

Lake Havasu City



Notice of Request for Proposals (RFP)

RFP# P23-PW-500278

Property Condition Assessment (PCA) Five (5) Fire Stations and Public Works Maintenance Facilities

RFP CLOSING DATE: November 30th, 2022

TIME: 3:00 p.m., Arizona Time

All Proposal documents shall be submitted in hard copy.

Electronic or e-mailed submissions shall be rejected.

Pre-Proposal Conference: None

RFP Packets may be downloaded at:

<https://www.lhcaz.gov/budget-and-finance/bids-rfps>

or through Onvia DemandStar at

<https://www.demandstar.com/app/buyers/bids/405252/details>

Lake Havasu City Hall
2330 McCulloch Blvd. N
Lake Havasu City, Arizona 86403
Issue Date: November 4, 2022

RFP NO.: P23-PW-500278

Property Condition Assessment (PCA) Five (5) Fire Stations and Public Works Maintenance Facilities

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SECTION A – PUBLIC NOTICE

Lake Havasu City, Arizona

RFP NO.: P23-PW-500278

RFP CLOSING DATE: November 30th, 2022

RFP TITLE: Property Condition Assessment (PCA) for the Fire Stations and Public Works Maintenance Facility

RFP DESCRIPTION: Lake Havasu City seeks to procure consultant services for property condition assessments for five Fire Stations and the Public Works Maintenance Facility. The scope of work shall consist of the phases described in the RFP and includes site, structural, and electrical and mechanical condition assessment services.

RFP NOTICE: Notice is hereby given that sealed proposals must be received by the **City Clerk's Office, 2330 McCulloch Boulevard N., Lake Havasu City, Arizona, 86403** before **3:00 p.m. Arizona Time on November 30th, 2022**. All proposals received in proper form will be publicly opened, through virtual technology, and read aloud on the same day at 3:00 p.m., City Hall, 2330 McCulloch Boulevard N., Lake Havasu City, Arizona, 86403.

Until further notice, all public openings held virtually may be attended by accessing the following video conferencing system:

To join the meeting on a computer or mobile phone:

<https://bluejeans.com/2330864044?src=calendarLink>

Phone Dial-in

+1.408.740.7256 (US (San Jose))

+1.888.240.2560 (US Toll Free)

Meeting ID: 233 086 4044

Lake Havasu City may reject any proposal not in compliance with all prescribed public competitive procurement procedures and requirements, and may reject for good cause any or all proposals if Lake Havasu City finds it is in the public interest to do so.

Pre-Proposal Conference (Non-Mandatory): None

There is not an expressed or implied obligation for Lake Havasu City to reimburse responding individuals or firms for any expenses incurred in preparing proposals in response to this request.

RFP documents, specifications, and addenda may be obtained in the following locations:

Lake Havasu City Website: <https://www.lhcaz.gov/budget-and-finance/bids-rfps>

Onvia DemandStar: <https://www.demandstar.com/app/buyers/bids/405252/details>

Pursuant to the Americans with Disabilities Act (ADA), Lake Havasu City endeavors to ensure the accessibility of all of its programs, facilities and services to all persons with disabilities. If you need an accommodation for this meeting, please contact the City Clerk's office at (928) 453-4142 at least 24 hours prior to the meeting so that an accommodation may be arranged.

Publish: November 3rd, 2022 and 10th, 2022 O (Today's News-Herald)

November 10th and 17th, 2022 (Arizona Business Gazette)

SECTION B – INTENT TO RESPOND NOTIFICATION

RFP NO.: P23-PW-500278

RFP TITLE: Property Condition Assessment (PCA) Fire Stations and Public Works Assessment

CLOSING DATE & TIME: November 30th, 2022, at 3:00 p.m. Arizona Time

LETTER OF INTENT TO RESPOND

This is to notify that it is our present intent to submit a proposal in response to the above referenced RFP.

