

REQUEST FOR PROPOSAL (RFP)
PACKAGE
Of the City of Lancaster

The City of Lancaster, Pennsylvania is soliciting proposals for:

CONTRACT # 2023-18
For

Product/Services:

City of Lancaster Tourism Master Plan Re-bid

The deadline for submitting proposals is:

DATE: June 6, 2023
TIME: 11:00 a.m.

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INTRODUCTION

The City of Lancaster, through the Lancaster Office of Promotion (LOOP), is issuing this Request for Proposals (RFP), for a qualified firm to develop a Tourism Master Plan (TMP) (preferably a 10-year plan) to market and promote the City of Lancaster as a tourist destination. The work is generally described as a thoughtful tourism development strategy and plan to market and promote the entirety of the City balancing a quality visitor experience with quality of life for residents while responsibly growing the City's tourism services, programming, products and image.

**BACKGROUND AND RELEVANT INFORMATION
REGARDING THE PROJECT**

BACKGROUND AND RELEVANT INFORMATION REGARDING THE PROJECT

Background

As one of the oldest inland cities in the United States, Lancaster City is rich with history and unique architecture. Established in 1742, the City of Lancaster is a bustling small city in the heart of Lancaster County's famous countryside with a diverse population of 60,000 residing in seven square miles. With eclectic shops adorning historic blocks, the country's oldest continually operating public farmer's market, nationally recognized restaurants and alluring art galleries, Lancaster City has a distinct traditional, yet urban culture for visitors to explore.

Lancaster City boasts a 300-year long history of welcoming. Lancaster City is recognized as "America's refugee capital" for resettling 20 times more refugees per capita than the rest of the nation. The nonprofit group, Welcoming America, recognizes cities with policies and programs that promote equity and inclusion and "where all residents can thrive and belong." In 2019, Lancaster City became the sixth in the country and the first in Pennsylvania to be certified as a "Welcoming City" by Welcoming America.

Purpose

The City of Lancaster is interested in developing a Tourism Master Plan (TMP) that will guide the development of Lancaster City's tourism industry while serving as a blueprint for future development of tourism related products, services, programming, and opportunities. The TMP should incorporate City programming and events aimed to increase tourism while highlighting and embracing the authenticity and uniqueness of our City which is rich in history and diversity. The TMP should also focus and direct attention to the City as a whole, planning for promotion of all areas of the City-not just the downtown investment district/center city.

It is the desire of the City that the TMP recognize the changing nature of tourism and incorporate thoughtful prediction of future trends into its recommendations and proposed planning efforts. The TMP should incorporate a modern approach which encompasses broader initiatives for the City, such as economics, workforce and business recruitment, into the plan to improve the quality of life for City residents and provide equitable benefit for the entire community.

Scope of Services (including but not limited to)

1. Assessment of Existing Operations

- Assess the current state of Lancaster City tourism, identifying specific strengths, weaknesses, challenges.
- Engage stakeholders, business owners, municipal organizations, residents, and visitors in visioning discussions about tourism.
- Identify, analyze, and evaluate tourism assets and identify gaps in the tourism infrastructure, including existing signage throughout the City.
- Analyze current tourism visitation and audience.
- Assess the usefulness and impact of existing programs and their effect on industry collaborations and partnerships.
- Assess and identify areas of the City other than the center city downtown investment district that would both benefit from increased tourism and support the City's efforts of increased tourism.

2. Identifying Opportunities for Development and Growth

- Develop new strategic approaches for industry growth and measuring success.
- Identify strategies to give Lancaster City a competitive edge over destinations with similar offerings.
- Identify target audiences.
- Identify opportunities where the tourism industry can drive and expand economic benefits through growth of jobs, business earnings and tourism revenue.
- Identify strategies for generating benefits beyond economic impacts, including stronger partnerships/collaborations, and community involvement.
- Identify areas in the City where additional signage will benefit and complement tourism.
- Identify and develop strategies for utilizing the City's Welcoming City designation and unique multinational and multilingual population to expand upon and enhance the visitor experience and improve the City's image as a tourist destination.
- Identify and develop strategies for marketing the City itself (separate from Lancaster County), while also taking advantage of and utilizing the County and other regional sites as part of the promotional planning, programming and marketing to be utilized by the City.

