



## REQUEST FOR PROPOSAL

**Date Issued: March 9, 2015**

**RFP# 15-0413**

Proposals will be received by the Purchasing Department of FLOYD COUNTY, GEORGIA, at #12 East Fourth Ave, Suite 106 Rome, Georgia 30161, until **2:00 P.M.** legally prevailing time on **April 13, 2015** to

### **FORUM MANAGEMENT SERVICES Rome, Georgia**

Floyd County, Georgia, ("Floyd County" or "the County") requests sealed proposals from experienced groups to market, manage, oversee, maintain and provide year-round entertainment, athletic events, conferences and meetings at the Forum, a Floyd County owned facility.

After the time and in the Purchasing Department Conference Room Suite 106, the proposals will be logged in and names of those submitting will be read and posted. No proposals will be accepted after this time and date.

Documents may be obtained at the Floyd County Administrative Building, Purchasing Department, #12 East Fourth Ave, Suite 106 Rome, Georgia 30161, or by email request to [lamn@floydcountyga.org](mailto:lamn@floydcountyga.org) or (706) 291-5109 Bid Documents may also be obtained from [www.romefloyd.com](http://www.romefloyd.com) and the Ga. State Procurement Registry Bid Notices for Floyd County [https://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp)

**MANDATORY PRE-PROPOSAL AND WALK THROUGH:** A mandatory Pre-Proposal Conference/Walk-through tour will be conducted on **Tuesday, March 17, 2015**. The Pre-Proposal Conference will begin at **10:00 a.m.** at The Forum. Please contact [lamn@floydcountyga.org](mailto:lamn@floydcountyga.org) with the name of the individuals who plan to attend. Proposals will not be accepted from firms not attending this meeting.

Proposals may not be withdrawn for a period of 180 days from time of submission.

Floyd County reserves the right to reject any or all proposals and to waive informalities in proposals or the proposal process. In the event that no proposal substantially satisfies the specified requirements as presented in the Request for Proposal, the County, at its sole discretion, reserves the right to call for a new Request for Proposal, or to negotiate separately the terms and conditions of all or any part of the proposals as determined to be in the County's best interest.

**Floyd County is an Equal Opportunity/Affirmative Action Employer and A Drug Free Workplace**

**Nancy Lam, CPPO, CPPB  
Purchasing Director**

## FLOYD COUNTY, GEORGIA

### **Request for Proposals to Manage, Oversee, Market, Maintain and Provide Year-Round Entertainment, Athletic Events, Conferences and Meetings at the Forum**

Floyd County, Georgia, (“Floyd County” or “the County”) requests sealed proposals from experienced groups to market, manage, oversee, maintain and provide year-round entertainment, athletic events, conferences and meetings at the Forum, a Floyd County owned facility. Floyd County desires to enter into an agreement with a qualified and experienced entity that will result in an agreement that provides private or public sector management with experience in a County owned facility which will serve as a catalyst for redevelopment and revitalization of Rome and Floyd County.

Proposals must be submitted in a sealed envelope clearly marked FORUM MANAGEMENT RFP addressed to Floyd County Purchasing Department and delivered to the Purchasing Director’s office at 12 East 4<sup>th</sup> Avenue, Suite 106, Floyd County, Georgia 30161, no later than April 13, 2015 at 2:00 pm E.S.T. Proposals will be formally accepted and the names of those submitting read aloud by staff personnel after the closing date and time. Proposals received after the date and time will not be accepted.

**A mandatory pre-proposal meeting** and Forum walk-thru will be held on March 17, 2015 at 10:00 am E.S.T. at the Forum.

Copies of the Request for Proposals may be obtained from the County’s Purchasing Department, 12 East 4<sup>th</sup> Avenue, Suite 106, Floyd County, Georgia 30162, Monday-Friday 8:00 a.m. – 5:00 p.m., by email [lamn@floydcountyga.org](mailto:lamn@floydcountyga.org), 706.291.5109, or on the County’s web site at <http://romefloyd.com> and the Ga. State Procurement Registry Bid Notices [https://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp).

