



City of O'Fallon
Website Design and Hosting Services
Request for Proposals #23-047

CITY OF O'FALLON, MISSOURI

REQUEST FOR PROPOSALS

RFP NUMBER 23-047

WEBSITE DESIGN AND HOSTING SERVICES

May 2023

INCLUDED ARE:

Proposal Instructions

Terms and Conditions

Scope of Work

Proposal Form

Affidavits (Worker Eligibility, Anti-Collusion)

CITY OF O’FALLON, MISSOURI

PROPOSAL INSTRUCTIONS

PURPOSE

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from qualified companies capable of providing website design and hosting services for the City of O’Fallon. The RFP states the overall scope of services desired and specific functionality as well as required vendor qualifications.

This RFP provides prospective companies with sufficient information to enable them to prepare and submit proposals for consideration by the City of O’Fallon (hereafter referred to as “the City”) to satisfy the needs as outlined in the scope of services.

SCHEDULE OF ACTIVITIES

Release and advertisement of RFP:	May 5, 2023
Deadline for submission of questions:	May 10, 2023 at 12:00 P.M. CDT
Proposal submission deadline:	May 18, 2023 at 12:00 P.M. CDT

PROPOSAL SUBMISSION

Sealed proposals must be received by the City of O’Fallon, Missouri; Purchasing Office, 100 North Main Street; O’Fallon, Missouri 63366 prior to May 18, 2023, at 12:00 P.M. (prevailing central time). Each proposal shall consist of one original (identified as such) and one electronic copy on CD (no flash/thumb drives) of the complete proposal. The file submitted on CD shall include all attachments and signatures, where applicable.

It is the responsibility of the proposer to ensure that their proposal is received in the Purchasing Office, prior to the deadline. Companies mailing proposals should allow ample mail delivery time to ensure timely receipt of their proposals. Proposals received after the deadline for receipt of proposals will not be opened or considered.

Proposals will be opened and evaluated in private by City staff. A public opening will not be held.

To make delivery of proposals for this project, the delivery vendor or bidder may hand deliver the proposal during City Hall hours of Monday – Friday 8:30 am – 4:30 pm. Mailed proposals are accepted with regular mail service each day.

Proposals must be clearly identified as a proposal for the City of O’Fallon, Missouri “**RFP # 23-047 Website Design and Hosting Services**” and shall show such information on the outside of the proposal packet. Proposals will not be accepted by facsimile or email transmittal. *Do not staple or submit bid in any type of binder; binder clips are acceptable.*

QUESTIONS

All questions must be submitted in writing to Christine Grabin, Purchasing Agent, no later than 12:00 P.M. (CDT) on May 10, 2023 via email cgrabin@ofallon.mo.us. The City will only respond, via addendum, by the end of day on May 11, 2023 to questions from Respondents. Answers to questions will only be distributed via addendum and posted on our website. <http://www.ofallon.mo.us/bid-opportunities>

AMENDMENTS TO RFP

In the event it should be necessary to revise any portion of this RFP, addenda will be provided to all proposers who received the original RFP from the City of O’Fallon. This does not relieve the submitting company the responsibility of regularly checking the City website listed below for updates

regarding any addenda associated with this proposal request. Addenda are available on our website at: <http://www.ofallon.mo.us/bid-opportunities>. If you received this RFP by means other than the bid system, you must furnish your company name, address, and telephone number to the Purchasing Agent identified in the Proposal Instructions section in order to receive any addendum to this RFP. Proposers shall acknowledge receipt of each addendum issued in the space provided on the RFP form.

END OF PROPOSAL INSTRUCTIONS

CITY OF O'FALLON, MISSOURI

TERMS AND CONDITIONS

QUALIFICATIONS:

All companies shall be licensed, insured, and bonded and shall furnish satisfactory evidence to the City that they have previously performed/provided the types of services as specified below.

LAWS AND ORDINANCES, REGULATIONS, LICENSING FEES:

Firm shall conform to all rules, regulations, ordinances, laws, or directives set forth by the City of O'Fallon and/or the State of Missouri.

