



## **Request for Qualifications**

**RFQ# 21-22-03**

# **Rate Study for Refuse and Recycling Services**

**Qualifications Due Date:**

**Tuesday, August 17, 2021 by 5:00pm**

July 13, 2021

**RE: Request for Qualification  
Rate Study for Refuse & Recycling Services**

Dear Sir or Madame:

This Request for Qualification (RFQ) will provide your firm with sufficient information to enable you to prepare and submit a Statement of Qualification (SOQ) to provide a comprehensive recommendation on the rates for the Solid Waste Division of the Public Works Department.

The RFQ includes a preliminary scope of work and general terms and conditions of any subsequent contract. The scope of services, as defined herein, may be modified after final selection of the consultant. The general terms and conditions are part of any submitted response and will be incorporated into any subsequent contract. Submission shall constitute acceptance of these terms and conditions. Conditional responses may be rejected.

In order for your RFQ to be considered responsive, it must adhere to the submittal requirements that follow. The successful Consultant will be selected based on the qualifications, experience and value of services provided for the available budget. Firms must be registered with the North Carolina Secretary of State or hold a Certificate of Authority to do business in the State of North Carolina.

A committee selected by the City will review the SOQs and select the most qualified firm(s). The City may elect to conduct interviews to determine the final consultant selection. After the most qualified firm is determined by the City, staff will enter into negotiations with the firm to better define the final scope of work. If for any reason the City and the selected firm cannot agree on a scope, term of service, or any other matter, the City will enter into negotiations with the next most qualified firm.

It is the goal of the City to promote local and minority business participation in all construction and service contracts. Therefore, in accordance with the City's MBE/DBE Policy, the Contractor shall make a good faith effort to identify and hire minority subcontractors for this project. A complete copy of the City's MBE/DBE policy is available on the city's website.

Potential respondents should email Mr. Delbert Bryant, [dbryant@greenvillenc.gov](mailto:dbryant@greenvillenc.gov) to acknowledge receipt of the RFQ and to inform the City of its intent to respond. Provide the name, title, address, telephone, and email address of the contact person. Addenda will be posted to the City website at [www.greenvillenc.gov](http://www.greenvillenc.gov).

Questions concerning the proposed contract terms and conditions should be addressed to my office. I hope to receive your statement of qualification for this work.

Sincerely,

Kevin Mulligan  
Public Works Director

Enclosure

cc: Denisha Harris, Financial Services Manager  
Delbert Bryant, Solid Waste Manager

## REQUEST FOR QUALIFICATION

<b>SECTION 1: Project Overview</b>
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### **1. Project Summary:**

It is the intent of the City to obtain responses from qualified firms to select a consultant to provide reports and recommendations on the following identified operations of the Solid Waste Division of Public Works. The City intends to enter into a contract with a consulting firm to prepare a comprehensive cost of services study including a rate study review, rate recommendations for the next five (5) years (FY23-FY28) and to evaluate an uptown district for various commercial service options. The final report will include recommendations based on a complete review and similar size city comparison of operational scope.

**DEFINITIONS:** Whenever, in these Instructions, the terms defined in the Contract are used (or pronouns used in their place), the intent and meaning of such terms shall be interpreted as indicated in the Contract.

In addition, the following definitions shall apply:

- A. Proposal means a response document submitted to the City stating the prior experience, consultant services, and/or services, as applicable, offered by the proposer to satisfy the City needs as requested in the RFQ.
- B. CITY means the City of Greenville, NC.
- C. Contract means the Agreement between the successful Consultant(s) and the City.
- D. Goods, consultant services, and/or services, as applicable, means: The data, analysis, recommendations and reporting experience requested in the RFQ.
- E. RFQ Documents means this entire RFQ DOCUMENT, all attachments, these Instructions to Proposers and any addendums issued prior to the date and time of submittal of the Proposals.
- F. Consultant or Prospective Contractor or Proposer means any person or firm submitting qualifications for or proposing to the City as a result of this RFQ.