Floyd County reserves the right to reject any or all proposals and to waive informalities in proposals or the proposal process. In the event that no proposal substantially satisfies the specified requirements as presented in the Request for Proposal, the County, at its sole discretion, reserves the right to call for a new Request for Proposal, or to negotiate separately the terms and conditions of all or any part of the proposals as determined to be in the County’s best interest.

The contact person for this project is Nancy Lam, Purchasing Director, 706-291-5109, or email [lamn@floydcountyga.org](mailto:lamn@floydcountyga.org).

All questions regarding this RFP must be in writing and addressed to Nancy Lam, Purchasing Director, 12 East 4<sup>th</sup> Ave., Rome, Georgia 30161. Correspondence may be e-mailed to [lamn@floydcountyga.org](mailto:lamn@floydcountyga.org). All questions must be received by email no later than 5:00 pm E.S.T. on March 24, 2015. All questions will be answered by Floyd County in the form of an addendum no later than April 3, 2015. Any questions sent past this deadline may not be answered.

Proposers are cautioned that any documentation submitted with or in support of a proposal may become subject to public inspection under the Georgia Open Records Act. Labeling such information “Confidential,” “Proprietary,” or in any other manner may not protect this material from public inspection upon request. All records become subject to public inspection only after award and execution of a contract.

The County will not pay for any information herein requested, nor is it liable for any costs incurred by those submitting proposals. The County reserves the right to select the Proposal that best meets the needs of the County. Proposals that do not meet the stated requirements will be considered in noncompliance and will

be disqualified unless the County waives such noncompliance.

**ISSUE DATE:**  
**MANDATORY PRE-PROPOSAL MEETING:**  
**DUE DATE:**

**March 9, 2015**  
**March 17, 2015**  
**April 13, 2015**

1. Introduction

A. Purpose

The purpose of this solicitation is to identify interested parties to market, manage, oversee, maintain and provide year-round entertainment, athletic events, conferences and meetings at the Forum, in Floyd County, Georgia. Floyd County currently owns and operates the Forum, a 34,000 square foot multi-use arena with meeting and banquet facilities. Floyd County desires to enter into an agreement with a qualified and experienced entity that will result in an agreement that provides private or public sector management, marketing, conferences, meetings, entertainment, athletic events and year-round entertainment in a County-owned facility that will serve as a catalyst for redevelopment and revitalization of Rome and Floyd County.

B. Vision

Floyd County has owned, operated and maintained the Forum since 1994. The County seeks a third party to manage, oversee, market, maintain and provide year-round entertainment, conferences and meetings at the Forum and to significantly increase the number and types of events held at the facility. Additionally, there are two hotels within walking distance of the Forum. The Hawthorn Inn and Suites recently added 67 rooms and meeting spaces, while a new 114 room Courtyard by Marriott is being constructed across the river from the Forum and is connected to the Forum property by a pedestrian bridge. Within six blocks, there is a Days Inn with 105 rooms and a Hampton Inn with 90 rooms projected to open in the fall of 2015. The entity contracting with Floyd County would coordinate with all local hotels (approximately 1,073) to market and hold events utilizing the spaces available in local hotels. Finally, as Rome and Floyd County continue to redevelop and expand, events which bring more patrons to the Forum will increase economic development.

C. Project Summary

The Forum was part of a 1988 Special Purpose Local Option Sales Tax project and opened in 1994. The main multi-purpose arena and stage area is 21,500 square feet and with a seating capacity of 3,976. The Forum has ten (10) additional meeting rooms and banquet spaces with a total square footage of 34,000. The facility sits on 1.2 acres of land adjacent to the riverfront

For additional information on the layout and square footage of The Forum please visit The Forum web site, [http://www.forumevents.org/Meeting\\_Planners/Capacity\\_charts.htm](http://www.forumevents.org/Meeting_Planners/Capacity_charts.htm).