LAW GOVERNING:

All State of Missouri and/or Federal Laws shall be hereby specifically made a part of this contract as set forth herein.

NON-DISCRIMINATING:

The Contractor, its employees and subcontractors, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.

Firm shall comply with Section 285.525 – 285.550 RSMo regarding enrollment in a federal work authorization program. **A signed, notarized affidavit (attached) and supporting documentation affirming enrollment in a federal work authorization program must be submitted with proposal. Failure to comply with this provision may result in rejection of proposal.**

E-VERIFY:

Company shall be E-verify compliant and shall provide documentation to support this requirement within the proposal including the memorandum of understanding (MOU) and the electronic signature page completed in its entirety.

METHOD OF AWARD / SELECTION:

The proposals will be evaluated by the City. A response summary of proposals will be available by contacting Christine Grabin, Purchasing Agent. The response summary will only include the names of the companies that submitted proposals that were delivered by the required RFP submittal date and time. Until award of the contract, the Responses shall be held in confidence and shall not be available for public review.

TERMS/CANCELLATION AND DAMAGES:

This contract may be terminated by either or both parties upon thirty (30) days written notice or upon mutual agreement of both parties.

If the City, because of the Vendor's breach, terminates this Contract, the City shall have the right to purchase service elsewhere and to charge the Vendor with any additional cost incurred.

Notwithstanding the above, the Vendor shall not be relieved of any liability to the City for damages sustained by the City by virtue of any breach of this contract by the Vendor and the City may withhold any payments to the Vendor until such time as the amount of such damages due the City from the Vendor shall be determined.

AWARD REQUIREMENTS:

Once the City is prepared to award the contract to the selected company, the company will need to provide the following documents to the City.

- Signed contract agreement
- Current certificate of insurance

Once all of these items are received and fully executed, then the City will issue the Notice to Proceed.

It is the desire of the City to award a single contract for the entire scope of services outlined in this request for proposals. All proposals are subject to staff analysis. The City of O'Fallon reserves the right to accept or reject any and all proposals received.

PRICING:

This request for proposal is a one (1) year agreement, exercised at the sole discretion of the City of O'Fallon, Missouri. The pricing stated by the respondent in the cost proposal section shall remain firm for a one (1) year period from the start date of the contract. No price increases will be allowed for the duration of the contract. Price decreases are allowed at any time.

RENEWAL & EXTENSION:

The successful bidder will be awarded a one (1) year agreement effective the date of award. Prices must not be increased for the entire agreement period. At the City's option, the agreement may be renewed for four (4) additional one (1) year periods. **In no event shall the term plus renewals exceed five (5) years.** The items or services purchased under this agreement may be subject to a price increase at the time of renewal, by mutual agreement. The exact increase or maximum percent increase shall be indicated on the price sheet of the proposal packet. Request for a price increase for each period must be presented to the City at least sixty (60) days before the expiration of the current agreement. If a request for increase is not presented, the prices will remain. Price decreases are allowed at any time.

CONTACT WITH CITY OF O'FALLON PERSONNEL:

As specified above, all contact with the City should be channeled through the Purchasing Agent. No contact with other City employees, officials, or City Council members is to be made by responding proposers throughout the entire process.

RESPONSE MATERIAL OWNERSHIP:

All proposals become the property of the City of O'Fallon, Missouri upon receipt and will only be returned to the proposer at the City's option. Selection or rejection of the proposal will not affect this right. The City shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP. Disqualification of a proposal does not eliminate this right.

PROPRIETARY INFORMATION:

All material submitted in response to this RFP will become public record and will be subject to inspection after an Intent to Award notice is issued. Any material requested to be treated as proprietary or confidential must be clearly identified and easily separable from the rest of the proposal. Such request must include justification for the request and approval by the City Clerk. Neither cost or pricing information nor a total proposal will be considered proprietary.

CONFIDENTIALITY:

The Vendor agrees that it will not permit the disclosure or duplication of any information received from the City or stored on City systems unless such disclosure or duplication is specifically authorized in writing by the City, or as required by law.