3. Implementation Strategy and Timeline

- Develop an implementation plan for the TMP, using clear direction and a realistic timeline.
- Identify goals, milestones, and ways to measure success.
- Develop a plan over an appropriate time frame (the City's preference is a plan 10 years in length but will consider both shorter and longer plans).

4. Reporting, Delivery Requirements, and Meetings

- Participate in interactions as necessary with the Lancaster Office of Promotion (LOOP), City Welcome Center staff, stakeholders, business owners, residents, focus groups, etc., providing an engagement plan based on those interactions.
- Provide an overall summary document that can be distributed to the industry.
- Provide a final report for a Tourism Master Plan that including, but not limited to, all the above (Engagement and Revenue Generating Programing,) which provides a timeline and clear direction for implementation.
- Be prepared to present the TMP if requested.
- Travel and lodging arrangements to prepare and present the TMP.

Scoring Criteria

The following criteria will be utilized in reviewing ad scoring proposals:

CRITERIA	PERCENTAGE
EXPERIENCE AND QUALIFICATION OF KEY STAFF Our evaluation will include an assessment of the history of your company, your company and its key staff members' experience as it relates to the requirements within this RFP, evidence of past performance, quality and relevance of past work, references, and related items.	30%
OVERALL STRATEGY AND APPROACH, METHODOLOGY Our evaluation will include an assessment of the overall approach – strategy and tactics – that will address the items in the Scope of Services.	25%

CREATIVITY AND INNOVATION FOR TMP AND PROGRAMING Our evaluation will include an assessment of the quality of the proposed marketing, rebranding, and redesign for the Tourism Master Plan and creativity/innovation of the approach as well as program connectivity.	25%
BUDGET APPROACH AND COST EFFECTIVENESS Effective and efficient delivery of quality content and services is demonstrated in relation to the fee and value of overall project. The budget is reasonable and appropriate. Approach to fee structure is balanced and structured to maximize investment.	20%

Proposals will be reviewed, evaluated, and scored by an evaluation committee. Evaluation will be based on the above criteria and scored according to the degree of responsiveness present in the proposal being evaluated. Once the proposals are ranked based on the above stated criteria, the City will make an award of contracts that maximize the use of funding to meet the goals set forth herein. The City reserves the right not to award any contracts.

INVITATION TO PROPOSERS

INVITATION TO PROPOSERS

As set forth in the advertisement for proposals, sealed proposals will be received on the Pennsylvania Electronic Document and Bid Management Website known as PennBid at <http://www.pennbid.net> by the City of Lancaster, Pennsylvania (City), 120 North Duke Street, Lancaster City, Lancaster County, Pennsylvania until June 6, 2023 at 11:00 a.m., at which time proposals will be opened on the website for the City of Lancaster Tourism and Marketing Strategy Plan.

The terms of the introduction and project description are incorporated herein.

All proposals shall be effective for ninety (90) calendar days from the date of the proposal opening, unless an award of the Contract is delayed by the required approval of another governmental agency, the sale of bonds or the award of a grant, in which case all proposals will remain effective for One Hundred Twenty (120) calendar days from the date of the proposal opening.

Any Proposer awarded a contract under this Request for Proposal shall be required to assure protection against discrimination for employees, applicants for employment, and subcontractors on the grounds of actual or perceived race, color, sex, religion, ancestry, genetic information, national origin, sexual orientation, gender identity or expression, familial status, marital status, age, mental or physical disability, use of guide or support animals and/or mechanical aids.

The Contract documents for the Project can be obtained over the internet from the Pennsylvania Electronic Document and Bid Management Program known as PennBid at <http://www.pennbid.net>. Potential Proposers must register with PennBid online to have access to said documents. Registration is at no cost and the process takes only a few minutes. Once registered, potential Proposers can obtain all project documents for the Project and for any other PennBid-registered project (for free) and thereafter submit and update their confidential proposals online prior to the deadline for submitting a Proposal.

All proposals shall be submitted exclusively in electronic format to City through PennBid at <http://www.pennbid.net>. Proposals provided by any other means will not be accepted. All proposals must be submitted in PDF format. Incomplete proposals and those received after the specified date and time will not be considered. Hand delivered, mailed, courier, faxed and/or e-mailed responses will not be accepted.

Proposals, after having been submitted, may be withdrawn by the Proposer prior to the time set for the opening of proposals upon the written direction to City through PennBid at <http://www.pennbid.net>. No withdrawal proposals will be allowed within sixty (60) calendar days after said time, even though proposals may not have as yet been opened.

