

City of Scranton

Request for Proposals

Separate sealed proposals will be received by the City Controller for the City of Scranton, 340 North Washington Avenue, Scranton, Pa. 18503 until 10:00 a.m. on Thursday, August 26, 2021, at which time such proposals will be opened in City Council Chambers for the following:

Smart Waste and Recycling Data Collection and Operations Management System

For the Department of Public Works' Solid Waste and Recycling Fleet

All proposals shall be in accordance with the specifications which may be obtained by visiting the City of Scranton website at: www.scrantonpa.gov under the Business Tab and Open Bid Opportunities as labeled above. 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. 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.

Six (6) copies of the proposal are to be submitted to John Murray, City Controller, 340 North Washington Avenue, Scranton, Pa. 18503. Proposals must be plainly marked and identified as **"Smart Waste and Recycling Data Collection and Operations Management System"** so as to arrive by the date and time specified above. If you are hand delivering the proposals, you must contact the City Controller's Office at (570)-348-4125 to come down and accept the sealed proposals upon entering City Hall. The paper copy of your proposal will be the time-stamped official submission.

All proposals **must** be accompanied by signed affirmative action, non-segregated facilities, non-collusion and disclosure forms.

All participants are hereby notified that minority and women owned businesses will be afforded the full opportunity to respond to this notice and they will not be subjected to discrimination based on race, color, religion, sex, national origin, disability, or family status in consideration of this award. The successful bidder must utilize, to the greatest extent feasible, minority and/or women owned business concerns, which are located within the municipality.

If you have any questions please contact Thomas Preambo, Director for the Department of Public Works at: tpreambo@scrantonpa.gov.

Thomas Preambo

DPW Director

**CITY OF SCRANTON
REQUEST FOR PROPOSAL**

CITY OF SCRANTON REQUEST FOR PROPOSAL (RFP) for Smart Waste and Recycling Data Collection and Operations Management System for the Department of Public Works' Solid Waste and Recycling Fleet

RFP Number: DPW-0721

Purpose of RFP:

To select and engage a qualified and experienced vendor to provide and implement a Waste and Recycling Data Collection and Operations Management System for the City of Scranton.

RFP Description:

The City of Scranton is seeking proposals from qualified and experienced contractors to provide a real-time information system to monitor the City's solid waste operations and vehicles in order to further increase operational efficiency, improve route and fleet patterns, alert operators to vehicle fault codes, and provide the City with insights into its solid waste and recycling-related operations.

RFP # DPW-0721 Cover Sheet

Smart Waste and Recycling Data Collection and Operations Management System

The selected contractor shall furnish all software, supervision, labor, materials, tools, supplies, equipment and transportation required to implement the technology. Additionally, the selected contractor shall be responsible for providing all necessary hardware and peripheries, performing necessary technical work to ensure all routes are entered into the system; as well as ensuring all drivers/vehicles are supplied necessary equipment, and personnel are trained to use the system. In person on-site training is required. Considerations for remainder of fleet. i.e.: Plow Trucks, Street Sweepers and Utility vehicles.

The sealed proposals must be submitted not later than 10:00 A.M. Thursday, August 26, 2021 to:

John Murray
Office of the City Controller
2nd Floor
340 N. Washington Avenue
Scranton, PA 18503

1. Six (6) copies of the Proposal shall be received in a sealed envelope and must be marked prominently on the outside:

"Proposal – RFP-City of Scranton "Smart Waste and Recycling Data Collection and Operations Management System".
2. Proposals must be mailed, or hand delivered. No fax or e-mailed proposals will be accepted.
3. Proposals will be handled confidentially by the City during the pre-award process.

Department:

Public Works

Contacts:

Name: Tom Preambo, Director
Department: Public Works
Email: tpreambo@scrantonpa.com
Phone Number: 570-348-4180

Questions Regarding RFP no later than

Due Date: Friday, August 20, 2021
Time: 12 noon

1. Format & Proposal Timeline

RFP responses shall follow the proposal outline indicated in Section 6 Proposal Response Format.