### **2. SUBMISSION OF RESPONSE:**

The name and address of the prospective Consultant, and the title “**City of Greenville - Rate Study for Refuse & Recycling Services**” shall be placed on the outside of the envelope. All items required for a responsive submission shall be included. It is the responsibility of the Proposer to ensure that the Response Package is complete and received at the proper time.

- A. EXAMINATION OF RFQ DOCUMENTS: It is the responsibility of each Proposer before submitting a response, to: a) Examine the RFQ documents thoroughly; and b) Consider and comply with all federal, state and local laws and regulations, and local conditions that may affect cost, progress, or performance of any project.
- B. EXPERIENCE: Prospective Consultants must have experience in work of the same or similar nature, similar size operations, be capable of funding such work, must provide a reference list of at least three (3) Government customers for whom they have performed similar services during the past seven (7) years, and must provide all information as specified herein.

- C. EXCEPTIONS: Prospective Consultants are advised that exceptions to any of the terms contained in this RFQ must be identified in the response to the RFQ. Failure to do so may lead the City to declare the proposal as non-responsive and may lead to the disqualification of the response.
- D. EXPENSES OF PREPARATION: The City is not responsible for any expenses which Prospective Consultants may incur in preparing and submitting responses called for in this Request for Qualifications.
- E. INTERVIEWS: The City reserves the right to conduct personal interviews or require presentations from any or all prospective Consultants prior to selection. The City will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e., travel, accommodations, etc.).
- F. MODIFICATION: The City reserves the right to request that the proposer modify their response to more fully meet the needs of the City, and/or to more fully describe their qualifications.
- G. ADDITIONAL INFORMATION: The Prospective Consultant shall furnish such additional information as the city may reasonably require. This includes information which indicates financial resources as well as ability to provide and maintain the services. The City reserves the right to make investigations of the qualifications of the proposer as it deems appropriate, including but not limited to a financial review and a background investigation.
- H. NEGOTIATIONS: The City reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all responses, and to waive minor irregularities in the procedures.
- I. ADDENDUM: If it becomes necessary to revise or amend any part of the Request for Qualifications, the City will furnish the revision by written Addendum to all prospective Consultants known to the City, who received an original Request for Qualifications. Addendums will also be posted on the City's website and may be obtained by visiting [www.greenvillenc.gov](http://www.greenvillenc.gov).

It will be the responsibility of the respondent to contact the City prior to submitting a response to ascertain if any addendum have been issued, to obtain all such addendums, and to return executed addenda with the response. **Failure to include signed Addendum Acknowledgement with the response may be grounds for submittal being non-responsive.**

<b>SECTION II: General Terms and Conditions</b>
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- A. **Non-Discrimination**: The City of Greenville does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. Any contractors or vendors who provide services, programs or goods to the City are expected to fully comply with the City's non-discrimination policy.
- B. **Non-Collusion**: Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under North Carolina or United States law.

- C. **Payment Terms:** The City agrees to pay all approved invoices Net Thirty (30) days from the date received and approved. The City does not agree to the payment of late charges or finance charges assessed by the seller or vendor for any reason. Invoices are payable in U.S. funds.
- D. **Governing Law:** Any agreement, contract or purchase order resulting from this invitation to bid, request for proposals or request for qualifications or quotes, shall be governed by the laws of the State of North Carolina and Federal Transit Administration (FTA) Assurances and Contractual Conditions which are made part of this notice as though fully set forth herein.
- E. **Acceptance/Rejection of Proposals:** The City of Greenville reserves the right to award to the Firm who will best serve the interests of the City. The City also reserves the right to waive minor variations in the specifications and in the bidding process, as well as to accept in whole or in part such proposal(s) where it deems it advisable in protection of the best interests of the City. The City further reserves the right to accept or reject any or all proposals, and to award or not award a contract based on this proposal.
- F. **E-Verify Compliance:** The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. By submitting a proposal, The Proposer represents that their firm and its Subcontractors are in compliance with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes.
- G. **Conflict of Interest:** Each proposer shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in this proposal for any reason of personal gain.
- H. **Equal Employment Opportunity Clause:** The City of Greenville has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications; purchase orders and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, located in City Hall-200 W. Fifth Street Greenville, NC. By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.
- I. **M/WBE Program:** Minority and/or Women Business Enterprise (M/WBE) Program It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals.
- The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of M/WBE firms in supplying goods and services for the completion of this project.** All firms submitting bids agree to utilize minority and women-owned suppliers and service providers whenever possible. Questions regarding the City's MWBE Program should be directed to the MWBE Office at 252.329.4462
- J. **Federal Law:** Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