The individual to whom all information regarding this RFP should be transmitted is:

Company Name: _____

Contact Name: _____

Street Address: _____

City, State, & Zip: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

Submit this Letter of Intent by the deadline for requests for clarification and protests which is to be electronically received by **November 16th, 2022, 4:00 p.m., Arizona Time.**

Letter of Intent to Bid
RFP No.: P23-PW-500278
Lake Havasu City
Administrative Services Department, Procurement Division
and Public Works Department, Administration
Attn: Shannon Blakey, Management Analyst
Email to: purchasing@lhcaz.gov

SECTION C – INSTRUCTIONS TO PROPOSER

1.0 IMPORTANT DATES SUMMARY

IMPORTANT DATES (Dates may be subject to change)	
ACTIVITY (All times are in Arizona time.)	DATE
RFP Release/Advertisement	November 3 rd , 2022
Submittal of Written Questions (4:00 p.m. AZ time)	November 16 th , 2022
Proposal Must Be Submitted by (3:00 p.m. AZ time)	November 30 th , 2022
Evaluation Committee Review	Thru December 30, 2022
Oral Interviews with top evaluated firms, if applicable	Week of January 3, 2023
Presentation to City Council for award, tentative	January 24, 2023
Notice to Proceed, tentative	January 25, 2023

2.0 BACKGROUND INFORMATION

Lake Havasu City (City) is seeking professional service proposals for a Property Condition Assessment (“PCA”) for its municipal city facilities identified below. The purpose of the assessment is to develop recommendations and budget estimates to improve/repair these facilities and their respective systems. These assessments will be used as a guide for budgeting and prioritizing for maintenance and general capital replacement projects, but also to assist the city in its overall facilities planning effort to determine and budget for future needs.

Facilities to be assessed are:

Facility	Address in Lake Havasu City, Arizona (Zip Code)
Fire Station 1	96 South Acoma Blvd (86403)
Fire Station 2 (including Training Tower)	2065 Kiowa Blvd (86403)
Fire Station 3	3629 Buena Vista Ave (86406)
Fire Station 4	3270 Palo Verde Blvd S (86403)
Fire Station 6	5600 N Hwy 95, Airport Complex, (86404)
Public Works Maintenance Facility	900 London Bridge Road (86404)

3.0 PROPERTY CONDITION ASSESSMENT (“PCA”) OBJECTIVE

The objective of the PCA will be to assess the general condition of the property and document obvious problems or visible defects based on visual observations, discussions with City staff and review of previous reports and other facilities documentation.

The building components and systems included in the survey shall include, but not limited to:

- Civil/Site Development
- Pavement, Parking, Driveways and Sidewalks

- Slab on Grade
- Foundations
- Exterior Property Envelope
- Room Finishes
- Electrical System
- Plumbing System
- HVAC System

To accomplish the PCA objectives the assessment shall be carried out by a qualified assessment team such that all building components and systems are assessed in accordance with this scope of work. To be considered qualified, assessors must be a registered architect or hold a professional engineer's license and at least five years' experience on the behalf of owners, institutions and/or government agencies. The senior project manager responsible for report review, quality control, final sign-off and answering rebuttal questions, if any, must be an architect or professional engineer. Each proposer must provide a resume of all proposed personnel demonstrating possession of these qualifications and a list of associate firms to be used.

4.0 DELIVERABLES

The Property Condition Assessment shall consist of the phases described herein and include a visual inspection of all sites, buildings, structural, electrical, and mechanical conditions.

A. Property Survey: Assessors shall observe property components, systems and elements for evidence of significant physical deficiencies (i.e. defects, deficiencies, items of deferred maintenance and code violations). Physical deficiencies identified as significant will be deemed to be present if any of the following can be concluded:

- The physical deficiency represents a cited or apparent code violation, an immediate life/fire safety or health hazard to the occupants or users of the property.
- Correction of the physical deficiency which, if left uncorrected, could result in accelerated deterioration of the system in question and significantly increases the cost to correct.