The City is not required to award any contracts under these proposals, although if it determines to award a contract to a Proposer, it may not submit to the Proposer providing the lowest dollar amount. The City will consider the quality of services supplied, responsiveness of the Proposer, past performance of the Proposer, compatibility of the Proposer's process with other City services, the Proposer's ability to handle the work proposed and the other terms of the Proposal as required hereunder.

The City reserves the right to reject any or all proposals and re-advertise if the best interest of the City will thereby be promoted. The City also reserves the right to waive technical defects if in its judgment, the interest of the City shall so require. The City further reserves the right to waive any informalities in the proposals received and reject any or all proposals for any reason whatsoever. Included in its right to reject proposals, is the right for the City, in its sole discretion, to reject proposals which are deemed by the City to be incomplete, conditional, or obscure, or which contain additions, erasures, alterations, omissions or irregularities of any kind.

In reviewing the proposals, the City will review the Proposer's experience, necessary facilities and financial resources to furnish the items of this Contract, all as more particularly set forth in the Instructions to Proposers, and the City reserves the right to reject the Proposal of any Proposer not possessing satisfactory qualifications. The City may choose to interview Proposers. All proposals will be handled confidentially by the City during the pre-award process.

The City's Contract Representative is Cheila Huettnner, Lancaster Office of Promotion and Welcome Center Manager, Office of Neighborhood Engagement, 120 North Duke Street, Lancaster, PA 17602.

INSTRUCTIONS TO PROPOSERS

INSTRUCTIONS TO PROPOSERS

ARTICLE 1 – DEFINED TERMS

- 1.01 Terms used in these Instructions to Proposers have the meanings indicated below:
- A. ISSUING OFFICE – this term shall have the same meaning as City and refer only to the office which issues the Proposal Documents.
 - B. CITY – the City of Lancaster.
 - C. PROPOSER – any natural person or legally-recognized entity which is sui juris.
 - D. LOWEST RESPONSIBLE PROPOSER – the Proposer to whom the project is awarded.
 - E. RESERVED.
 - F. CONTRACT DOCUMENTS – All documents included in or supplied pursuant to this RFP Package.

ARTICLE 2 – PROPOSAL DOCUMENTS

- 2.01 The Proposal Documents are those documents required to be submitted as part of any Proposal and are a subset of, and can be found within, the Proposal Package.
- 2.02 Complete sets of Proposal Documents shall be used in preparing Proposals; City does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Proposal Documents.
- 2.03 City, in making copies of the Proposal Package, including the Proposal Documents, available on the above terms, does so only for the purpose of obtaining Proposals for the Project and does not authorize or confer a license for any other use. The Contract Documents in the form of a RFP Package for the Project can be obtained over the internet from the Pennsylvania electronic document and proposal management program known as PennBid at <http://www.pennbid.net>. Potential Proposers must register with PennBid online to have access to said documents. Registration is at no cost and the process takes only a few minutes. Once registered, potential Proposers can obtain all project documents for this Project and any other PennBid-registered project and submit and update their confidential proposals online prior to the deadline for submitting a Proposal. All Proposals shall be submitted exclusively in electronic format to City through PennBid at www.pennbid.net. Proposals provided by any other means will not be accepted. All proposals must be submitted in PDF format. Incomplete proposals and those received after the specified date and time will not be considered. Hand delivered, mailed, courier, faxed and/or emailed responses will not be accepted.

ARTICLE 3 – QUALIFICATIONS OF PROPOSERS AND PROPOSAL REQUIREMENTS

- 3.01 Qualifications
- A. Please provide a summary of the proposer’s qualifications for completing the project and provide any and all information relevant to the City determining whether the proposer has the ability to complete the project and meet the goals set forth herein including resources, staff, certifications, organizational chart, and key personnel. Also provide a summary of experience with federal grants including but not limited to; financial management; knowledge of, and compliance with state and federal ethics rules; identification and reporting of waste, fraud and abuse; and oversight of disbursement and tracking of federal funds by state or federal agencies.

- B. Provide the summary of the history of the proposer with respect to projects of the type proposed herein.
- C. Provide a minimum of three professional references whom the City may contact regarding the Proposer's services.