- K. **Taxes:** Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation tax from which the City is exempt.
- L. **Withdrawal of Proposals:** No bid/proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for ninety (90) days after the date of submittal.
- M. **Insurance Requirements:** Contractor shall maintain at its own expense
- (a) Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage; City of Greenville, 200 W. Fifth St. Greenville, NC 27834 shall be named as additional insured.
  - (b) Professional Liability insurance in an amount not less than \$1,000,000 per occurrence-if providing professional services;
  - (c) Workers Compensation Insurance as required by the general statutes of the State of North Carolina and Employer's Liability Insurance not less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit;
  - (d) Commercial Automobile Insurance applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable. Certificates of Insurance shall be furnished prior to the commencement of Services.
- N. **Services Performed:** All services rendered under this agreement will be performed at the Seller's own risk and the Seller expressly agrees to indemnify and hold harmless The City of Greenville, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.
- O. **Independent Contractor:** It is mutually understood and agreed the Seller is an independent contractor and not an agent of the City of Greenville, and as such, Seller, his or her agents and employees shall not be entitled to any City employment benefits, such as but not limited to vacation, sick leave, insurance, worker's compensation, pension or retirement benefits.
- P. **Verbal Agreement:** The City will not be bound by any verbal agreements.

## RFQ RESPONSE TIMELINE

The RFQ process shall adhere to the following schedule.

RFQ Process	Date	Time
Advertise RFQ	7/15/2021	3:00 PM
RFQ Written Questions Due	7/27/2021	5:00 PM
City Responses to RFQ Questions	08/03/2021	5:00 PM
RFQ Due Date	8/17/2021	5:00 PM
Interviews	TBD	TBD
City Council Award	TBD	

Note: All times shown as Eastern Standard Time (EST).

### **Submission of Qualifications**

An electronic submission of the qualification package may be received by the City on or before **5:00 PM EST on the RFQ due date**. Qualification packages received after this deadline will not be considered. Send qualification packages to the City Public Dropbox folder address listed below:

Dropbox Link: <https://www.dropbox.com/request/yVWuK7gRZOagr3cLuMdl>

**\*NOTE – YOU WILL NOT BE ABLE TO CLICK LINK TO GET TO DROP BOX SITE. YOU MUST COPY LINK AND PASTE IN BROWSER.**

If there are technical difficulties with submitting to the City Public Dropbox Folder, please contact Ms. Fran Bland at (252) 329-4521.

**All emailed proposals should be clearly marked in subject line: RFQ # 21-22-03 City of Greenville - Rate Study for Refuse & Recycling Services.**

### PRE-PROPOSAL QUESTIONS

Questions concerning the specifications in this Request for Qualification should be directed to the Project Manager. An addendum summarizing all questions and answers will be posted to the City's website.

Project Manager  
Delbert Bryant  
Manager of Solid Waste Division of Public Works  
Email: [DBryant@greenvillenc.gov](mailto:DBryant@greenvillenc.gov)  
Phone: 252-329-4337

### Section III: SUBMITTAL REQUIREMENTS

Statement of Qualification should be limited to 40 pages or less, inclusive of cover page. Respondents must submit an electronic version of the “**RFQ - City of Greenville Rate Study for Refuse & Recycling Services**” SOQ. The electronic submission of the SOQ must be a viewable and printable Adobe Portable Document File (PDF). The electronic submission must be received by the City on or before **5:00pm Tuesday, August 17, 2021**.