Proposals shall state the RFP name and number and be addressed to:

John Murray
Office of the City Controller
2nd Floor
340 N. Washington Avenue
Scranton, PA 18503

Proposals shall be submitted by 10:00 A.M. Thursday, August 26, 2021. Proposals submitted after the due date and time will not be considered. Proposers accept all risks of late delivery of mailed submittals regardless of fault.

2. Brief Department History

City information about its current solid waste and recycling fleet, including but not limited to:

- # and type of trucks Pac Masters;
- # of staff per truck is three (3);
- # of routes per day is ten (10) to eleven (11);
- # of service days per week is five (5);
- # of single family households serviced approx. twenty six thousand (26,000);
- # of multi-family households (unknown);
- # of commercial accounts (none);
- Responsibility of truck maintenance (by city staff);
- Customer response software and communication system (none);
- Currently no additional technology is implemented in the trucks or being utilized by solid waste staff.

3. Goal of Project

The City is seeking proposals for an integrated technology platform designed for refuse collection operations that will provide the tools to better run the Solid Waste Department's schedule of pick-up services. The City is seeking to reduce costs, improve operational efficiency, manage the work force and improve customer service for our residents. We anticipate that the project will provide data that will lead to better forecasts for budgets, assist in identifying current and future routing and equipment needs, and simplify the production of monthly, quarterly, and annual reports.

The ultimate goals of procuring this technology are to provide systems, data and insights that can be used to:

- Increase operational efficiency of solid waste and recycling collection and disposal;
- Monitor and record vehicle diagnostic codes;

- Improve driver safety;
- Enhance customer service;
- Improve visibility into waste and recycling trends;
- Optimize routes;
- Increase recycling participation and help the City meet its diversion goals; and
- Reduce costs.

4. Project Timeline

The City has proposed the following timeline for the execution and award of RFP # DPW-0721:

Proposal Due Date: August 26, 2021

Deadline for Questions and Clarification on the RFP: August 20, 2021

Demo's/Presentations from Shortlisted Companies: September 2021

Recommended Award Month of: October 2021

Anticipated Start Date: January 1, 2022

All dates listed above are subject to change.

5. Department Contact, Request for Clarification and Addenda

Proposers may prepare questions regarding the RFP to gain clarification. All questions must be submitted in writing and sent via email to the designated procurement representative.

Name: Tom Preambo, Director
Department: Public Works
Email: tpreambo@scrantonpa.gov
Phone Number: 570-348-4180

Addenda to the RFP

The City reserves the right to amend or clarify this RFP by addenda. Addenda may be issued at any time prior to the proposal due date, if such revisions or clarifications, in the opinion of the City, are of such a magnitude as to warrant, the postponement of the date for the receipt of proposals, written notification will be issued to the Proposers, announcing the revised date. All addenda issued to this RFP shall become part of the RFP document.

6. Scope of Work

A. Term

Length of the contract is open to the Vendor to propose, for consideration by the City. Typical City contracts of this type run three (3) years, with option to extend in one-year increments

B. Summary of Scope

The City is seeking a Smart Waste and Recycling Data Collection and Operations Management System. The technology will be used on the City's solid waste vehicle fleet to optimize collections operations and routing, monitor fleet and truck performance, provide real-time collection data, and provide a remote management tool for staff. The primary application for the technology will be for waste management and recycling vehicles but should be adaptable for other vehicles and other departments, as needed.

The system will lead to better forecasts for budgets, assist in identifying current and future routing and equipment needs, and simplify the production of monthly, quarterly, and annual reports.

High Level Requirements

The City seeks solutions that can provide our department with the following:

- Digitized route and customer information;
- Service verifications at each location;
- A dashboard of all vehicles and their locations;
- Daily insights into how trucks, routes, or drivers are performing;
- Driving trends;
- Turn-by-turn audible directions for drivers to specific points and disposal facilities;
- Full-service route optimization platform;
- Fleet optimization recommendations as requested by the City;
- A portal to view the data by varying levels management.

