



**COUNTY OF FLUVANNA, VIRGINIA**  
**Request for Proposals (RFP) #2017-06**  
**BANKING SERVICES**

**Issue Date: March 3, 2017**

**Due Date: March 24, 2017 at 2 p.m. EST**

**Procurement Contact:**

County of Fluvanna  
Cyndi Toler, Purchasing Officer  
132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
Ph: (434) 591-1930 ext. 1124  
Email: [ctoler@fluvannacounty.org](mailto:ctoler@fluvannacounty.org)

**Issuing Department:**

County of Fluvanna  
Linda Lenherr, Treasurer  
34 Palmyra Way  
Palmyra, VA 22963  
Ph: (434) 591-1945  
Email: [llenherr@fluvannacounty.org](mailto:llenherr@fluvannacounty.org)

**All sealed proposals shall be turned in no later 2:00 p.m. EST, Friday, March 24, 2017. All Proposals that are delivered via mail or are hand delivered must be addressed to the "Procurement Contact" listed above. Any Proposals that are turned in late will be rejected and returned unopened. Any Proposals sent in via facsimile, telephone, or email shall not be considered.**

Proposal documents may be picked up at the Fluvanna County Department of Finance located at 132 Main Street, 2<sup>nd</sup> floor, Palmyra, VA 22963 or by clicking on the following link: <http://www.fluvannacounty.org/services/finance/procurement/solicitations>.

1. **PURPOSE:** The Fluvanna County Board of Supervisors is requesting sealed proposals from qualified banking institutions to establish a contract for Banking Services through competitive negotiations. The banking institution (Offeror) will provide at a minimum the basic banking services outlined in the scope of services.

**2. BACKGROUND**

- A. Fluvanna County (the "County") is centrally located in the heart of Virginia, 120 miles south of Washington, D.C., 60 miles west of Richmond, VA, and 25 miles southeast of Charlottesville, VA. The County encompasses a land area of 282 square miles and is bound by interstate 64 to the north and by the James River to the south. As of July 2014, the County had a population of 25,970.
- B. Current banking services include, but are not limited to, depository services during business banking hours, electronic banking services such as ACH debits and credits (payroll direct deposits), incoming and outgoing wire transfer services and accounts payable and payroll checks that utilize positive pay. The County currently conducts its banking services jointly with the Fluvanna County School Board (the "Schools").

- C. The County's Finance Department is located at 132 Main Street, Palmyra, Virginia 22963. The County's Treasurer's Office is located at 34 Palmyra Ln, Palmyra, Virginia 22963. The Treasurer is responsible for the collection of all County receipts and the Finance Department is responsible for the disbursement of funds and other banking services. The County currently has its banking services contract with Wells Fargo Bank.

- 3. SCOPE OF SERVICES-** The Offeror shall meet or exceed all requirements of this RFP and the Offeror's Proposal must demonstrate that the Offeror has the resources and capabilities to provide the requested banking services on an as-needed basis as prescribed in this RFP (the "Banking Services"). Offeror shall submit documentation with their Proposal demonstrating compliance with the minimum qualifications of Section 3(A) below. Offeror shall provide details on the full services that can be offered related to the County's existing needs as specified in this scope of services for the Banking Services. Offeror shall include product or system enhancement information for any product or service that would enable a more efficient use of County time and/or money. **The scope of services for the Banking Services requested under this RFP includes at minimum the following:**

**A. Minimum Qualifications:**

- i. The Offeror shall be a "Qualified Public Depository" as defined in §2.2-4400 Virginia Security for Public Deposits Act of the Code of Virginia. Prior to the deposit of any County funds, the Offeror must, for the protection of any such deposits, have first pledged or deposited into escrow securities of such quality as required by the Virginia Security for Public Deposits Act. Offerors shall also provide documentation of any non-compliance within the last twelve (12) months as reported to the Commonwealth of Virginia Department of Treasury.
- ii. The Offeror shall have at least five (5) years of similar governmental banking experience.
- iii. The Offeror must have a full-service branch within a twenty-five (25) mile radius of the County of Fluvanna Treasurer's Office located at 34 Palmyra Way, Palmyra Virginia 22963. Any Offeror that does not have a branch within a ten (10) mile radius of this location is required to offer daily courier service for deposits at no cost to the County.
- iv. The Offeror must be federally insured under the Federal Depository Insurance Corporation and not on the FDIC "problem list".
- v. The Offeror must be identified by the Virginia Department of the Treasury as a qualified depository on that Department's most current monthly summary.
- vi. The Offeror shall at all times comply with applicable federal, state and local laws, ordinances, rules and regulations of any kind.
- vii. Offeror must submit its most recent public depositor's consolidated report of conditions filed with the Virginia State Treasurer under Virginia Code Section 2.2-4411, which must include at minimum the last twelve monthly reports to the Virginia State Treasurer.
- viii. The Offeror selected to perform banking services for the County shall maintain a sufficient capital structure to meet the needs of the County during the term of any resulting contract.