SOQs received after the “RFQ Due” deadline above will not be considered. The City reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest. Any requirements in the RFQ that cannot be met must be indicated in the statement of qualification. CONSULTANTS must respond to the entire Request for Qualification (RFQ). Any SOQs received by the City that are incomplete in their responses will be immediately disqualified.

Responses shall be organized and sections tabbed in the following order. All responses shall include at a minimum:

TITLE PAGE: Show the name of consultant’s firm, address, telephone number, email, name of contact person, date, and the subject: **City of Greenville Rate Study for Refuse and Recycling Services**”.

TABLE OF CONTENTS: Include a clear identification of the material by tab and by page number.

#### **Tab 1 - Consultant’s Introduction and Submittal Letter**

- A. Submittal Letter signed by an authorized agent of the Prospective Consultant.
- B. A proposal statement setting forth in detail how the firm qualifications and experience meet the response requirements and evaluation factors.
- C. Organizational structure and locations of business with ownership interests

#### **Tab 2 – Statement of Firm Qualifications**

Provide a description and history of the firm, including any of the following deliverables, for at least 3 municipal clients. Include the initial cost forecast and the final/actual cost of each project.

- A. **Rate Study** – List experience in preparing a comprehensive cost of services study and billing rate model(s) for municipal clients. Include any experience on the following specifics:
  - 1) Cost of service analysis for services provided and each of the waste streams collected and disposed of by the municipality including a municipal district or service area.
  - 2) Current and future cost of providing services in accordance with established and anticipated standards and regulations. A final product with the ability to update data inputs annually or as needed is preferred.
  - 3) Funding of all anticipated or recommended operation, maintenance, and capital costs.
  - 4) Funding requirements of all current and anticipated long-term liabilities and debt obligations.
  - 5) Age and condition of infrastructure and equipment and the need to fully fund long-term capital improvement, replacement, vehicle lease options and expansion related infrastructure and equipment.



- 6) Third party billing and collections.
- 7) Ability of rate structure to be easily understood and administered.
- 8) Equity of rates between customer classes for different types of services provided, and types of waste disposed.
- 9) Service fee structure.
- 10) Stable and predictable revenue stream for the operations.
- 11) Alternative revenue sources.
- 12) Recommended enterprise-fund reserve amounts.
- 13) Interaction with City Council and/or the Public.

**B. Operations Analysis** - Detail experience in analyzing and making recommendations for municipal clients.

- 1) Specialized department services. For example:
  - a. Uptown Refuse collection, Mixed use residential /commercial services
  - b. Yard debris collection and disposal - service variables including frequency, per use charge, volume or size limitations, etc.
  - c. Recycling – recommendations based on maximizing diversion and minimizing disposal costs.
  - d. Disaster response
  - e. Bulky collections
  - f. Municipal codes of ordinance which structure services
  
- 2) Operations logistics examples:
  - a. Customer/Municipal Growth
  - b. Automated collection
  - c. Appointment (non-repetitive) routing
  - d. Process monitoring and improvement
    - i. Data Collection
    - ii. Performance Metrics
    - iii. Benchmarking
  - e. Use of supplemental temporary labor

**C. City of Greenville Solid Waste Code-** provide an analysis of its municipal code for services provided by the City, customer fee, multi-family dumpster requirements, special service renewals, fee assessment for special collections, additional cart collection charges, bulky item fee, yard waste fee and cart rental program.

**Tab 3 - Technical Approach and Response Time Commitment**

- A. City of Greenville prefers that the proposer comment on the ability to start the project promptly after October 1, 2021 and consider that rate change recommendations will be required for City Council and budget submittal in early April 2022.

