

NORTHUMBERLAND COUNTY
INSTRUCTIONS TO BIDDERS

CHECKLIST:

1. **Bids** will be received until 10:00 A.M. in the **Office of the County Controller** and opened in the Northumberland County Administration Building at 10:30 A.M., date as advertised.

2. **Bids should be delivered to the Office of the County Controller, Chris Grayson, Controller, Northumberland County Administration Building, 399 Stadium Drive, Sunbury, PA 17801.**

3. A **Northumberland County Non-Collusion Affidavit** must be notarized and included with the Bid.

4. All Bids shall be accompanied by: cash, a certified good faith check drawn upon a bank authorized to do business in this Commonwealth in the amount of 10% of the bid or by a bid bond with corporate surety in the amount of 10% of the bid.

5. American made products, where applicable, are to be furnished.

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT
FOR BIDS

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. ss 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

**NORTHUMBERLAND COUNTY
NON-COLLUSION AFFIDAVIT**

State of Pennsylvania

Contract/Bid No.

County of Northumberland

I state that I am _____ of _____
Title Name of Firm

And that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of the bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.

2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.

3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of complementary bid.

4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

5. _____, its affiliates,
Name of Firm

Subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that

Name of Firm

the above representations are material and important, and will be relied on by Northumberland County in awarding the contract(s) for which the bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Northumberland County of the true facts in submission of bids for this contract.

Name and Company Position

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY OF
_____, 2020

Notary Public

My commission expires on _____