The City agrees that it will not disclose or duplicate any information designated in advance by the Vendor as “Confidential/Proprietary” information to any person (other than City personnel who must have access to such information) unless such duplication, use or disclosure is specifically authorized in writing by the Vendor or is required by law. The term “Confidential/Proprietary” does not include ideas, techniques, or concepts that are in the public domain.

EVALUATION RIGHTS:

The City reserves the right to: a) reject any or all proposals, or to make no award, b) require modifications to initial proposals, c) make partial or multiple awards, or d) further negotiate costs submitted in proposals. The City reserves the right to award the contract in any manner deemed in the best interest of its citizens.

REJECTION OF PROPOSALS:

The City of O’Fallon, Missouri reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of the City to do so. Failure to furnish all information or to follow the proposal format requested in this RFP may disqualify the proposal. Any exception to the Scope of Work must be identified in the proposal.

INCURRING COSTS:

The City of O’Fallon, Missouri shall not be obligated or be liable for any cost incurred by proposers prior to issuance of a contract. All costs to prepare and submit a response to this solicitation shall be borne by the proposer.

SUBMISSION OF PROPOSALS AND SUPPLEMENTAL MATERIALS:

Proposals shall be submitted to the Purchasing Office. If supplemental materials are required or requested, then they must be submitted to the Purchasing Office as part of the proposal. Supplemental materials will not be accepted after the proposals have been opened, unless requested by the Purchasing Office. Submission or distribution by the company of unsolicited supplemental materials to City employees or Officials may result in rejection of the proposal.

DISCRIMINATION POLICY:

The City of O’Fallon advises the public that it does not discriminate against any person on account of race, color, religion, creed, sex, age, ancestry, or national origin, and that such nondiscrimination is extended to procurement of materials and/or the provision of municipal services.

WAIVER:

The City reserves the right to waive any variances from the original RFP in cases where the variances are considered to be in the best interest of the City.

INSURANCE:

The firm or company that is awarded a contract shall maintain during the life of the agreement and furnish to the City the appropriate Professional Liability, Commercial General Liability, and Workers Compensation insurance certificates listing the City of O'Fallon as an "Additional Insured" during the Term of the Agreement, and a copy of such "Additional Insured" endorsement must accompany the certificate.

INDEMNITY:

The Vendor shall, at all times, fully indemnify, hold harmless, and defend the City and its officers, members, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Vendor and its employees, or because of any act or omission, neglect or misconduct of the Vendor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise.

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage herein provided.

Nothing contained herein shall be construed as prohibiting the City, its directors, officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions, or suits brought against them.

The Vendor shall likewise be liable for the cost, fees and expenses incurred in the City's or the Vendor's defense of any such claims, actions, or suits.

PAYMENT TERMS AND CONDITIONS:

The City's payment terms are Net 30 days. The City is exempt from Missouri sales and use taxes and will not pay taxes for any product or service. A copy of the City's tax-exempt certificate shall be presented to the firm or company that is awarded a contract.

Inquiries concerning this Request for Proposals shall be directed to:

Christine Grabin
Purchasing Agent
City of O'Fallon, Missouri
100 North Main Street
O'Fallon, Missouri
Phone: (636) 379-5527
cgrabin@ofallon.mo.us

END OF TERMS AND CONDITIONS

CITY OF O'FALLON, MISSOURI

RFP # 23-047 WEBSITE DESIGN AND HOSTING SERVICES

The City of O'Fallon, Missouri is issuing a Request for Proposals (RFP) from an experienced website designer and website host. The selected firm would redesign and migrate existing content from the City's existing websites. The City's goal is to offer clear, user-centered navigation; simplify content management; present a unique and creative visual design; promote a greater understanding of the services and programs of local government; and promote the City's image in the community and beyond. The site must be easily maintained without requiring coding knowledge. The new website will have the depth of functionality that will enable the City of O'Fallon staff to streamline processes and provide the best user experience for our citizens.

The City of O'Fallon seeks a partnership with the chosen vendor to create an online presence that continually engages our citizens.

