will be made accessible to the Contractor, but shall not be removed from the premises. All costs accrued by the City of Scranton in reinstating facility security occasioned by loss of facility keys due to the Contractor's and/or its employees' negligence will be billed to the Contractor. The Contractor shall ensure that only their properly identified employees listed with the Director of Buildings are permitted on the premise

during the performance of daily duties. The Contractor will be held strictly accountable for damages or breaches of security caused by its employees.

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ATTACHMENT A  
SCRANTON CITY HALL  
JANITORIAL SPECIFICATIONS

CITY HALL

All services shall be performed 2 days each week starting at 4:30 PM.

Services will be performed on Monday and Thursday. No switching of days unless approved in writing.

1. All windows are to be cleaned daily on the inside and outside of the Main Entrance and rear door at the Back Ramp.

RESTROOMS DAILY

- Empty all waste receptacles and replace plastic liners.
- Sweep and then mop floors with disinfectant.
- Clean lavatories, water closets, etc.
- Refill towel, tissue and soap dispensers as needed.
- Spray buff or burnish floor.
- Polish all mirrors with glass cleaner.
- Pipes under basins to be wiped down.

NOTE: All water closets, seats and urinals shall be washed inside and out with a disinfectant detergent.

VENDING & LUNCHROOM DAILY – 3<sup>RD</sup> FLOOR

- Vacuum all floors.
- Clean all tables and chairs.
- Empty all waste receptacles and replace plastic liners.
- Clean glass on door.

OFFICE AREA DAILY

- Vacuum all carpeted areas. (All offices and hall ways)
- Dust all window sills and blinds, shades, etc.
- Dust all office furniture (desks, tables, phones, chairs). Sides and vertical surfaces to be dusted.
- Clean elevator and Vacuum.

NOTE: Papers and equipment on desks are not to be moved. Only clean desk top areas are to be dusted.

LOBBY & CORRIDOR AREAS

- Sweep and Mop all steps from 4th floor to 1st. Dust all pickets and railing to first floor.
- Dust all walls in hallways 1, 2, 3, and 4<sup>th</sup> floor from Middle of wall to the floor.

NOTE: After cleaning office area TURN OFF ALL LIGHTS in office areas and CLOSE AND LOCK all corridor (Entrance) doors to the office and lock interior doors in office's which were locked upon arriving in building. It is the responsibility of the Cleaning Contractor to check ALL doors that are supposed to be locked and make sure these doors are locked and lights properly turned off before Contractor leaves building for the night.

## POLICE DEPARTMENT

### JANITORIAL SPECIFICATIONS

All services shall be performed 3 days each week Monday, Wednesday, and Friday starting at **4:30 PM**. No switching of day's unless approved in writing.

1. The following administrative areas shall be serviced: Highway 117, Patrol 110, Captain Office 109, Lieutenant Office 108, Lieutenant Office 106, Computer Station 105, Interview Rooms 103 and 104, Vestibule 100, Lobby 101, Front Desk 124, Vestibule 121, Stair #1, Vending 116A, Physical Training 115, Corridor 119, 120, 127, 129, 165, Sallyport 135 and all of the Holding Areas, Second Floor Office 207, Lab 206, Corridor 201, Office 203.
2. Men's Toilet Room, Men's Locker Room and Shower, Women's Toilet Room, women's Locker Room and Shower.
3. All windows in this building are to be cleaned, inside and outside, three (3) times per year.

#### OFFICE AREAS

- Empty all waste receptacles, replace plastic liners and take waste to designated location for removal.
- Vacuum all carpeted areas nightly. Spot clean spills and smudges which have occurred during the day.
- Dust-mop all corridors and lobbies with vinyl tile and then mop vinyl floors.
- Clean glass doors on all entrances and office doors (inside and outside).
- Spot clean all finger traffic around door frames and light switches.
- Spray buff or burnish all corridors, lobbies and kitchenette.
- Clean, refinish and machine-polish all corridors and lobbies making sure to remove wax build-up.
- Clean all windows inside and outside.
- Dust all window sills and blinds, shades, etc.
- Dust all office furniture (desks, files, tables, phones, chairs). Sides and vertical surfaces to be dusted.

**NOTE:** Papers and equipment on desks are not to be moved. Only clean desk top areas are to be dusted.

#### OFFICE RESTROOMS

- Empty all waste receptacles and replace plastic liners.
- Sweep and then mop vinyl floors.
- Clean lavatories, water closets, etc.
- Refill towel, tissue and soap dispensers as needed.
- Spray buff or burnish floor.
- Polish all mirrors with glass cleaner.
- Clean, refinish and machine-polish floors making sure to remove wax build-up. (1x per week)
- Pipes under basins to damp wiped and polished.
- Bright metal hardware to be cleaned with envy or equal, rinsed and dry shined to prevent spotting.
- All mirrors, shelves, chrome fixtures to be polished with glass cleaner.

**NOTE:** All water closets, seats, and urinals shall be washed inside and out with a disinfectant detergent.

#### VENDING & LUNCHROOM

- Machine scrub floor to remove foreign matter and spillage.
- Spray buff or burnish floor.
- Clean all tables and chairs.

- Empty all waste receptacles and replace plastic liners.
- Clean all glass doors (inside and outside)
- Machine scrub, refinish and machine-polish making sure to remove wax build-up (1x per week)
- Clean all windows inside and outside.