The technology should contain devices that can be **installed** in the Department's trucks, giving drivers the ability to report and flag issues as they occur in the field. It is preferable that the technology is a smart mobile device-based application. The application must provide drivers with all the information they need to complete their routes, including all customer information, addresses, and service information. The application should give drivers the ability to report and flag issues while in the field. It is preferable that the technology require limited driver interaction for safety.

The technology should communicate information from the smartphone or other device application in real time to a web-based portal or dashboard that can be accessed by varying levels of management and staff. The web-based portal should enable users to schedule routes, assign stops to routes, and optimize routes for services like roll-off and bulky collection. It should show real-time route completion progress, including service

verifications by address. The portal should also display telematics information from the vehicles, including vehicle drive patterns, current and historic breadcrumb trails, speeding instances, hard braking, hard acceleration, and hard turning.

The proposer's technology should also measure and track vehicle fault codes, revealing engine issues, fluid leaks, or equipment breakdowns and displaying them in the portal.

In addition to the above, the City is seeking an extensible platform that can grow with the City. The Proposer should demonstrate how the system can evolve to meet the City's future needs as they arise.

The City has developed a list of specific requirements for the proposed technology. The list below is included as Attachment A Technical Requirements Form and shall be included with each proposer's response, as indicated in Section 6.

C. Financial and Other Qualifications

The Proposer shall have adequate financial resources and the ability to comply with an agreed upon delivery/completion schedule. The proposer shall demonstrate a record of integrity and ethics and be otherwise qualified and eligible to receive an award. In addition, the Proposer should demonstrate a record of successful technology partnerships with government entities.

D. Insurance Requirements

A. PROPOSAL INSURANCE REQUIREMENTS

General Liability and Automobile Insurance

The selected contractor will be required to maintain general liability insurance in the minimum amount of \$2,000,000, automobile liability insurance in the minimum amount of \$1,000,000, and a professional liability insurance policy in the amount of \$2,000,000 to cover any claims arising out of the performance of the contract. The general liability and automobile insurance must name the City, its officers, agents, volunteers and employees as additional insureds.

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

E. Other Legal Requirements

Intergovernmental Purchasing Agreements

The respondent agrees to extend identical prices and services under the same terms and conditions to all public agencies. Requirements stated herein reflect the City of Scranton usage only.

A public agency wishing to utilize like services will execute its own contract with the awarded contractor for its requirements. The successful contractor shall provide quarterly usage reporting of the City of Scranton as well as that of other public

agencies to the City of Scranton, Procurement Services. Any respondent by written notification included with their proposal, may decline to extend the services, prices and terms of this RFP to any and/or all other public agencies.

Criteria for Selection

The Department of Public Works staff will evaluate the submitted proposals. The evaluators will consider the completeness of the proposal, the total cost of the proposed service and how well the vendor's proposed solution meets the needs of the City as described in the response to each requirement and associated forms.

As part of the evaluation, the City reserves the right to request additional information, ask for a demonstration of the technology, and conduct conference calls to review the responses.

F. Proprietary Information

All material submitted to the City becomes public property and is subject to the Open Records Request Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. Failure to identify proprietary information will result in all unmarked sections being deemed nonproprietary and available upon public request.

6. Proposal Response Format

Proposals shall be submitted by tab letter as outlined in the following section. The Proposer agrees and will comply with all provisions and specifications as stated in this RFP. Failure to respond to these requirements may result in the proposal being considered non-responsive and rejected from consideration.

A. Cover Letter

The cover letter should summarize the proposal's key points and support the company's ability to deliver the services indicated in this RFP. The cover letter must be signed by an officer of the company, indicating that the response is valid for 90 days and that the officer is legally able to contractually bind the company. The cover letter should summarize your proposal's key points.

B. Company Background

Please provide a summary of your company's ability to deliver a cloud-based Smart Waste and Recycling Data Collection and Operations Management System specifically designed for a solid waste and recycling collection fleet. Company Background should state the number of years your company has been in business and provide a brief description of your services.