3.02 Evaluation Criteria

Respondents will be assessed according to the following criteria:

- A. Technical expertise and experience of the firm in performing the work required by the Scope of Services/Project Goals, the expertise and professional level of the individuals assigned to conduct the work, and the clarity and completeness of the proposal and the firms demonstrated understanding of the work to be completed.
- B. The methods for analyzing data, the sequence and relationships of major steps and the methods for managing the work to ensure timely and orderly completion will be examined and reviewed.
- C. Cost factors including the number of hours of work to be performed, and the level of expertise of the individuals proposed to the work will be assessed.
- D. Expertise in project management, including ability to set milestones, take initiative, marshal resources, coordinate with other consultants, if any, and City staff, ability to mediate differences and ability to facilitate involvement design for different types of stakeholder groups.
- E. Any other skills or services as required by this RFP.

3.03 Submission Requirements

- A. A description of approach and style for implementation.
- B. Information including all of the information required by this Request for Proposals, including all other information the Proposer thinks should be considered by the City in reviewing its Proposal.

3.04 A Proposer's failure to submit required qualification information within the times indicated may disqualify Proposer from receiving an award of the Contract.

3.05 No requirement in this Article 3 to submit information will prejudice the right of City to seek additional pertinent information regarding Proposer's qualifications.

3.06 The City is looking for proposers to have a minimum of five years' experience in the fields and with the type of work required hereunder.

3.07 The Proposal Documents must include, at a minimum, the following:

A. Company Profile

1. Consultant History & Experience – provide a summary of the firm's history, resources, staff and certifications.
2. Personnel & Experience
 - a. Provide an organizational chart that details the Proposer's key personnel and the team make-up for this Project.
 - b. List the applicable certifications that the Proposer's key personnel possess.

3. Professional References

- a. Provide a minimum of three professional references whom the City may contact regarding the Proposer's services.
- 4. Proposer's available services.
- B. A description of the approach and style to be utilized by the Program Management Team.
- C. Demonstration of minimum experience and competence of the Proposer with respect to the type of program management services requested by the City in this Request for Proposal. For any such experience, state the source and amount of funds and the length of the engagement.
- D. Demonstration of the resources, capacity and capability of the Responder to provide the services requested in the timeframe identified.
- E. Demonstration of quality control policies and procedures utilized by the firm or Responder.
- F. The proposals should provide sufficient information for the City to determine the following subject matter experience of the Proposer:
 - 1. Experience in providing program management, administration, guidance, oversight, and reporting.
 - 2. Past experience working with and coordinating efforts between state and federal agencies, local government or not for profit entities and program participants.
 - 3. Demonstration of experience in the appropriate accounting, financial and other policies as necessary.
- G. A price proposal supporting the Proposer's approach and include a detailed cost breakdown by labor category with a fully loaded hourly labor rate for the services to be rendered and an estimate for travel/lodging related reimbursables.

ARTICLE 4 – **PROPOSER'S REPRESENTATIONS**

- 4.01 It is the responsibility of each Proposer before submitting a Proposal to:
- A. examine and carefully study the Relevant Program Documents listed in section 4 and included here within, Proposal Documents, and any data and reference items identified in the Proposal Documents (including the Scope of Work and all Appendices).
 - B. Reserved.
 - C. become familiar with and satisfy itself as to all Laws and Regulations, including applicable City Ordinances and regulations, that may affect cost, progress, and performance of the Work.
 - D. Reserved.
 - E. Reserved.
 - F. Reserved.
 - G. become aware of the general nature of the work to be performed by City as it relates to the Work indicated in the Proposal Documents (including the Scope of Work and all Appendices).
 - H. promptly give City written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer discovers in the Proposal Documents (including the Scope of Work and all Appendices) and confirm that the written resolution thereof by the City is acceptable to Proposer.
 - I. agree that the submission of a Proposal will constitute an incontrovertible representation by Proposer that Proposer has complied with every requirement of this Article, that without exception the Proposal and all prices in the Proposal are premised upon performing and furnishing the Work required by the Proposal Documents (including the Scope of Work and all Appendices), and that

Proposer has no claim for compensation, reimbursement for fee and costs, and/or any other benefit for having devoted time and materials in evaluating or submitting a Proposal.

ARTICLE 5 – RESERVED.