In 2013, the Floyd County community approved as part of its overall Special Purpose Local Option Sales Tax (SPLOST) initiative \$1.4 million in funding for improvements/modernization to the facility including a new roof, upgrades and installation of new technology, bathroom, hallway and kitchen improvements and overall general improvements to the interior aesthetics.

The timetable for these improvements has not yet been decided. Floyd County may commit a dollar figure for funding the facility for a limited and defined period of time. Floyd County will give preference to responses that meet the objectives of this proposal, limits the County's financial obligations and offers revenue sharing or other revenue mechanisms that return funds to the County.

D. Process

Floyd County will accept sealed proposals until 2:00 pm E.S.T. on April 13, 2015. All proposal shall be submitted in accordance with the instructions and requirement in Section 4. A mandatory pre-proposal meeting will be held on March 17, 2015 at the Forum to respond to questions, provide clarifications and tour the facility. Attendance is mandatory and interested parties should email Nancy Lam, Purchasing Director, at [lamn@floydcountyga.org](mailto:lamn@floydcountyga.org) if they plan to attend. Proposals will be evaluated by County staff and finalists may be asked to revise their proposals for a best and final offer and may be asked to make a presentation to the County Commission and other stakeholders.

E. Contact information

The contact person for this project is:

Nancy Lam  
Purchasing Director  
Floyd County  
12 East 4<sup>th</sup> Avenue  
Rome, Georgia 30162  
706-291-5109  
[lamn@floydcountyga.org](mailto:lamn@floydcountyga.org)

2. Background Information

A. Overview of Rome/Floyd County

Floyd County (population approximately 97,000) contains the City of Rome (population approximately 36,000), the City of Cave Spring (population of approximately 1,100). The regional population is estimated at 355,000. Floyd County is the approximate center of a geographic triangle of Atlanta, Birmingham and Chattanooga in what is referred to as the "ABC Triangle". Atlanta is 65 miles to the southeast, Birmingham, Alabama, is 114 miles to the southwest and Chattanooga, Tennessee is 60 miles north. Floyd County is the metropolitan center of Northwest Georgia and eastern Alabama, and the County boasts two (2) major hospitals, and Georgia's largest privately owned multi-specialty clinic, three (3) colleges and one (1) university.

Hundreds of businesses have Floyd County as their home including 15 international companies and over 20 corporate headquarters. Health care and education are key components of the area's business-friendly and supportive environment. Floyd County's business spectrum runs from large corporate headquarters to a historic and vibrant downtown. The largest employment segment is manufacturing, but health care, service, retail, construction, wholesale trades, finance, insurance and real estate flourish in the diverse mix. With an inviting quality of life, a convenient location, cooperation of city and county governments, a trained and available workforce and rich natural resources, Floyd County is a place where Southern tradition merges with cutting-edge progress.

The labor force of more than 176,000 workers is drawn from a six-county area in Northwest Georgia and Northeast Alabama. Floyd County has more physicians per capita than any other city in the state, with more than 350 doctors and specialists.

- B. Greater Rome Convention and Visitors Bureau (GRCVB) – the GRCVB is a full service destination marketing bureau and sports commission in business since 1976. They are partners in the marketing, and sales efforts of the Forum. A satellite Downtown Welcome Center opened in the fall of 2014 adjacent to the Forum entrance in an effort to provide customer service to groups that meet and bring events hosted at the Forum.

### 3. Proposal Scenarios

Floyd County is interested in proposals from qualified and experienced entities that meet the objectives of this proposal and demonstrate financial independence from the County who can return some level of revenue from the overall operations back to the County through a lease of the Forum, or management of the Forum, or some other acceptable proposal. Floyd County is willing to consider a variety of proposals that would enhance the use of the Forum.