Other physical deficiencies of a lesser nature and/or items of deferred maintenance should also be observed and individually noted for inclusion in an aggregated cost-to-correct estimate. Observations will consist of one, or a combination, of the following activities:

- Walk-through observations on a complete or sample basis to determine the overall condition of the property;
- Observation of a representative sample of improvements, building equipment and fixture systems to determine system serviceability and operating characteristics;
- Non-invasive and detailed visual observations to determine representative conditions;
- Recording of physical deficiencies;
- Photography as appropriate.

B. Estimates of Required Capital Investments: These will generally fall into two categories to include:

- Capital investment needed to correct present observed deficiencies. With appropriate prioritization to include Immediate (one year), Short Term (two/three years), and items required to bring the facility into compliance with the Americans with Disability Act, ADA.
- A replacement reserve analysis to determine capital investment needed to cover replacements of components and/or systems that may not contain present observed deficiencies, but that will reach the end of their useful life within ten-year evaluation period. Effective age, Expected Useful Life, and Remaining Useful life of major components and systems shall be discussed, with estimated costs developed for those items that will need to be replaced within ten (10) years.

C. Equipment, Amenity and Functional Capacities: The assessment shall include a discussion of the building's equipment, amenity and functional capacities in comparison to comparable facilities, including:

- Electrical watts per square foot;
- Ventilation air in CFM per person;
- Cooling capacity in square foot per ton;
- Heating capacity in BTU's per square foot;
- Parking spaces per 1,000 square feet (based on actual count);
- Facility estimated replacement cost.

This report shall discuss each of these capacities and develop recommendations to rectify any shortcomings based on current use and future use as defined by City staff.

D. Report Preparation: The selected firm shall submit a draft report in electronic (Microsoft Word) format for the City to review. The report will contain a description of activities performed during the assessment, along with conclusions and recommendations, as appropriate. Upon receipt appropriate rounds of comments on the draft report and answering of rebuttal questions, the selected firm shall submit a final report in electronic (Microsoft Word) format.

E. Property Condition Report: The Property Condition Report ("PCR") will conform to the following format:

- Executive Summary
- Project Condition Summary Table
- Property Data Sheet
- Utilities
- History
- Site Systems
- Structural Elements
- Exterior Walls and Fenestration
- Roof Systems
- Interior Finish Elements
- Specialties and Equipment
- Special conditions
- HVAC Systems

- Plumbing
- Fire Suppression, Life Safety and Security
- Electrical Systems
- Building/Zoning Code Review
- ADA Compliance review
- Analysis and Tabulation of Capital Investments needed to Correct Present Observed Deficiencies
- Replace Reserve Analysis
- Equipment and Amenity Capacities
- Annotated Photographs
- Other relevant Appendices

F. Time Schedule:

A draft report of the Property Condition Assessment (PCA) will be transmitted electronically within 60 days of receipt of formal Notice to Proceed, anticipated to be issued January 25, 2023. The city will require 10 business days for review and comments. The final PCA report will be delivered to the city within 30 days after the city review and comment period.

5.0 MINIMUM QUALIFICATIONS

Proposers are expected to have a minimum of 5 years of relevant and documented experience in facilities assessments at comparable government organizations.

Documentation provided by the proposer to demonstrate the required years of relevant work experience must clearly indicate the project name, client, locations, budget, and completion date. Indicate whether the project was completed on schedule, within budget, and please indicate and describe the circumstances. Include any project problems encountered and solutions to those problems which were developed by the project team. If a proposer fails to meet these minimum qualifications in their proposal, the proposal shall be disqualified and will not be evaluated.

6.0 CONTRACT TERMS AND CONTRACTUAL RELATIONSHIP

The successful proposer is required to enter into a contract with the City to provide a facilities assessment. The terms of that contract shall be commercially reasonable and is negotiated in connection with the agreement once a decision has been reached on the winning proposal.

7.0 QUESTIONS

All questions that arise relating to this RFP shall be directed in writing to purchasing@lhcaz.gov. To be considered, written inquiries shall be received at the above-referenced email address by **November 16th, 2022, 4:00 p.m., Arizona time**. Inquiries received will then be answered in an Addendum to the RFP. **Verbal Requests for clarifications or interpretations will not be accepted.** The City may not address questions received after this deadline.