C. Project Overview

Please describe your company's understanding of the project. Describe the hardware and software components, web-based outputs and additional services that your company's technology includes.

1. Describe how the system would work and the benefits associated with it.
2. Describe your company's route optimization options, including real-time added route stops from remote management and customer service.
3. Describe the driver's ability to capture issues and submit via photo or text.
4. Describe all data collection capabilities. Are minimum data collection requirements as outlined by the City met?
5. Describe how the proposed hardware and software will collect and track the desired information described the City.
6. Describe any additional capabilities of your technology.
7. Describe future product development to address future needs of the department.
8. Demonstrate how your company's software has the capacity to respond to new data inputs.
9. Demonstrate how your technology determines cost savings.
10. How can the data collected be used to advance green and sustainability initiatives?
11. Describe how your system may be able to track additional data beyond solid waste.

D. Equipment Description

Hardware

1. Please describe the hardware required for your system.
2. Please describe hardware that needs to be hardwired into the trucks and any mounts, cases, or other systems that are required.
3. Please describe the hardware installation process and the time and cost associated with it.
4. In the case of inactive trucks, describe the ability to interchange and/or transfer hardware between trucks and the time and staff hours that may be associated with it.
5. Describe expected lifespan of provided hardware, and the time and cost associated with repair or replacement.

Software

6. Describe the licensing and maintenance agreements for the software and any advantages that your software may have.
7. Describe the process and costs associate with adding additional users.
8. Describe the process and frequency of your software updates and patches.

On-Going Technical Support

Describe the ongoing technical support options provided by the Vendors. Include all software (Performance & Learning Management software and Third Party) identified in the proposal.

Address the following:

9. Post-implementation support (e.g., number of months of on-site support after going live).

10. Telephone support (e.g., include toll-free support hotline, hours of operation, availability of hotline twenty-four (24) hours per day and seven (7) days per week). Include the geographic location of the telephone support staff.
11. Special plans defining "levels" of customer support (e.g., gold, silver, etc.). Define what level of support is being proposed.
12. Response time for and definition of various types (levels of severity) of problems reported to the support network (e.g., critical issue response time).
13. For each of the services proposed, explain service levels that are used to guarantee performance for the City.

Warranty and Maintenance

Describe the warranty and maintenance options typically provided by the Vendor. This should include all software (GPS software and Third Party) identified in the proposal.

14. Delivery method of future upgrades and product enhancements including historical frequency of upgrades by module.
15. Problem reporting and resolution procedures.
16. Bug fixes and patches.
17. Other support (e.g., on-site, remote dial-in, website access to patches, fixes and knowledge base)

E. List of References

Include a list of references from three cities or counties that have used your System specifically for waste and recycling services. Please include the name of the city/county contact, the telephone and email address of the contact person directly associated with the service and provide any letters of reference that you may have. Also, provide a brief description of the services performed.

F. Ongoing Training, Support and Technical Update Schedule

1. Describe your company's onboarding and training schedule, including estimated time commitment and training format (instructor lead, online, train the trainer, etc.)
2. Training periods include Project Launch Training and continued Post Implementation Training. The following types of employees will require training:
 - Customer Service Reps
 - Vehicle Operators/ Drivers
 - Supervisors and Management Staff
 - Information Technology Staff
3. Describe the implementation methodology including analysis, requirements definition, key milestones, system testing, system launch, and the estimated duration of the project.
4. Describe the process for updates to the system.
5. Describe the training involved for software updates and the associated training timeline.

6. Describe the vendor support and warranty for the hardware included in this proposal. What is the life expectancy of the hardware? Provide a description of the hardware maintenance service.
7. Describe post implementation support: troubleshooting, types of service (help desk / online submission of service request), service level agreements / response times, and problem escalation.
8. Describe the customer support available for the project and the response times and associated chain of command within your company.

G. Project Management Team

The City seeks a long-term relationship with the Vendor and realizes that a vital resource will be the Vendor's staff members.