Scenarios may include one or more of the following:

- Private or public management of the Forum without County financial assistance
- Contractual relationships between multiple groups or entities, including but not limited to sports entertainment entities
- Agreements that include roles for the GRCVB and/or Downtown Development Authority (DDA)
- Other concepts and ideas as proposed in response to the RFP

### 4. Submission Requirements

All proposals must be sealed and addressed to clearly marked FORUM MANAGEMENT RFP addressed to Floyd County Purchasing Department and delivered to the Purchasing Director's office at 12 East 4<sup>th</sup> Avenue, Suite 106, Floyd County, Georgia 30161. **Proposals must include an original, five (5) copies and one electronic copy (CD or Thumb Drive)** and received by 2:00pm legally prevailing time on April 13, 2015 to be considered. Proposals must contain the following information to be considered:

- A. Letter of Interest – a letter must be signed by an authorized representative who can make a binding commitment for the proposer. It shall include a statement that, if selected, the entity will negotiate in good faith with Floyd County. It shall also indicate that the proposal is valid for a minimum of 180 days from the date of submission.
- B. Description of the Team Entity – this shall include information on the entity(ies) and roles and responsibilities of each member. If a different business entity is to be formed for the project, specific information about this entity should be provided as to ownership, legal structure, financing and other pertinent factors. The names, addresses telephone and email addresses of all key stakeholders shall be provided.
- C. Structure of Project Ownership and Management – a detailed description of how the entity(ies) ownership and management would be structured as well as

the relationship, roles and responsibilities between the public and private sector defined.

- D. Description of Proposed Project – a narrative description of the proposal describing the management, operations, oversight, marketing, maintenance and provision for year-round entertainment, conferences and meetings at the Forum. A narrative description detailing how the entity plans to work with local hoteliers, downtown businesses and the GRCVB and which include a description on how the proposal addresses the purpose and vision for the County.
- E. Entity Qualifications – a description of the qualifications of the entity and any affiliates including entity history, individual resumes, experience and track record with like or similar projects, list of any like or similar project, evidence of financial capacity to take on such an endeavor such as credit references or audited financial statements. Please include examples of successful projects.
- F. Pro Forma, Financial Model – a detailed description of the financial model that the proposer will use once management of the Forum commences. Project costs should include lease costs, renovation costs, capital investments made by the team or entity, financial charges, expenses and fees. The entity should identify any proposed County financial involvement, direct or indirect, in implementing the proposal. Please submit a ten-year pro forma cash flow analysis to enable the County to evaluate the financial viability of the proposed agreement and its estimated yearly returns. Floyd County may request access to financial records and audits at any point during the process to review, verify, and determine the financial health of the entity. Also, please include an analysis of the impact on the local tax base, i.e. ticket sales, catering, other venue related services, restaurants, hotel nights, parking, etc.

Please include in the pro forma the proposal, if any, for revenues to be returned to Floyd County in the form of profit sharing, lease payments, etc. to offset revenues the Forum does generate for Floyd County.

- G. Economic Impact – describe how the entity’s management of the Forum will affect the overall economic impact to the community and how the entity will measure the economic impact and effectiveness.
- H. Current and Future Staffing -- The Forum has three (3) full-time staff which includes a director, office manager and operations technician and roughly thirty (30) part-time staff that are available for events. The Forum also operates an inmate detail consisting of four (4) inmates who are responsible for cleaning the facility, set up and take down. They serve in a janitorial capacity and are managed by a certified detail officer.

Respondents should include in their proposal their plan for staffing the facility and any plans for utilizing the existing staff. Existing Forum staff must be considered for employment. Additionally, the entity needs to provide a detailed explanation on how an inmate detail could be utilized at the facility. It is estimated that a Detail Officer with an inmate crew of four (4) costs roughly \$68,000/year.