ARTICLE 6 – INTERPRETATIONS AND ADDENDA

- 6.01 All questions about the meaning or intent of the Proposal Documents are to be submitted through the PennBid website to City’s contract representative identified in the Invitation to Proposers in writing. Such questions shall be addressed prior to Proposal opening by memoranda or formal Addenda and shall be made available to all Proposers on the PennBid website for the Project. It is the responsibility of each potential Proposer to be continuously aware of any interpretations rendered by memoranda and/or Addenda made available on the PennBid website for the Project without notice from City. Questions received less than seven days prior to the date for opening of Proposals may not be answered. Only questions answered by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
- 6.02 Addenda may be issued to clarify, correct, supplement, or change the Proposal Documents.

ARTICLE 7 – REVIEW AND EVALUATION

- 7.01 The City will check responses against the mandatory criteria. Responses not meeting all mandatory criteria will not be considered for review. Qualified respondents may be contacted for interviews.
- 7.02 The RFP is not a binding agreement to purchase goods or services. Responders to this RFP will be assessed in light of the qualification review criteria.
- 7.03 The proposal shall be evaluated and scored based on the evaluation criteria listed above.
- 7.04 Reserved.
- 7.05 Reserved.
- 7.06 The proposal selected by the City will be deemed to respond most favorably to the requirements of this Request for Proposal.
- 7.07 In evaluating Proposals, City will consider whether or not the Proposals comply with the prescribed requirements.
- 7.08 City may conduct such investigations (including interviews) as City deems necessary in its sole and absolute discretion to assist in the evaluation of Proposals and to establish the responsibility, qualifications and financial ability of Proposers to perform and furnish the Project in accordance with the Contract Documents to City’s satisfaction within the prescribed time.

ARTICLE 8 – RESERVED

ARTICLE 9 – RESERVED.

ARTICLE 10 – RESERVED.

ARTICLE 11 – RESERVED.

ARTICLE 12 – PREPARATION OF PROPOSAL

- 12.01 RESERVED.

- 12.02 A Proposal by a corporation shall be executed in the corporate name by a corporate officer (whose title must appear under the signature), accompanied by evidence of authority to sign. The corporate address and state of incorporation shall be shown. The corporate seal shall be affixed and attested by the corporate secretary or an assistant corporate secretary.
- 12.03 A Proposal by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. The partnership's address for receiving notices shall be shown.
- 12.04 A Proposal by a limited liability company shall be executed in the name of the firm by a member or other authorized person and accompanied by evidence of authority to sign. The state of formation of the firm and the firm's address for receiving notices shall be shown.
- 12.05 A Proposal by an individual shall show the Proposer's name and address for receiving notices.
- 12.06 A Proposal by a joint venture shall be executed by an authorized representative of each joint venture in the manner indicated on the Proposal Form. The joint venture's address for receiving notices shall be shown.
- 12.07 All names shall be printed below the signatures.
- 12.08 The Proposal shall contain an acknowledgment of receipt of all Addenda, the numbers of which shall be filled in on the Proposal Form.
- 12.09 Postal and e-mail addresses and telephone number for communications regarding the Proposal shall be shown.
- 12.10 The Proposal shall contain the information required by Article 3

ARTICLE 13 – BASIS OF PROPOSAL

- 13.01 Proposers shall submit a Proposal containing all of the information required herein. There is no specified form for those proposals, although failure to include all information set forth in this RFP Package may eliminate the Proposer from consideration. The Proposal should include all relevant pricing and billing procedures.

ARTICLE 14 – SUBMITTAL OF PROPOSAL

- 14.01 A Proposal shall be received no later than the date and time prescribed and in the manner and at the place indicated in the Invitation to Proposers.
- 14.02 Reserved.
- 14.03 Proposals received after the date and time prescribed for the opening of proposals, or not submitted at the correct location or in the designated manner, will not be accepted.
- 14.04 By submitting a Proposal, the Proposer acknowledges that they have:
 - A. Read and will comply with all the terms found within the RFP Package, including these Instructions to Proposers, and insurance amounts and coverages to be provided by Lowest Responsible Proposer in the event a Notice of Award is issued.
 - B. Thoroughly read and understood all the Contract Documents found within the RFP Package, including these Instructions to Proposers and other data and forms so as to become familiar with all conditions that may affect cost, performance and ability to provide the Work required.
 - C. Considered all Federal, state, and local laws and regulations that may affect cost, performance, and ability to provide the Work required.