8.0 PROPOSAL FORMAT

The Proposal shall be a maximum of **thirty (30)** pages to address the Proposal criteria (excluding resumes and the required Forms, but including the materials necessary to address project

understanding, general information, organizational chart, photos, tables, graphs and diagrams). Each page side (maximum 8 1/2" x 11") with criteria information shall be counted. A cover, a back, a table of contents and tabs may be used and shall not be included in the page count, unless they include additional project-specific information or Proposal criteria responses. The minimum allowable font for the Proposal is **11 pt.** although tables, charts, graphs and other diagrams may be smaller if legible. Failure to adhere to the page limit and font size may result in the Proposal being considered non-responsive.

The proposer shall provide one or more sample copies of recent PCR produced by the consulting firm. The sample PCR(s) shall be submitted in electronic form only and does not count towards the thirty (30) page maximum limitation.

9.0 PROPOSAL DELIVERY

One original and (1) electronic copy (in PDF format on a thumb drive) of the proposal shall be submitted. **E-mail submissions shall be rejected.** Submittals must be clearly addressed to the City Clerk's Office, 2330 McCulloch Blvd. N, Lake Havasu City, Arizona, 86403, and received no later than **November 30th, 2022, 3:00 p.m., Arizona time.** Late submittals will not be considered under any circumstances. Submittals must be in a sealed envelope with the RFP Number and the Proposer's name and address clearly indicated on the envelope. RFP documents are available on Lake Havasu City's website at www.lhcaz.gov.

For technical information, please contact Bill Young at youngb@lhcaz.gov with a copy to Purchasing@lhcaz.gov. All questions that arise relating to this RFP shall be directed in writing to Purchasing@lhcaz.gov by the Questions deadline above identified.

Proposals are opened immediately after 3:00 p.m. (Arizona time) on November 30th, 2022 at Lake Havasu City Hall, Room 109, located at 2330 McCulloch Blvd. N, Lake Havasu City, Arizona, 86403.

10.0 PROPOSAL REQUIREMENTS

Proposals should clearly indicate a full understanding of facilities assessments as related to this project.

Proposers are expected to provide the required services at a fair and reasonable compensation. For such compensation, the service provider is expected to provide part or all the following services.

Each firm(s) or individual(s) assigned to conduct the duties resulting from this RFP process shall meet the following minimum requirements:

- Firm(s) or individual(s) submitting proposals shall be able to report to orally and/or in writing and/or make presentations to City Staff and City Council as requested by the City Manager.
- Firm(s) or individual(s) shall provide a detailed schedule that incorporates the target dates and deliverables.

- Firm(s) or individual(s) shall provide all workplace, personnel, equipment and supplies necessary to complete professional services set forth herein.
- Respondent to the RFP is and will be at all times during the term of this agreement an independent contractor and not an employee of the City. As such the contractor is responsible for all taxes and insurance as required.
- Firm(s) or individual(s) shall demonstrate professional conduct at all times.
- Firm(s) or individual(s) shall demonstrate compliance with all state and local laws, including obtaining training and certifications as required by law throughout the term of the contract.
- Firm(s) or individual(s) must be able to provide documentation of insurance coverage as requested. Insurance coverage will include as appropriate, automobile liability, commercial general liability, workers compensation, and professional liability. Professional liability insurance shall be with limits no less than \$1,000,000 per claim and \$2,000,000 policy aggregate limit. Respondents to this RFP agree to maintain appropriate insurance coverage throughout the contract period.
- Firm(s) or individual(s) must provide at least three (3) professional references from other comparable government organizations. The reference list shall include current clients which have been provided within the past five (5) years and shall provide a contact person, telephone number and email address. The City reserves the right to contact clients for reference checks.
- Firm must provide one or more sample copies of PCRs recently produced for other comparable government organizations.