- I. Parking -- Adjacent to the Forum property is a 385 space structured parking garage, jointly owned by the City and County. There is an estimated \$6,860,000 of debt remaining on the garage. The parking garage is managed by the Downtown Development Authority and parking fees, deck rentals and leased spaces provide some revenue to offset the debt. The garage is available for Forum use but is not exclusive to the Forum. The garage serves downtown business, commercial and residential needs and special events. There are an estimated 84 leased spaces, including thirty (30) leased to the Hawthorn Suites, an adjacent downtown hotel. Currently, for events that are greater than 500 people or herd events (events where the majority of people arrive and exit at the same time) the rental agreement between the event and Forum must include leasing the parking deck at the current rate of \$500.00 per event. The parking deck lease ensures that the deck is open, free of charge to any event or downtown patrons.

In the downtown area, there are 300 on-street parking spaces and approximately 2,000 off-street parking spaces, including the four (4) parking decks. For large events, arrangements can be made to utilize parking spaces in the downtown parking decks.

- J. Advertising/Marketing – Please provide a detailed marketing plan showing how the entity would distribute a specified budget and allocation to marketing avenues. Marketing dollars are provided by a one (1) cent hotel motel tax allocation.

## 5. Evaluation Process

### A. Review of Proposals

County staff will process and review all submissions for responsiveness to this solicitation. Proposals deemed not responsive will be rejected and returned to the entity with explanation. Finalists may be asked to make presentations to the County staff and members of the County Commission. The County may request additional information from the entity and reserves the right to reject any or all proposals.

### B. Evaluation Criteria

The County will consider the following factors when evaluating the proposals:

- The relative costs and benefits of proceeding with the proposal including the projected fiscal impact on County revenues, expenditures and tax base
- The level of risk to the County, including financial exposure
- Experience and track record of the entity, or team, in demonstrating successful management of similar facilities and within budget parameters
- Marketing/booking experience
- The degree to which the proposal addresses the purpose and vision and is consistent with the County's goals

- The impact and coordination/cooperation with other local businesses and parking.
- Public support for the project

C. Entity Selection

It is the intent of the County to select a qualified proposal that is in the best interest of the County after a written agreement is reached between the County and the entity. The County reserves the right to request best and final offers and/or proposal modifications from one (1) or more entities.

6. **Contract Negotiation and Award**

The selected team or entity shall negotiate with the County to finalize an agreement that delineates the specific performances required. The agreement shall contain the terms and conditions of the project and shall be approved at a regular County Commission meeting.

7. **Complete and return the following forms with proposal**

- A. **Proposal Form**
- B. **Contractor Affidavit**
- C. **Bribery Affidavit**
- D. **False Pretenses Affidavit**
- E. **Non-Collusion Affidavit**

**Note:** No Bid Bond is required to be submitted with this proposal.

**FLOYD COUNTY, GEORGIA  
PROPOSAL FORM**

**GROUP/ENTITY/DEVELOPER:**

\_\_\_\_\_  
Name (must be existing entity)

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address including Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Name of Entity to be Formed (if applicable)

1. Developer's **existing** operation is: (check or complete all applicable boxes)

- an individual
- a partnership
  - general
  - limited

Formed under the laws of \_\_\_\_\_

- a nonprofit organization
- a corporation, incorporated under the laws of \_\_\_\_\_
- a limited liability corporation (LLC) formed under the laws of \_\_\_\_\_
- Other \_\_\_\_\_

2. Developer's **proposed** operation as set forth in its proposal is as: (*check or complete all applicable boxes*)

- an individual
- a general partnership
- a limited partnership

Formed under the laws of \_\_\_\_\_

- a nonprofit organization
- a corporation, incorporated under the laws of \_\_\_\_\_
- a limited liability corporation (LLC) formed under the laws of \_\_\_\_\_
- Other \_\_\_\_\_
- Not Applicable

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Floyd County Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Address of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
FLOYD COUNTY GEORGIA  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.  
Executed on \_\_\_\_\_, \_\_\_\_ in 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