- D. Found no errors, ambiguities, conflicts, or other matter in the Proposal Documents and the remaining Contract Documents found within the RFP Package, including these Instructions to Proposers, and other data and forms, and site conditions that may affect cost, performance, and ability to provide the work required.
- E. Acknowledges and understands that its Proposal may be rejected for failure to submit the Proposal and other Proposal Documents on the forms included in the RFP Package, failure to complete and/or sign any required documentation, failure to furnish the required Proposal Security, failure to include a unit/lump sum price for each item on the Proposal Form, including alternates, inclusion by Proposer of conditions or qualifications not provided for in the Proposal Requirements and Proposal Documents, submission of an incomplete Proposal Form or other required documents, should the Proposal Form contain any omissions, erasures, alterations, additions not called for, or irregularities of any kind, should any Proposal prices be unbalanced, debarment by a Commonwealth agency, political subdivision or federal agency, being declared in default on other prior projects, and generally not meeting the conditions for Lowest Responsible Proposer set forth in this RFP Package, including, without limitation the advertisement for Proposal.

ARTICLE 15 – MODIFICATION AND WITHDRAWAL OF PROPOSAL

- 15.01 A Proposal may be withdrawn from consideration on the PennBid website by the Proposer at any time prior to Proposal opening.
- 15.02 If a Proposer wishes to modify its Proposal prior to Proposal opening, Proposer may do so on the PennBid website prior to the time designated for opening proposals.
- 15.03 If within 24 hours after Proposals are opened any Proposer files a duly signed written notice with City and promptly thereafter demonstrates to the reasonable satisfaction of City that there was a material and substantial mistake in the preparation of its Proposal, that Proposer may withdraw its Proposal.

ARTICLE 16 – OPENING OF PROPOSALS

- 16.01 Proposals will be opened at the PennBid website electronically by City at the time indicated in the Invitation to Proposers.

ARTICLE 17 – PROPOSALS TO REMAIN SUBJECT TO ACCEPTANCE

- 17.01 Except as hereinafter provided, all Proposals will remain subject to acceptance for a period of sixty (60) days after the date specified for the opening of proposals or the issuance of a Notice of Award, whichever occurs first, unless stated otherwise on the Proposal Form. In the event an award of the contract is delayed by the required approval of another government agency, the sale of bonds or the award of a grant, in which case all proposals shall remain subject to acceptance for a period of one hundred twenty (120) calendar days from the date of the Proposal opening. City may, in its sole discretion, release any Proposal prior to the issuance of a Notice of Award or the expiration of the applicable ninety (90) or one hundred twenty (120) day period.

ARTICLE 18 – AWARD OF CONTRACT

- 18.01 City reserves the right to reject any or all Proposals, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Proposals. City will reject the Proposal of any Proposer that City finds, after reasonable inquiry and evaluation, to not be responsible. If Proposer purports to add terms or conditions to its Proposal, takes exception to any provision of the Proposal Documents, or attempts to alter the contents of the Contract Documents for purposes of the Proposal, then the City

will reject the Proposal as nonresponsive; provided that City also reserves the right to waive all minor informalities not involving price, time, or changes in the Project.

18.02 Evaluation of Proposals

- A. Reserved.
- B. Reserved.
- C. Reserved.
- D. If the contract is to be awarded, City will give the Successful Proposer a Notice of Award within ninety (90) days after the date specified for the opening of proposals. The proposer must be able to begin work within 14 days of such notice. In the event an award of the contract is delayed by the required approval of another government agency, the sale of bonds or the award of a grant, in which case City will give the Successful Proposer a Notice of Award within one hundred twenty (120) calendar days from the date of the Proposal opening. Such "Notice of Award" shall describe the nature, scope and facial amount stated in dollars of the Project awarded to Proposer and direct the Proposer submit the following truthful and accurate documents in the manner stated within a specified period of time:
 - 1. Proposer-executed Agreement (to be negotiated by the City and successful Proposer).
 - 2. Reserved.
 - 3. Reserved.
 - 4. Certificate of Insurance.
 - 5. Affidavit Accepting Provisions of the Workers Compensation Act.

ARTICLE 19 – INSURANCE

- 19.01 Proposers should be prepared and will be required to carry general liability insurance with insurers and in amounts satisfactory to the City.

ARTICLE 20 – SIGNING OF AGREEMENT

- 20.01 When City issues a Notice of Award to the Successful Proposer, it shall be accompanied by an unexecuted copy of the Agreement along with the other Contract Documents as identified in the Agreement. Within 10 days thereafter, or as otherwise specified by City in the Notice of Award, Successful Proposer shall execute and deliver the documents required by this RFP Package along with proof that it is qualified to do business in the Commonwealth of Pennsylvania.