**NOTE:** After cleaning office area **TURN OFF ALL LIGHTS** in office area and **CLOSE AND LOCK** all corridor (Entrance) doors to the office and lock interior doors in office's which were locked upon arriving in building. It is the responsibility of the Cleaning Contractor to check **ALL** doors that are supposed to be locked and make sure these doors are locked and lights properly turned off before Contractor leaves building for the night.

#### LOBBY & CORRIDOR

- Machine scrub, refinish and machine-polish making sure to remove wax build-up. (1x per week)
- Clean all windows inside and outside.
- Machine scrub floor to remove foreign matter and spillage.
- Spray buff or burnish floor.
- Sweep and clean rear entrance and outside building.

#### MEN'S TOILET ROOM, LOCKER ROOM AND SHOWER/WOMEN'S TOILET ROOM, LOCKER ROOM AND SHOWER

- Empty all waste receptacles and replace plastic liners.
- Sweep and machine scrub floor to remove foreign matter and spillage.
- All water closets, seats and urinals shall be washed inside and out with a disinfectant detergent.
- Clean shower stalls with a disinfectant detergent.
- Wash basins shall be cleaned and wiped free of all water marks.
- Stall dividers and walls are to be washed with a disinfectant detergent solution.
- All mirrors, shelves, chrome fixtures to be polished with glass cleaner.
- Refill towel, tissue and soap dispensers as needed.
- Spot clean all finger traffic around door frames and light switches
- Machine scrub floor to remove foreign matter and spillage and wax and buff floor. (1x per week)
- Spray buff or burnish floor.

#### FITNESS ROOM

- Dust, mop floor, and wet mop floor.



## Attachment B. 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 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 receive 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 a 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 minority group persons, so 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 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 \_\_\_\_\_

### Attachment C. Certificate of Non-Segregated Facilities

The bidder certifies that he does not maintain or provide for his employees and 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 certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001.

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

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

BY \_\_\_\_\_

TITLE \_\_\_\_\_

**Attachment D. Non-Collusion 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, or to 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 COMMISSION EXPIRES \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_\_

### Attachment E. Disclosures by Current Contractors

1. Provide the names and titles of all individuals providing professional services to the City of including advisors and subcontractors, if any. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
  - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton and their position;
  - List the names of any of the above individuals who has been a registered federal or state lobbyist and the date of the most recent renewal/registration.
2. Since January 1, 2011, have any of the individuals identified in paragraph two above been employed by the City of Scranton. If yes, please identify the individual by his/her name and position with the City of Scranton and dates of employment.
3. Since January 1, 2011, has the Contractor employed paid compensation to a third party intermediary, agent, or lobbyist to directly or indirectly communicate with any individual on the list of municipal officials in connection with any transaction or investment involving the Contractor and the City of Scranton. This question does not apply to any officer or employee of the Contractor who is acting within the scope of the Contractor's standard professional duties on behalf of the Contractor including the actual provision of legal, accounting, engineering, real estate, or other professional advice, services or assistance pursuant to its professional services contract with the City of Scranton.
4. Since January 1, 2011 has any agent, officer, director, or employee of the Contractor solicited a third party to make a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made. If yes, please identify the agent, officer, director, or employee who made the solicitation; the individual or individuals who were solicited, and the municipal officers, candidates, political party, or political committee for whom the solicitation was made.
5. Since January 1, 2011, has the contractor made any Contribution to a municipal official or candidate for municipal office in the City of Scranton. If yes, please identify the recipient, the amount, and the date of the contribution.
6. Does the Contractor have a direct financial, commercial, or business relationships with any individual on the List of Municipal Officials. With regard to every municipal official for which the answer is yes, identify that individual and provide a detailed written description of that relationship.
7. Since January 1, 2011, has the Contractor conferred any gift of more than nominal value to any individual on the List of Municipal Officials. A gift includes money, services, loans, travel, and entertainment, at value or discounted value. With regard to every municipal official for which the answer is yes, identify the recipient, the gift, and the date it was conferred.
8. Did the Contractor make political contributions the meet all of the following four criteria: (i) The contribution was made at any time since January 1, 2011; (ii) the contribution was made by an officer, director, executive-level employee, or owner of at least five percent (5%) of the Contractor; (iii) the amount of the contribution was at least \$500.00 in the form of either a single contribution by an officer, director, executive-level employee or owner of at least five percent (5%) or the aggregate of all contributions by all officers, directors, executive-level employees, and owners of at least five percent (5%) and (iv) the contribution was made to a candidate for any public office in the Commonwealth of Pennsylvania or to an individual who holds that office, or to a political committee

of a candidate for public office in the Commonwealth of Pennsylvania or of an individual who holds that office. If yes, then the Contractor shall provide the following information: the name and address of the contributor, the contributor's relationship to the Contractor, the name and office or position of each recipient, the amount of the contribution, and the date of the contribution.

9. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the Contractor and officials or employees of the City of Scranton. If yes, please provide a detailed written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist.
10. Please provide the name(s) and person(s) completing this form. One of the individuals identified by the Contractor in paragraph two must participate in completing this form and must sign the verification statement below.

### VERIFICATION

I, \_\_\_\_\_, hereby state that I am \_\_\_\_\_  
for \_\_\_\_\_, and am authorized to make this verification.

I verify that the facts set forth in the foregoing Act 44 Disclosure Form for entities providing professional services to the City of Scranton are true and correct to the best of my knowledge, information, and belief. I understand that false statements herein are made subject to penalties of 18 P.A.C.S section 4904 relating to unsworn falsification to authorities.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_