- B. Meet Current Needs:** Offerors must be able to maintain all services and banking accounts currently utilized by the Treasurer including at minimum the following:
1. County Checking and Deposit Account:
    - a. Deposits for all County collections from the Treasurer's Office are currently delivered weekly to the local branch. In addition to the Treasurer's Office, the School also makes deposits directly at the branch.
    - b. Ability to receive and send Wire and ACH (including EDI) payments. The County currently initiates approximately 5-10 domestic ACH payments per month.
    - c. County payroll is paid every other Friday. Currently, there are approximately 200 direct deposit participants. Direct deposit information is transmitted via financial institution software.
    - d. County accounts payable are processed weekly. Currently, there are approximately 400 checks per month.
    - e. Schools' Account
      1. Deposits for all school collections.
      2. School payroll is paid once a month on the 20<sup>th</sup> of the month. Currently, there are approximately 585 direct deposit participants. Direct deposit information is transmitted via financial institution software.
      3. School accounts payable are processed weekly. Currently, there are approximately 154 checks per month.
  2. PREP (Piedmont Regional Education Program) Account:
    - a. Deposits made daily into account.
    - b. Payroll is paid once a month on the 20th of the month. Currently, there are approximately 89 direct deposit participants. Direct deposit information is transmitted via financial institution software.
    - c. Accounts payable are processed monthly. Currently, there are approximately 85 checks per month.
    - d. Fluvanna County Schools are the fiscal agent for this program.
  3. School Cafeteria Account:
    - a. Deposits made daily into account.
    - b. Payroll is paid once a month on the 20th of the month. Currently, there are approximately 48 direct deposit participants. Direct deposit information is transmitted via financial institution software.
    - c. Accounts payable are processed monthly. Currently, there are approximately 8 checks per month.
  4. EMS Cost Recovery Account:
    - a. Deposits are made daily.
    - b. Only occasional checks are processed.
  5. Drug Forfeiture Account:
    - a. Deposits are currently made approximately 1-3 times per month.
    - b. Checks are processed approximately 1-3 times per month.
  6. Other banking services currently utilized by the Treasurer include:
    - a. Automated Clearing House ("ACH") fraud control;

b. Online access for all accounts is utilized for:

1. Monitoring and reconciling accounts with Prior Day & Current Day Balances
2. Decisions and/or stop payment origination
3. Check Inquiry
4. ACH debit and credit file origination
5. ACH batch templates
6. Processing ACH transfers between accounts managed by Treasurer
7. Wire transfers - send and received
8. EDI Services (Remittance/Payment Advice)
9. Check and deposit images;

c. Paper and Electronic statements for month-end; and

d. Monthly account analysis statements.

C. **General Banking Services:** The Treasurer is seeking Banking Services that specifically include, but are not limited to:

i. Bank Deposit Services.

1. The Offeror shall provide bank deposit services made by the County. The deposits may include cash, coin, encoded checks and unencoded checks.
2. Returned deposited checks shall be returned to the County with a debit advice attached either by mail or electronic means. Typically, checks shall be presented twice for collection before being returned to the County.
3. Online access to images (front and reverse) of deposited items shall be made available.
4. Blank deposit tickets in such quantities as are required from time to time.

ii. Check Disbursement Services.

1. Positive pay capabilities for check disbursement fraud protection with electronic file submission and with online decision making capabilities. Payee name verification for all checks issued.
2. Unlimited stop payment services via an online platform. The service shall include processing and confirming stop payments.
3. Images (front and reverse) of all cancelled checks on a CD and/or accessible online.

iii. ACH Services. The County currently utilizes or shall soon be utilizing ACH debit and credit processing in a variety of ways such as direct deposit, real property billing, utility billing, collections and for other payments.

1. Electronic deposits and disbursements utilizing ACH debits and credits. An online platform shall be provided for processing ACH transactions from or to any appropriate County Account.
2. Dual approval control is required on all ACH initiated transactions.
3. Notices of changes and returns of ACH transactions shall be reported on a daily basis with the capability of electronic delivery of the change or return.
4. ACH Fraud protection services are requested.

iv. Wire Transfer Services.

1. Ability to utilize preformatted (repetitive), free-form (non-repetitive) and phone initiated wire transfers.
2. An online platform shall be provided for processing outgoing wire transfers from a County account to another account as appropriate.