The City of O'Fallon currently operates four (4) websites; www.ofallon.mo.us, www.selectofallon.com, www.renaudcenter.com, and www.heritageandfreedomfest.com.

During the redesign of the City's main website, www.ofallon.mo.us, the URL will be changed to www.ofallonmo.gov.

SCOPE OF WORK

The known expectations of the City are that the website design and hosting should include:

1. Design and build a unique (including migrating content from current sites), attractive website to completely fulfill all City requirements either in this RFP or in discussions with the City following the selection of a vendor.
2. Design a consistent, user-friendly navigation framework for the City website that is understandable to users on all levels.
3. Design a unique homepage for the City website. Design should be aesthetically pleasing and allow users to easily access relevant information.
4. Design a template for all pages within the site. All pages must be consistent, look professional and enhance the image of the City.

5. Vendor should maintain timely and regular communication with the City during the development process.
6. Assist with the development of web page content so information is organized and easy to access and to ensure the entire site has a uniform, consistent format.
7. Provide a way to test the site at various stages prior to site launch, including an easy way for staff to provide feedback/changes.
8. Aid the City in transitioning to the new website including staff training and the production of a manual for changing/updating the website.
9. The primary purpose of the website is as a communication tool between the City and outside stakeholders. **To best meet the needs of both, it is expected that the completed website includes each of the following components:**

- Integration with social networking websites
- Allows for streaming video integration
- Mobile device compatibility for all website content, and quickly loaded on commonly utilized browsers
- A highly-functioning search capability that allows the user to search the whole site or subsections within the site
- A site map
- The ability to schedule posts to the website in advance, much like scheduling social media posts on a platform such as Facebook
- A live calendar with a listing of important dates and events, which can be divided according to department or category
- The ability to create multiple separate calendars and news pages based on category and/or department
- The ability to easily post emergency notices on the website homepage
- The ability to create different but duplicate instances of a page in multiple areas of the website navigation
- Incorporate designs that make the websites ADA accessible; compliant with Section 508 and Americans with Disabilities Act guidelines as reasonably possible

- In terms of website content approvals, the ability (but not required) to create multi-step workflow for all content types
 - The ability to preview any changes made to content before publishing to the website. This should apply to all types of content, including but not limited to: pages, calendar events, news, and FAQs
 - The ability to create additional interior page templates as needed
 - The ability to archive pages and content
 - The ability to define a review schedule for all content, prompting the site editors to review published, non-date sensitive content periodically to ensure all items remain accurate
 - The ability to create “vanity” URLs for special programs/events
10. Any additional features the respondent feels would improve the City website or the transition process. It is expected that the vendor will work with the City to develop a site that best meets the needs of the City. The City will look to the vendor to provide municipal-specific direction from their experience working with multiple cities or other government entities.
11. The City expects that the vendor and City will work together to plan and organize information on the site, which most likely will include planning sessions, regular meetings, and continued communication throughout the duration of the website design project.
12. The organizational structure of the site will be set following selection of a vendor. It is expected that the vendor work closely with the City to develop an organizational structure for the site.

TECHNICAL REQUIREMENTS and HOSTING SPECIFICATIONS

1. Any website design must be Windows based.
2. 99.999 percent uptime required.
3. Web content management software.
4. A content management system with levels of permission and approvals.
5. Hosting and maintenance of the websites.

6. Storage limits should meet current needs and be able to expand as we grow. The bid should highlight any costs (per gigabyte) that the City will incur should storage limits be reached.
7. Site should be accessible from industry standard browsers currently in use and adaptable to new browsers in the future.
8. System should allow for LDAP integration for account access.
9. System should have appropriate redundancy and mitigation to prevent and quickly resolve DDoS attacks.
10. Host servers should be located in the continental United States.
11. Websites should be protected with SSL certificates.
12. Server host should do regular backups of the site.
13. Vendor should describe the security features they have in place to prevent against data breaches and other cyber-attacks and malware.
14. Vendor should notify the City of any software updates that may result in downtime are communicated ahead of time, or to establish maintenance windows unless the update is to address a critical vulnerability.