(Notary Seal or Stamp Required)

# BRIBERY AFFIDAVIT

I, \_\_\_\_\_, the undersigned \_\_\_\_\_  
(Office Held)  
of \_\_\_\_\_, being first duly sworn on oath, firms and  
(Name of Business Entity)  
says this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ , that I hold the aforementioned office in

\_\_\_\_\_  
(Name of Business Entity)

the said entity submitting a proposal or otherwise applying for a contract with the FLOYD COUNTY, GEORGIA, a municipal corporation in the state of Georgia, for the supply of goods or services, to wit:

FORUM MANAGEMENT PROJECT

and that, to the best of my knowledge, information and belief, no officer, director or partner of

\_\_\_\_\_  
(Name of Business Entity)

nor any employee thereof directly involved in obtaining contracts with the state of Georgia and or any county or other political subdivision thereof has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government for acts or omissions committed.

\_\_\_\_\_  
(SEAL)  
To be signed by Proposer, if the Proposer is an Individual;  
or by a Partner, if the Proposer is a Partnership; or by a  
duly-authorized Officer, if the Proposer is a Corporation

STATE OF \_\_\_\_\_ )  
ss:  
COUNTY OF \_\_\_\_\_ )

SUBSCRIBED TO AND SWORN before me, a Notary Public in and for the State and County aforesaid,  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ .

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

My commission expires \_\_\_\_\_, 20\_\_ .

# FALSE PRETENSES AFFIDAVIT

I, \_\_\_\_\_, the undersigned \_\_\_\_\_  
(Office Held)

of \_\_\_\_\_, being first duly sworn on oath, firms and  
(Name of Business Entity)

says this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ , that I hold the aforementioned office in

\_\_\_\_\_  
(Name of Business Entity)

I FURTHER DECLARE AND AFFIRM, under the penalties of perjury, that neither I nor, to the best of my knowledge, information and belief, the above Business Entity nor any officer, director, partner, member or associate thereof, nor any of its employees directly involved in obtaining contracts with the Floyd County, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses under the laws of any state or federal government, based upon acts committed after July 1, 1981.

\_\_\_\_\_  
(SEAL)  
To be signed by Proposer, if the Proposer is an Individual;  
or by a Partner, if the Proposer is a Partnership; or by a  
duly-authorized Officer, if the Proposer is a Corporation

STATE OF \_\_\_\_\_ )

ss:

COUNTY OF \_\_\_\_\_ )

SUBSCRIBED TO AND SWORN before me, a Notary Public in and for the State and County aforesaid,  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ .

My commission expires \_\_\_\_\_, 20\_\_ .

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

# NON-COLLUSION AFFIDAVIT

\_\_\_\_\_, being first duly sworn on oath, deposes and says:

That he/she is the

\_\_\_\_\_  
(Owner, Partner, Title if on behalf of a Corporation)

of \_\_\_\_\_,  
(Name of Business, Corporation or Partnership)

the party submitting the foregoing Proposal; that (he has not) (no officer of the said Corporation has) (no partner of the said Partnership has) nor has any person, firm or corporation acting on (his/her) (its) (their) behalf, agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the Proposal being submitted herewith; and that (he/she) (the said Corporation) (the said Partnership) has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the Proposal Price of the Proposer herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within Proposal is submitted; that in making this Affidavit, the affiant represents that he/she has personal knowledge of the matters and facts herein stated.

\_\_\_\_\_  
(SEAL)  
To be signed by Proposer, if the Proposer is an Individual;  
or by a Partner, if the Proposer is a Partnership; or by a  
duly-authorized Officer, if the Proposer is a Corporation

STATE OF \_\_\_\_\_ )

ss:

COUNTY OF \_\_\_\_\_ )

SUBSCRIBED TO AND SWORN before me, a Notary Public in and for the State and County aforesaid,  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ .

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

My commission expires \_\_\_\_\_, 20\_\_ .