3. Dual control is required on all outgoing wires whether repetitive, non-repetitive or phone initiated.
  4. Online access to confirmations of outgoing wire transfers, or preferably automatic electronic delivery, shall be provided.
  5. A customer service representative shall be available during normal business hours (at minimum 8 a.m. to 5 p.m.) for resolution of any wire transfer problems.
- v. Online Banking Services. Full service online banking shall be provided, including, at minimum the following:
1. Prior day balance reporting capabilities with debit and credit transaction listings.
  2. Online image retrieval of cleared and deposited check items.
  3. Capability to search for transaction items.
  4. Online ACH debit and credit processing (includes direct deposit). Capabilities shall include online entry and file upload.
  5. Online wire transfer capabilities.
  6. Online stop payments for disbursement checks.
- vi. Remote Deposits
- vii. Deposit Remittances
- viii. Reconciliation and Reporting Services
- ix. Account Maintenance Services
- x. Collateralization of Deposits
- xi. Customer Service. The Offeror shall provide an officer of at least a Vice President ("Officer") level to act as the primary liaison between the County and the bank. The Officer shall be responsible for conflict resolution between the County and the selected Offeror and will set up quarterly status update meetings with the County Treasurer. The Offeror shall provide direct contact information of the Officer and a secondary liaison in the event the Officer is unavailable. The Offeror shall endeavor to respond to any inquiries by the County on the same day but in no case later than the next business day. The Offeror shall provide any requested training to appropriate County staff for all online banking services. Any new services shall be made available to the County with associated cost for services negotiated at the time of the new service offer.
- xii. Deposits from Merchant Services Accounts
- xiii. Optional Daily courier service for Deposits (except if closer branch is more than 10 miles from the Treasurer's Office in which case courier service is required as noted in Section 3(A)(iii) *supra*).

D. **Contingency Planning:** Although the Offeror may provide a viable product for each and every service the County is requesting, the County needs to ensure these products and services are available in alternative methods if there are unforeseeable emergencies making standard procedures unworkable. The Offeror shall provide a contingency plan to ensure access to standard operating functions. This shall include, but not be limited to, the following potential circumstances: (1) the online platform is down and the County is unable to obtain balance reporting, wire transfer and ACH processing services, (2) file transfer malfunctions to positive pay or ACH transmission or (3) primary banking location is unavailable.

**E. Transition of Services.**

- i. The Officer and key staff shall meet with County and School staff immediately after the contract has been fully executed for a project kickoff meeting. In addition, the Officer and key staff shall be available for other meetings as required by the County.
- ii. The Officer shall provide within ten (10) days of contract execution a schedule of the transition process, as well as, a list of any documents, files or information it shall need from the current banking service provider in order to have a successful transition.
- iii. The Officer shall provide bi-weekly status reports to the County regarding the progress of the transition of services.
- iv. If requested, the Offeror shall provide on-site training to appropriate County and School staff for all online banking services.
- v. The Offeror shall be responsible for paying all transition costs that may occur relating to the Banking Services requested under this RFP, including, but not limited to, the costs of conversion of existing images, loading of files, etc.

**F. Optional and Future Banking Services**

- i. The County intends to implement processing check deposits via a remote deposit process in the near future. Offeror shall provide pricing for bank transaction fees and recommended equipment.
- ii. The County and Treasurer are always looking for opportunities to use banking services and new technology as they become available. The County reserves the right to add other services and/or accounts at a reasonable cost during the term of the contract by written amendment thereto.

**4. PROPOSAL FORMAT**

- A. The County will follow the evaluation process and selection criteria described in this RFP. In order to provide each Offeror an equal opportunity for consideration, adherence to a standardized proposal format is required. The format of each proposal must contain the following elements organized into separate chapters and sections, as the Offeror may deem appropriate. The following paragraphs provide guidelines to each Offeror for information to include in the proposal:
- B. The proposal package shall include as a minimum:
  - i. **Cover Letter** - Provide a cover letter that confirms the Offeror's understanding of this RFP, an overview of the history and qualifications of the firm.
  - ii. A detailed description of the services to be provided which addresses each requirement of the Banking Services contained in the Scope of Services, including corresponding reports and functionality for each item and a completed Exhibit 1, Financial Institution Pricing Sheet. Include the cost associated with the set up and ongoing operation of the process and Banking Services.
  - iii. The RFP document with any addenda acknowledgements and all required forms filled out and signed as required (see attachments hereto).
  - iv. Company Background Information, to include but not limited to the following:
    1. Provide the legal name of the company, the size of the company and organizational structure.
    2. Date the company went into business and date the company became a Qualified Public Depository
    3. Status of the company including: (i) status as a Qualified Public Depository from the date so qualified to current; (ii) Number of local branches (within

25 miles of the County's Treasurer's Office), type of branch, number of employees supporting the same, and location of Vice President liaison required by Section 3(C)(xi) hereof; (iii) Define the company's long-term development strategy and plans for the County's Banking Services; (iv) Number of public sector client for similar services and size of these organizations including names and locations; (v) Future technology direction, service revisions and enhancements; (vi) Provide recent audited financial statements for the past two (2) years; and (vii) disclose past and pending litigation.