1. Please provide a synopsis of key staff members that will be assigned to the project. Include key facts about each person:
 - Title
 - Length of employment with the vendor
 - Job responsibilities
 - Previous work experience
2. Will the Vendor provide a dedicated resource to manage the relationship with the City throughout the duration of the contract? Include the day-to-day contact person for this project and any subcontractors that may be used.
3. Describe the City resources needed to properly staff and support this project, please describe the resources needed from the City during installation, configuration, and testing. Include the following information:
 - Role
 - Skillsets needed
 - Estimated hours

H. Financial Qualifications

The Proposer shall have adequate financial resources and shall have the ability to comply with an agreed upon delivery/completion schedule.

The proposer shall demonstrate a record of integrity and ethics and be otherwise qualified and eligible to receive an award.

Proposer shall be otherwise qualified and eligible to receive an award.

I. Technology Requirement Form

The "Attachment A. Technology Requirement Form" contains technical functionality that is desired by the City. This is not a comprehensive list of all the City's requirements; but includes the key requirements that will be used to evaluate the proposals.

Vendors must reply (Y) Fully supported, (N) Not supported, (3P) With Third

Party or (F) Future functionality for each line item and provide a brief explanation. Y denotes that the line item is fully supported by the software and N denotes that it is not supported.

J. Pricing Page

Submit a detailed Cost Proposal/Schedule of Costs for all work to be performed for the project in a separate, sealed envelope. Pricing for all services shall be fully inclusive and include, at a minimum, the following per year:

- Equipment cost (Hardware);
- Installation cost (Hardware);
- Software cost;
- Licensing fees;
- Support cost;
- Maintenance cost;
- Training services;
- Travel and out-of-pocket expenses;
- Full implementation cost;
- Warranty cost;
- Technical support cost;
- Any other miscellaneous pricing.

Length of the contract is open to the Vendor to propose, for consideration by the City.

K. Competitive Advantage

How is the Vendor's proposed solution unique from its competitors? Include any additional information the proposer feels is useful to include.

ATTACHMENT A: TECHNOLOGY REQUIREMENT FORM

1.	Route Management	Response (Y=Fully supported, N=Not supported, 3P= With Third Party, F=Future functionality) and Comment
	Pre-loaded route information is visible to vehicle operators through a moving map display and customer information display, including visual identification of special collection addresses (i.e. special icons).	
	The ability to schedule recurring and static routes.	
	Assign new services to routes electronically	
	The ability to sequence stops on ad-hoc and daily routes.	
	Does the dispatcher have the ability to update routes that are currently running in near real time?	
	In the event of equipment failure or problems encountered during a route, will the supervisor have the ability to electronically move the remaining stops to another driver?	
	In the event of equipment failure or problems encountered during a route, will the driver have the ability to request assistance from other active drivers?	
	Can the system show the status of all routes in a single view?	
	Will the driver have the ability to sort or search for missed or remaining pickups throughout their route?	
	Adjust, share, or reassign routes (such as respond to a breakdown).	
	Does the system track the travel time to and from City facilities?	
	Identify unauthorized services.	
	On-demand route status and completion verification, including detailed listing of any portion of a route.	
	Offers route optimization capabilities.	
	Web based interface for office users providing management of dispatch tasks and services.	
2.	Service Verification	Comments
	Ability to verify service at both residential and commercial locations	
	Can exceptions be logged using an in-cab mobile device, such	