**Tab 4- Key Personnel**

Include a listing of key staff including resumes for each describing experience, training, and education in the required services. Identify staff experience working with governmental entities and list those projects.

**Tab 5- Proposed Subcontractors**

Include a listing of proposed MWBE subcontractors and their experience related to this RFQ.

**RIGHTS TO SUBMITTED MATERIALS**

All statements, responses, inquiries, or correspondence relating to or in reference to this RFQ, and all reports, charts, and other documentation submitted by Proposers (other than materials submitted as and qualifying as trade secrets under North Carolina law) shall become the property of the City when received and the entire SOQ shall be subject to the public records laws of the State of North Carolina except where a proper trade secrets exception has been made by the Proposer in accordance with the procedures allowed by North Carolina Law and marked in bold **“Confidential.”**

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this Request for Qualifications.

**STATEMENT OF QUALIFICATIONS (SOQ)**

**Requirements for Statement of Qualifications (SOQ)**

Please submit a complete Statement of Qualifications responding to all the required information requested. Incomplete SOQs will be considered non-responsive and subject to rejection.

The cover letter shall be addressed to Mr. Kevin Mulligan, PE, Director of Public Works. It may be up to two (2) pages (which do not count toward the 40-page maximum) and, at a minimum, must contain the following:

**EVALUATION CRITERIA**

This is not a bid. There will not be a public bid opening. SOQs will be evaluated based on, but not necessarily limited to, the following criteria:

The evaluation criteria define the factors that will be used by the evaluation committee to evaluate and rank responsible and qualified firms. Prospective consultants shall include sufficient information to allow the evaluation committee to thoroughly evaluate their qualifications. Each response submitted shall be evaluated and ranked by an evaluation committee. A contract will be negotiated with the most qualified consultant per the evaluation team.

Qualifications of the Consultant and consultant's staff .....(50%)

- Number of years of experience consulting with municipal recycling and trash operations: City of Greenville strongly prefers the proposing company and/or predecessors have at least five (5) years of experience in this field;
- Number of similar projects: City of Greenville strongly prefers the proposing company and/or predecessors having completed at least 3 similar projects in the last ten (10) years (provide list of projects including municipality, consultant project manager, brief scope and year complete);
- Background in handling similar size projects: City of Greenville strongly prefers the proposing company having successfully completed project(s) involving a minimum of 30,000 customers.
- Degree of experience in all areas of solid waste and recyclables management, including fleet management, rate and financial analysis, municipal operations and civil codes, strategic short and long term planning, and new or developing waste industry technologies.
- Experience and education of key team members in area identified under experience of prospective consultant: identify project team and provide brief resumes.

Technical Approach .....(40%)

- Consultant revenue and expense analysis process; and the forecasting process for possible/recommended operational modifications
- History of comparison to similar municipalities and operations.

Schedule.....(10%)

- City of Greenville prefers that the proposer demonstrate the ability to start the project promptly after October 1, 2021 and acknowledge that rate change recommendations will be required for budget submittal in April 2022.

References

## **FINAL SELECTION**

A team, comprised of City staff, will be responsible for the SOQ's evaluations. This team, in accordance with the criteria listed above, will evaluate all SOQs received as specified. During the evaluation period, the City of Greenville reserves the right to interview the top selected firms or all the proposing firms. The City's final selection will be the firm which, in the City's opinion, demonstrates the most competence and qualification for this service, and is in the City's best interest. The City maintains the sole and exclusive right to evaluate the merits of the SOQs received.

Firms will be objectively evaluated based on their responses to the project scope outlined in the RFQ. The written SOQ should clearly demonstrate how the firm could best satisfy the requirements of City.

The City reserves the right to make an award without further discussion of the SOQ submitted. The City shall not be bound or in any way obligated until both parties have executed a contract. The City also reserves the right to delay the award of a contract or to not award a contract.