4. **Client References:** Offerors shall provide a minimum of five (5) client references that are similar in size and scope to the Banking Services requested by the County under this RFP that have similar needs. All client customers in the State of Virginia must be provided, regardless of circumstances. Client reference information must include the date of services, length of services, and a point of contact.
  5. Offerors may be required to provide in-office system demonstrations that show the full functionality of the proposed Banking Services, especially as it relates to Online Banking Services provided. Offerors should be prepared to demonstrate how the Banking Services meet the scope of services defined in this RFP. Offerors should be prepared to respond to questions during the demonstrations.
- C. A detailed description of other services and their standard operating procedures that are available in addition to those described in the Scope of Services. Include the cost associated with the set up and ongoing operation of the process.
- D. Provide copies of any supplemental agreements or documents that contain any terms and conditions that will be requested to be incorporated in the overall Agreement (e.g., direct deposit agreement, wire transfer agreement, etc.), including copies of any signature cards that contain terms and conditions. These agreements are an integral part of the resulting contract and will be reviewed by the Treasurer, County staff, County Department of Finance and the County Attorney.
- E. The Offeror shall provide information or a response to the following inquiries:
- i. The interest rate calculation that would be used for the interest-bearing Checking and deposit Account and the methodology used to calculate monthly interest earnings.
  - ii. Provide copies of reports, statements, invoices or other materials that would be provided to the County such as monthly account statements and account analysis statements.
  - iii. Describe the bank's senior management commitment to providing the services as included in the proposal. Include a biography or resume of the Officer and key staff to be assigned to this account that have experience with governmental banking.
  - iv. Describe the bank's approach to account servicing. How does the Offeror monitor client satisfaction?
  - v. Provide a preliminary work plan in the event of transition of services. Describe the transition process.

- vi. Describe in detail internal controls used to prevent the loss and/or corruption of electronic transaction processing including ACH processing, as well as, fraud and data security controls that are in place.
  - vii. Briefly describe new services or ideas that will enhance the County's utilization of banking.
  - viii. Provide any additional information that you believe to be pertinent but not specifically requested elsewhere in the RFP.
- F. **Pricing** – Provide a complete fee schedule (use template provided – Exhibit A) for all of the services described in your proposal. Include any one-time of set-up charges, research fees, minimum fees and all other fees that will be charged.
- G. **Forms** - All forms required to be submitted under this RFP must be included in the Proposal as an Appendix.
- i. Certificate of No Collusion
  - ii. Offeror Statement
  - iii. Proof of Authority to Transact Business in Virginia
  - iv. Vendor Data Sheet
- H. The County is not responsible for failure to locate, consider and evaluate qualification factors presented outside this format.

## 5. SUBMITTAL INSTRUCTIONS

- A. **Each Offeror must submit one (1) original hard copy, four (4) copies and one (1) electronic copy of its proposal on CD ROM, DVD, or USB flash drive/memory stick.**
- B. An authorized representative of the Offeror shall sign proposals. All information requested should be submitted. Failure to submit all information requested may result in the County, requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the County.
- C. All forms attached to this RFP must be fully completed, executed by the Offeror and returned as a part of Offer's Proposal.
- D. Offers shall be prepared simply and economically, providing a straight forward, concise description of firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- E. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph of the corresponding section of the RFP. It is also helpful to repeat the text of the requirement as it appears in the RFP.
- F. **Each proposal shall be in writing and received in hard copy by the deadline. Oral proposals, proposals received by telephone, fax, telegraph, or email shall be rejected.**
- G. Cost will be considered in evaluating the Proposals.