ARTICLE 21 – RESERVED

ARTICLE 22 – SALES AND USE TAXES

To the maximum extent permitted by Pennsylvania law, City is exempt from state sales and use taxes on materials and equipment to be incorporated in the Project. Said taxes shall not be included in the Proposal to the extent of the exemption permitted by Pennsylvania law. Proposer is solely responsible for determining the applicability of such exemption to such materials and services to be provided when setting forth the prices or totals comprising its Proposal. Proposer is not permitted to rely on any formal or informal or official or unofficial representation(s) by City or its representatives concerning the scope of materials and equipment which may or may not be exempt from sales or use taxes. No price adjustments or allowances will be made for Proposer's pricing or overall Proposal in the event Proposer failed to include, or properly calculate, sales or use taxes applicable to materials or equipment for which the exemption does not apply. For further information, go to the following web page:

ARTICLE 23 – **ASSIGNMENTS**

23.01 Absent the written consent of City, the assignment of any Proposal by any Proposer or any contract by the Successful Proposer is strictly prohibited and shall be grounds for declaring a breach of such Proposer's obligations hereunder and/or the Agreement to perform the Project. In such event, City shall have recourse against Proposer's Proposal Security or Proposer's performance bond and/or such other remedies as may be allowed by the RFP Package.

ARTICLE 24 – **RESERVED.**

ARTICLE 25 – **RESERVED.**

END OF INSTRUCTIONS TO PROPOSERS

PROPOSAL TAB
(no required form)

NON-COLLUSION AFFIDAVIT

AFFIDAVIT OF PRIME BIDDER

State of)
) ss.
County of)

_____ ; being first duly sworn, deposes and says
that:

(1) _____ O _____, the
He/She is _____ F _____
(owner, partner, officer, representative, or agent)

Bidder that has submitted the attached Bid;

(2) He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid:

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other bidder, or to fix any overhead, profit or cost element of the Bid price or the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the **CITY OF LANCASTER** (Local Public Agency) or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed)

X _____

Title

Subscribed and sworn to before me

this ____ day of _____, ____

Title

My commission expires _____.

SAM.GOV AND UNIQUE ENTITY ID

UNIQUE ENTITY ID

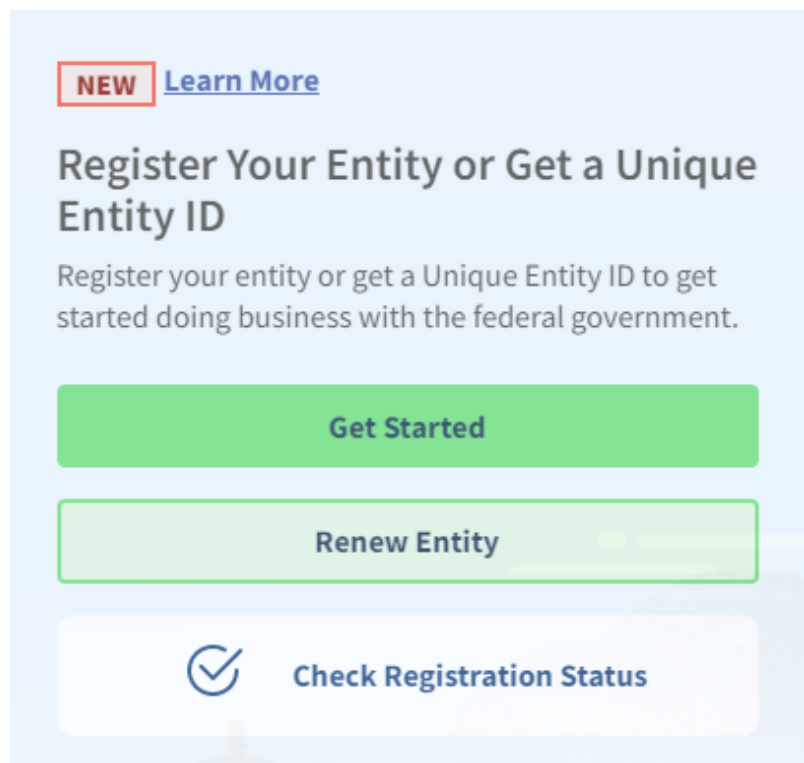
For contracts over \$25,000, service providers and subcontractors are required to have a Unique Identity ID, a 12-character alphanumeric ID assigned to an entity by **SAM.gov**.