The general conditions and specifications of the RFQ and the selected SOQ, as amended by agreement between the City and the CONSULTANT including e-mail or written correspondence relative to the RFQ, may become part of the contract documents. Failure of the CONSULTANT to perform as represented may result in elimination of the CONSULTANT from competition or in contract cancellation or termination.

**ORAL PRESENTATION:** An oral presentation of the response may be requested of any Prospective Consultant at the Evaluation Committees discretion. Consultants are cautioned not to assume that presentations will be required and should include all pertinent and required information in their original qualifications package.

**COSTS INCURRED BY PROPOSERS:** All expenses involved with the preparation and submission of responses to the City, or any work performed in connection therewith, shall be borne solely by the Prospective Consultants. No payment will be made for any responses received, or for any other effort required of, or made by, Prospective Consultants in responding to this RFQ.

**PROPOSER'S CERTIFICATION**

**Proposer's Signature:**

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

By signing above, I certify that I have carefully read and fully understand the information contained in this RFQ; and that I have the capability to successfully undertake and complete the responsibilities and obligations of the Request for Qualifications being submitted and have the authority to sign Statement of Qualification on behalf of my organization. **It is the offeror's responsibility to assure that all addenda have been reviewed prior to proposal submission.**

BY (Printed): \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

The proposer supplies the information recorded below for use in the preparation of the contract documents, in event of contract award:

1. Please indicate type of business organization:

- (a) Proprietorship \_\_\_\_\_
- (b) Partnership \_\_\_\_\_
- (c) Corporation \_\_\_\_\_
- (d) Limited Liability Co. \_\_\_\_\_

2. If business is a Corporation, please answer the following questions:

Name and title of officers, authorized by Corporate Resolution, who will execute the contract on behalf of corporation (generally President and Secretary).

\_\_\_\_\_

Firm is incorporated in which state?

\_\_\_\_\_

If firm is a foreign corporation, does firm have a Certificate of Authority from the North Carolina Secretary of State? \_\_\_\_\_

3. If business is a Partnership, please answer the following:

Name in full or all general partners and addresses:

\_\_\_\_\_  
\_\_\_\_\_

Is this a limited or general partnership? \_\_\_\_\_

If a limited partnership, which state is it registered? \_\_\_\_\_

If business is a foreign limited partnership, does business have a Certificate of Authority from the North Carolina Secretary of State? \_\_\_\_\_

4. If business is a Proprietorship, please answer the following:

Name of owner: \_\_\_\_\_

5. If business is a limited liability company, please answer the following:

List the names and title of managers or member-managers who will execute the contract on behalf of the company?

Which state is it organized? \_\_\_\_\_

If business is a foreign limited liability company, does business have a Certificate of Authority from the North Carolina Secretary of State? \_\_\_\_\_

6. For all bidders:

If the business operates under an assumed name, what is the assumed name?

\_\_\_\_\_

Has a certificate of assumed name been filed in the Pitt County Registry? \_\_\_\_\_

If so, please provide the recording information: Deed Book \_\_\_\_\_ at Page \_\_\_\_\_.

**NON-COLLUSION AFFIDAVIT**

**CITY OF GREENVILLE**

State of North Carolina

County of Pitt

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

1. He/She is the \_\_\_\_\_ (title) of \_\_\_\_\_ (firm's name), the responder that has submitted the attached response;

2. He/She is fully informed respecting the preparation and contents of the attached response and of all pertinent circumstances respecting such response;

3. Such response is genuine and is not a collusive or sham response;

4. Neither the said responder 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 responder firm or Person to submit a collusive or sham response in connection with the contract for which the attached response has been submitted or to refrain from responding in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion of communication or conference with any other responder, firm or person to fix the price or prices in the attached response, if applicable, or of any other responders, or to fix any overhead, profit or cost element of the response price of the response, if applicable, of any other responder or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Greenville or any person interested in the proposed contract.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

**NOTARIZE**

Subscribed and sworn to before me,

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

(NOTARY SEAL)

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_