11.0 CITY RESPONSIBILITIES

Upon awarding the contract, to assist the consultant, the City can make the following information available:

- Detailed information regarding its locations, facilities, etc.
- Planning information regarding potential growth/demand.
- Any other data deemed necessary, and that the City has available.
- Any known plans or drawings associated with the original construction and any subsequent renovations will be available for review by the successful professional firm.
- A representative from the City will escort the successful firm through the buildings and provide access to mechanical rooms, roofs, and spaces necessary to complete the assessment.

12.0 EVALUATION MATRIX

Lake Havasu City reviews and scores the proposals based on the following criteria:

Points	Criteria
15	Background: Provide a brief background of the organization containing history and primary markets served.
20	Experience and Qualifications: A summary of relevant experience including a full list of government organizations where similar property condition assessments have been performed within the last five years, including references, and one or more applicable report samples.
15	Project Team and Key Positions: Submit a proposed project team including executive leadership, project management and data collection staff. Please note that licensed engineers or architects are not required, but each participant should be experienced in work similar to that requested.
25	Scope of Work: A detailed description of the firm's approach to the suggested PCA Objection and Deliverables herein provided. Deliverables: Provide one or more sample PCR to highlight both the organization's technical skills as well as the ability to deliver an effective presentation that will engage capital budget managers, department heads, and city council level audiences.
25	Fees: List proposed fee for suggested Scope of Work as well as optional annual updates.
100	

Selected Proposal will have the highest score averaged from the scores of the reviewers, with 100 points being the maximum possible individual score.

13.0 ORAL INTERVIEWS: SCORING

The City may, or may not, host oral interviews, with up to three (3) but not more than five (5) firms, for the purpose of rating proposals. Proposing firms selected for oral interviews are invited to participate in discussions with the Selection Committee at such date as announced by the City and awarded points based upon the criteria as outlined below.

Proposing firms may be given additional information for these oral interviews. These discussions relate less to the past experience and qualifications already detailed in the Proposals and more to (i) identifying the Proposing firm's or individual's program approach and to an appraisal of the people who are directly involved in the Services for this RFP, and (ii) exploring with the Proposer the scope and nature of the project, and the Proposer's proposed method of performance.

Oral Interview

General Information – up to 10 points

Experience and Qualifications – up to 30 points

Project Team and Key Positions – up to 20 points

Program Approach and Method of Performance – up to 40 points

Total Possible Points for Oral Interview – up to 100

Total Points Possible for Proposal: 200

14.0 PROPOSAL TERMS

The terms of the proposal shall be commercially reasonable and are negotiated in connection with the negotiated professional services contract. Proposals must include the following terms:

1. **Terms of Payment.** Proposer shall indicate terms of payment where indicated in the RFP documents and any discounts proposed for early payment. For purposes of comparing discounts in RFPs, the City shall only consider discounts that allow a minimum of twenty (20) days for payment. Discount period will start from the date of receipt or current invoice, whichever is later, to the date the City's payment is mailed. Unless other charges are itemized, any discount provided are taken on full amount of invoice. Payments shall comply with the requirements of A.R.S. § 35-342.

Discount terms of payment are _____% _____ days / net _____ days.

2. **Progress Payments.**

The City may consider progress payments in 1/3 increments based on deliverables as follows:

- Payment #1 – All field work is completed. The successful firm will verify in writing with confirmation by the City when all field work is complete.
- Payment #2 – When the Draft Report is delivered.
- Payment #3 – When the final PCR is delivered and accepted by the City.

3. **Project Team and Key Positions.** Proposer agrees that Project Team and Key Personnel identified in their proposal may not be removed from the awarded contract work or replaced without a ten (10) calendar day written request for change communication to the City naming the replacement appointment and including their resume. If City objects to the new appointee, Proposer shall appoint a replacement that is acceptable to City.

15.0 AWARD

Award Recommendations are posted on the Lake Havasu City Website at <https://www.lhcaz.gov/budget-and-finance/bids-rfps>. A procurement file is available for all proposers and the public for review, consisting of this RFP, all accepted proposals, scoring document, memorandum to the City Council, advertising documents, and Conference attendance sheets.