IMPLEMENTATION

Scope of work should be completed and fully functional in the following manner:

1. All webpages associated with www.ofallon.mo.us shall be converted to the www.ofallonmo.gov URL, and designed, built, and implemented in a “live” manner no later than August 15, 2023. The URL www.ofallonmo.gov is owned by the City of O’Fallon.
2. All webpages associated with www.selectofallon.com, and heritageandfreedomfest.com, and www.renaudcenter.com shall be designed, built, and implemented in a “live” manner no later than November 30, 2023.

SUBMISSION REQUIREMENT

The submitted proposal must, at a minimum, include the following:

1. The vendor's name and location of the office providing the services under the contract, telephone number and e-mail address.
2. A general description of the vendor, including size, number of employees, primary business, and other business or services offered.
3. Identification of the project manager who will be the primary contact through all phases of the project, as well as identification of other personnel who will be performing engagement work.
4. Hosting and security features including a description and location of the operations center for website hosting and administration, physical security, power, bandwidth, monitoring, backup, guarantee of online availability, antivirus, data security, hacking prevention, intrusion detection, and staff certifications, if applicable.
5. Date available to begin and number of days to complete the project.
6. Description of the vendor's experience in providing services like those in the Scope of Services for municipal clients.
7. Description of the firm's understanding of the requested services including the proposed approach, specific project steps, timeline to include specific milestones, and interim and final work products. Innovative approaches or concepts, especially those reducing project cost, are encouraged.
8. Fees should be submitted on the Proposal Submission Form, or similar form, provided in this document.
9. Proposal Submission Form should include a signature of a representative of the firm with acknowledgement that such individual is authorized to bind the firm contractually.
10. Proposals shall provide a statement as to whether any portion of work performed under this proposal will be subcontracted or performed under a partnership or joint venture. Information on such entities must be included in the proposal such as related experience and qualifications of assigned staff.
11. Submissions should also include, at a minimum, links to other municipal websites created by the firm within the last 12 months.

VENDOR REFERENCES

1. Provide at least five City and/or County references that currently use the proposed system. Please include the following information:
 - a. Agency name
 - b. Address, city, state, zip
 - c. Contact information, including name, phone number and email address
 - d. Years using system
 - e. Population

TRAINING, MAINTENANCE AND CUSTOMER SUPPORT

1. Initial training is required to be included in the initial pricing structure. Describe the vendor's initial training services (onsite or other), as well as any follow-up training.
2. The City requires a minimum of 12 potential logins/users for our employees. How many users are allocated to the customer? Can additional users be added at no cost?
3. Does the vendor provide 24/7/365 live technical support?
 - a. Are there any additional costs for this service?
 - b. If no, provide detailed description of included support services.
 - c. Describe how support calls are handled.
4. Is client support handled by dedicated in-house team or through a third party?
5. What is the vendor's average response time for technical issues?
6. Describe the level of user involvement required for system maintenance.
7. Describe the implementation timeframe and resources required for an agency of our size.
8. Describe who has the rights to the content if the City chooses to utilize a different vendor in the future.

SUPPLEMENTAL INFORMATION (USE ADDITIONAL SHEETS AS NECESSARY)

1. Name of primary contact, address and phone number.

2. What day(s) and time(s) is the primary contact available?

3. Provide a brief history of the company.

4. Describe any name or ownership changes in the past five (5) years.

5. Submit a sample copy of your current contract/agreement with all terms and conditions (subject to review by the City's legal review).

6. Cost Proposal:

- Provide a comprehensive cost proposal with a complete breakdown and a grand total.
- The City reserves the right to choose all or a portion of the items proposed.

7. Renewal & Extension:

- If the City of O'Fallon exercises its options to renew the contract for four (4) additional one (1) year periods pursuant to the applicable provisions outlined in this document, the Proposer shall provide below, the maximum percentages of increase or maximum percentage of decrease for each renewal period. The proposer is cautioned that the percentages shall be computed against the ORIGINAL contract/unit prices during renewal periods. Furthermore, the Bidder is advised that the City does not automatically grant increases at the time of renewing the contract and that if an increase

isn't requested, documentation of need must be provided at the time of renewal.