## 6. EVALUATION CRITERIA

A. All Proposals received shall be evaluated based upon the evaluation criteria listed below.

Criteria	Percentage
Operational Requirements <ul style="list-style-type: none"><li>- Demonstrated ability of the offeror to comprehensively meet the needs and operation requirements of the County</li><li>- Offeror and Branch Locations</li><li>- Scope of services offered</li></ul>	35%
Institution and Local Government Experience <ul style="list-style-type: none"><li>- The experience, technical capabilities, professional competence and qualifications of the individuals assigned to this account</li><li>- Relevant experience managing similar account relationships with other local governments</li></ul>	25%
Financial Strength <ul style="list-style-type: none"><li>- Financial stability of the firm</li></ul>	10%
Transition <ul style="list-style-type: none"><li>- Quality and scope of conversion plan</li><li>- The value of any new product or service suggestions or other new ideas and enhancements</li></ul>	10%
Fees <ul style="list-style-type: none"><li>- Proposed fees and compensation</li></ul>	20%

B. The County may arrange for discussions with Offerors submitting Proposals for the purpose of obtaining additional information or clarification if needed.

C. The Selection Committee may make such reasonable investigations as it deems proper and necessary to determine the ability of the Offeror to perform the work.

## 7. ADDITIONAL INFORMATION

A. Any inquiries or requests for clarification or additional information must be delivered in writing (via email) to the County no later than March 24, 2017 by 2:00pm to the Procurement contact above.

B. All inquiries will be answered via an addendum, posted to eVA and the County website.

## 8. AWARD OF CONTRACT

A. The award(s) shall be based on the Offeror(s)' ability to meet all RFP requirements and the right is reserved to make the award to other than the lowest priced Offeror when it is in the best interest of the County. The County may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous (Section 2.2-4359(D), Code of Virginia). Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the

requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

- B.** The County's General Terms, Conditions, and Instructions to Bidders and Contractors are attached hereto and incorporated herein by reference as Appendix I. These provisions bind all Offerors. Further, the conditions and requirements of this RFP, including, but not limited to, County's General Terms, Conditions, and Instructions to Bidders and Contractors, are a material part of any contract awarded between the County and the successful Offeror(s).
- C.** Awards shall be made to as many Offerors as deemed necessary to fulfill the anticipated requirements of the County.

## VENDOR DATA SHEET

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:

\_\_\_\_\_ Years \_\_\_\_\_ Months

4. Vendor Information:

FIN or FEI Number: \_\_\_\_\_ If Company, Corporation, or Partnership

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

I certify the accuracy of this information.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION- (Attachment A)**

## PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in The Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission (“SCC”). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator, as applicable. If this quote for goods or services is accepted by the County of Fluvanna, Virginia, the undersigned agrees that the requirements of the Code of Virginia Article IV.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information. ***PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.***

A.\_\_\_\_ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is \_\_\_\_\_.

B.\_\_\_\_ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is \_\_\_\_\_.

C.\_\_\_\_ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

**Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.**

Legal Name of Company (as listed on W-9)

Legal Name of Offeror/Bidder

Date

Authorized Signature

Print or Type Name and Title

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION (Attachment B)**

## CERTIFICATION OF NO COLLUSION

The undersigned, acting on behalf of \_\_\_\_\_, does hereby certify in connection with the procurement and bid to which this Certification of No Collusion is attached that:

This bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce: nor is this bid the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.2 Code of Virginia, 1950 as amended (&&18.2-498.1 et seq.)

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date

### ACKNOWLEDGEMENT

STATE OF VIRGINIA

FLUVANNA COUNTY, to wit:

The foregoing Certification of No Collusion bearing the signature of \_\_\_\_\_ and dated \_\_\_\_\_ was subscribed and sworn to before the undersigned notary public by \_\_\_\_\_ on \_\_\_\_\_.

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

My commission expires: \_\_\_\_\_

### CODE OF VIRGINIA

& 18.2-498.4. Duty to provide certified statement:

A. The Commonwealth, or any department or agency thereof, and any local government or any department or agency thereof, may require that any person seeking, offering or agreeing to transact business or commerce with it, or seeking, offering or agreeing to receive any portion of the public funds or moneys, submit a certification that the offer or agreement or any claim resulting thereon is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce, or any act of fraud punishable under this article.

B. Any person required to submit a certified statement as provided in paragraph A, above who knowingly makes a false statement shall be guilty of a Class 6 felony. (1980, c.472)

a false statement shall be guilty of a Class 6 felony. (1980, c.472)

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION-** (Attachment C)

## OFFEROR STATEMENT

Undersigned Bidder hereby certifies that he/she has carefully examined all conditions and specifications of this invitation for Bid and hereby submits this bid pursuant to such instructions and instructions.

\_\_\_\_\_

Type or Print Name & Title of Authorized Person

\_\_\_\_\_

Signature of Authorized Person Submitting This Bid

\_\_\_\_\_

Date

SUBSCRIBED AND SWORN to before me by the above named

\_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_

Notary Public in and for the State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION-** (Attachment D)