	as a tablet or smart phone?	
	Describe the type of on-board equipment. i.e. windows or iOS based tablet.	
	Ability to initiate the capture and retention photos, issues, and notes on the vehicle storage device.	
	User interface for customer service staff with time information, including customer pickups as they occur.	
	Ability to search for an account, by Account number, customer name, name, partial or full-service address, etc.	
	Does the system provide ability to add notes, comments, and photos to the address record?	
3.	Vehicle Tracking & GPS	Comments
	Does the system have Geofencing capabilities?	
	Can assets be classified and viewed by assigned symbols?	
	Ability to capture pickups per hour by type of service, driver, day.	
	Ability to capture idle/stationary time by truck or driver per day.	
	Capable of archiving and retrieving historical mapping, travel paths, and activity of vehicles	
	Weekly reports of tonnage data by route, by driver, by day.	
	Ability to track various vehicle data, e.g., speed, direction, idle time, hard driving, etc.	
	Utilize geo-fencing, including monitoring location, establish arrival/departures, etc. within the user-defined fence.	
	Option of turn-by-turn navigation directions for all types of solid waste collection vehicles.	
	Fleet Maintenance personnel can review and view vehicle statistics captured from ECM and receive notification of certain ECM event in near real-time.	
4.	Reporting	Comments
	Ability to provide driver performance reports.	
	Ability to provide pickups per hour reports by type of service, by driver, by day.	
	Ability to provide reports by service type, including tonnage and set-out rates.	

	DOT required pre- and post-trip reports that can be electronically sent to the maintenance staff and integrate with fleet management software.	
	A method for weight ticket entry by vehicle operators.	
	Does the system provide ability to capture different type of addresses e.g., Residential, Commercial etc.?	
	Does the system provide ability to search by address?	
	Ability to review the history of services at each address location.	
	System can be used by a City department involved in the collection tracking process, including citizen complaints.	
	Data input supported by drop down menus, list with configurable selection options, or context-sensitive choices.	
	Search and report on all fields in the database, including user-defined fields, with ability to organize, summarize, and sort.	
	Ability to easily and quickly download reports to an Excel file.	
5.	Other	Comments
	Ability for technology to move flexibly across vehicles.	
	Please describe the estimated installation time per vehicle	
	Please describe the cost to transfer the technology (hardware) from one vehicle to another.	
	Capable and willing to provide appropriate training that is tailored to the roles of relevant City staff, including vehicle operators, supervisors and managers, fleet maintenance, and customer service (dispatch) personnel.	
	System includes data integration with vehicle Engine Computer or Control Module (ECM) to capture vehicle performance data and communicate with users via email, reports, and dashboard.	
	The Solution/system provides and Open API interface to provide communications with future systems.	

ATTACHMENT B: DETAILED SUBMITTAL REQUIREMENTS

The Following is a Checklist for Required Submittals

Required Submittals	Included(Y/N)
1. Cover Letter	
2. Company Background	
3. Project Overview	
4. Equipment Description	
5. Ongoing Training, Support and Technical Update Schedule	
6. Management Team	
7. Financial Qualifications	
8. Pricing Page	
9. ATTACHMENT A: Technology Requirement Form 10. Affirmative Action Certificate 11. Certificate of Non-Segregated Facilities 12. Non-Collusion Affidavit of Prime Bidder 13. Disclosures by Current Contractors	

ATTACHMENT C: AWARD CRITERIA

An evaluation committee composed of City staff will review the responses and score them according to the criteria listed below.

Award Criteria		Points	Awarded
1	Suitability of Solution Offered <ul style="list-style-type: none"> • Software • Hardware • Warranty • Service/Technical Support 	20	
2	Information Technology <ul style="list-style-type: none"> • Compatibility with current city supported systems • Technical Support 	20	
3	Cost <ul style="list-style-type: none"> • Initial Purchase • Annual Hosting/License Fee • System Annual Maintenance and Support 	20	
4	Timeline & Implementation	15	
5	Vendor Information <ul style="list-style-type: none"> • Experience • Capabilities • References 	15	
6	Overall response to RFP <ul style="list-style-type: none"> • Quality, composition and completeness of response • Vendor's acceptance of City's Terms and Conditions • Acceptability of Vendor Contract (if needed) 	10	

This proposal will be evaluated on a cumulative point system.

Scoring:

Outstanding 80 to 100

Good 60 to 79

Average 30 to 59

Poor 0 to 29

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 _____

. 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 _____

. 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_____

. 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: _____