Optional 1st Renewal Period Maximum % Increase over Year 1 Total Bid Price: _____ %

Optional 1st Renewal Period Maximum % Decrease over Year 1 Total Bid Price: _____ %

Optional 2nd Renewal Period Maximum % Increase over Year 1 Total Bid Price: _____ %

Optional 2nd Renewal Period Maximum % Decrease over Year 1 Total Bid Price: _____ %

Optional 3rd Renewal Period Maximum % Increase over Year 1 Total Bid Price: _____ %

Optional 3rd Renewal Period Maximum % Decrease over Year 1 Total Bid Price: _____ %

Optional 4th Renewal Period Maximum % Increase over Year 1 Total Bid Price: _____ %

Optional 4th Renewal Period Maximum % Decrease over Year 1 Total Bid Price: _____ %

EVALUATION CRITERIA

The City reserves the right to select the Vendor who best meets the “overall” needs of the City of O’Fallon based primarily on the following criteria (not listed in any order of importance):

- All costs related to the project, both initial and ongoing.
- The ability to serve the City of O’Fallon’s needs for multiple years.
- The ability of the Vendor to provide ongoing technological updates to the system as they become available.
- How easy the system is to use.
- Adherence to the requested Information specifications, thoroughness of the Proposal, as well as the overall format of the presentation
- The financial stability, longevity, and strength of the Vendor

END OF SCOPE OF WORK

CITY OF O'FALLON, MISSOURI

PROPOSAL FORM

Signature of proposer indicates that the proposer understands and will comply with all terms and conditions and all other specifications made a part of this Request for Proposals and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of the contract.

In compliance with this Request for Proposal Number 23-047 and to all the conditions imposed herein, the undersigned offers and agrees to provide an website design and hosting services for the City of O'Fallon in accordance with the scope of services and intent of the request for proposals contained herein.

Proposal Form shall be attached to respondent's proposal.

Indicate whether: () Individual; () Partnership; () Corporation

Incorporated in the state of: _____

COMPANY: _____

SIGNATURE: _____

ADDRESS: _____

NAME: _____

CITY: _____

TITLE: _____

STATE/ZIP: _____

PHONE NO.: _____

TAX ID NO.: _____

DATE: _____

Acknowledge the receipt of addenda by initialing box below as appropriate.			
Addenda 1 _____	Addenda 2 _____	Addenda 3 _____	Addenda 4 _____

WORKER ELIGIBILITY VERIFICATION AFFIDAVIT

STATE OF _____)
) ss
COUNTY OF _____)

On the ____ day of _____, 20____, before me appeared _____,
Affiant name

personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed to this affidavit, who being by me duly sworn, stated as follows:

• I, the Affiant, am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530, RSMo, to enter into any contract agreement with the City to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities.

• I, the Affiant, am the _____ of _____, and I am duly
title business name
authorized, directed, and/or empowered to act officially and properly on behalf of this business entity.

• I, the Affiant, hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security, and the aforementioned business entity shall participate in said program to verify the employment eligibility of newly hired employees working in connection with any services contracted by the City of O’Fallon. I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.

• I, the Affiant, also hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection with any services contracted by the City, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

• I, the Affiant, am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Sections 285.525 through 285.550, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.

• I, the Affiant, acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

Affiant Signature

Subscribed and sworn to before me in _____, _____, the day and year first above-written.
city (or county) state

My commission expires: _____
Notary Public

[Attach documentation of enrollment/participation in a federal work authorization program]

ANTI-COLLUSION STATEMENT

STATE OF _____

CITY/COUNTY OF _____

_____ being first duly sworn, deposes and says that he is

_____ *Title of Person Signing*

of _____

_____ *Name of Bidder*

that all statements made, and facts set out in the proposal for the above project are true and correct;
and the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with said bid or any contract which may result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project.

BY _____

BY _____

BY _____

SWORN to before me this _____ day of _____ 20 ____.

_____ *Notary Public*

My Commission Expires _____