On **April 4, 2022**, the federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the government should use the **Unique Entity ID** created in **SAM.gov**. You no longer have to go to a third-party website to obtain your identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the government.

If your entity is registered in **SAM.gov**, your Unique Entity ID has already been assigned and is viewable in **SAM.gov**. The **Unique Entity ID** is located on your entity registration record. You must be signed in to your **SAM.gov** account to view entity records.

A registration allows you to bid on government contracts. As part of registration, you will be assigned a **Unique Entity ID**. Subcontractors may only need a **Unique Entity ID**, without having to register.

To Register your entity and/or obtain a **Unique Entity ID**, go to **SAM.gov** and click “Get Started.” For help, click “Learn More.”



AGREEMENT
(to be drafted, completed and negotiated upon award of the proposal)

MWDB COMPLIANCE



**MINORITY, WOMEN, AND DISADVANTAGED BUSINESS
SUBCONTRACTOR'S COMPLIANCE FORM**

Subcontractor Details

Business Name: _____
Contact Person: _____ Phone: _____
Mailing Address: _____ Email: _____
City/State/Zip Code: _____
Federal ID Number: _____ Unique Entity ID#: _____
Percentage Participation in this Contract: _____ %
CLASSIFICATION: ☐ Minority Business ☐ Women's Business ☐ Disadvantaged Business
Check all that apply

Subcontractor Details

Business Name: _____
Contact Person: _____ Phone: _____
Mailing Address: _____ Email: _____
City/State/Zip Code: _____
Federal ID Number: _____ Unique Entity ID#: _____
Percentage Participation in this Contract: _____ %
CLASSIFICATION: ☐ Minority Business ☐ Women's Business ☐ Disadvantaged Business
Check all that apply

Subcontractor Details

Business Name: _____
Contact Person: _____ Phone: _____
Mailing Address: _____ Email: _____
City/State/Zip Code: _____
Federal ID Number: _____ Unique Entity ID#: _____
Percentage Participation in this Contract: _____ %
CLASSIFICATION: ☐ Minority Business ☐ Women's Business ☐ Disadvantaged Business
Check all that apply

Subcontractor Details

Business Name: _____
Contact Person: _____ Phone: _____
Mailing Address: _____ Email: _____
City/State/Zip Code: _____
Federal ID Number: _____ Unique Entity ID#: _____
Percentage Participation in this Contract: _____ %
CLASSIFICATION: ☐ Minority Business ☐ Women's Business ☐ Disadvantaged Business
Check all that apply

Note: Use Additional Sheets for more sub-contractors. If any subcontractors are added throughout the duration of the project, please forward their info to attn: Nancy Miller, Procurement Office, 120 N. Duke Street, PO Box 1599, Lancaster, PA 17608-1599 or nmiller@cityoflanasterpa.gov.

SELF-CERTIFICATION

Self-Certification of No Debarment, Suspension or Ineligibility
(One Self -Certification form for Agency AND EACH Sub-Agency)

Date: _____

I certify that _____ is not debarred, suspended, or otherwise declared ineligible by the Department of Labor and Industry pursuant to the Pennsylvania Prevailing Wage Act of August 15, 1961, as amended, or by any agency of the Commonwealth of Pennsylvania under any other Act.

Furthermore, I certify that _____ has no tax liabilities or outstanding Commonwealth obligations at this time and agree to notify the City of Lancaster if, at any time during the term of that Contract, if _____ becomes delinquent. Such notification shall be made within 15 days of the date of suspension or debarment.

****For contracts over \$25,000, service providers are required to have
a UNIQUE ENTITY ID AND maintain a current registration in SAM.GOV. ****

UNIQUE ENTITY ID _____ Expiration date: _____

Signed: X _____

Printed Name: _____ Title: _____

Address: _____

COMMONWEALTH OF PENNSYLVANIA :

: SS

COUNTY OF _____

On this, the ____ day of _____, 20____, before me, the undersigned officer, personally appeared _____, who being sworn according to law, deposes and states that he/she is the _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she, being authorized to do so executed the same for the purpose therein contained, and desires the same to be recorded as such.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public