An agreement is negotiated by City staff and the resulting contract is taken to the City Council for their consideration.

16.0 RIGHT TO DISQUALIFY

The City reserves the right to disqualify any Proposer who fails to provide information or data requested herein, provides materially inaccurate or misleading information or data, or if an apparent conflict of interest is disclosed by the proposals submitted or any other data available to the City.

17.0 CITY'S RESERVATION OF RIGHTS

In connection with the issuance of this RFP, the City reserves and may, in its sole discretion, exercise any one or more of the following rights and options that Proposers hereby agree to by submitting a Proposal to the RFP:

1. To reject any and all Proposals and to reissue this RFP at any time;
2. To issue a new RFP with terms and conditions substantially different from those set forth in this or a previous RFP;
3. To issue a new RFP with terms and conditions that are the same or similar as those set forth in this or a previous RFP in order to obtain additional Proposals or for any other reason the City determines to be in the best interest of the City;
4. To extend this RFP in order to allow for time to obtain additional Proposals prior to the RFP's Proposal deadline, or for any other reason the City determines to be in the best interest of the City;
5. To supplement, amend, substitute or otherwise modify or amend this RFP at any time;
6. To cancel this RFP at any time;
7. To wave any defect of deficiency in any proposal;
8. To enter into negotiations with any one or more Proposers regarding the terms of their proposals; and
9. To enter into simultaneous, competitive negotiations with multiple Proposers.

18.0 PREPARATION COSTS

Under no circumstances is the City responsible for any costs incurred by anyone in: 1) responding to this RFP; 2) in any subsequent follow up to the proposal; or 3) in any subsequent negotiations of a contract.

19.0 PROPOSER CERTIFICATION

By submitting a proposal, each Proposer certifies it has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any employee, official or current contracting consultant of the City. Any Proposer unable to comply with any required certifications may be disqualified.

In compliance with A.R.S. §§ 1-501 and 1-502, the City shall require any successful Proposer that submits its proposal as a sole proprietorship or as an individual to complete the Affidavit of Lawful Presence prior to the award of any contract resulting from this process.

20.0 COVENANT AGAINST CONTINGENT FEES PAID TO PROPOSER

By submitting a proposal, the Proposer and each member of the development team certifies that they have not employed nor retained any person or company, other than a member of the development team or a bona fide employee working solely for the Proposer or any member of the development team, to solicit or secure the contract described in this RFP, and that no agreement has been made to pay the Proposer or any member of its development team any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or execution of such contract. The Proposer certifies submission of the Proposal did not involve collusion or other anti-competitive practices.

21.0 NO GRATUITY

Proposer certifies it has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a City employee, officer or agent in connection with the submitted Proposal. It (including the Proposer's employees, representatives, agents, lobbyists, attorneys and subcontractors) has refrained, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the Selection Committee, elected officials, the Mayor, City Council, City Manager, Department Directors and other City staff. Any attempt to influence the selection process by any means shall void the submitted Proposal and any resulting Agreement.

22.0 APPLICABLE LAW

Any and all disputes arising under this RFP and any resulting contract shall be governed according to the laws of the State of Arizona, and the Proposer shall agree that the venue for any such action brought to enforce provisions of the contract shall be in the State of Arizona.

23.0 COMPLIANCE WITH LAWS

Proposers agree to fully observe and comply with all applicable Federal, State and local laws, regulations, standards, codes and ordinances.

24.0 ADDITIONAL TERMS AND CONDITIONS

By issuing this RFP, the City shall not create any contractual rights or obligations by and between the City and any person or entity responding hereto.

25.0 FAIR TRADE CERTIFICATIONS

By submitting a Proposal, the Proposer certifies:

- 1) Independent Prices. The prices have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with anyone.
- 2) No Disclosure. Unless otherwise required by law, the prices which have been quoted in its Proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by Proposer prior to opening.
- 3) Influence on Competition. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a Proposal for the purpose of restricting competition.