

City of Richmond

Administrative Manual

SUBJECT: Non-Collusion with Bidder

SECTION: General Administration

POLICY NUMBER: AP 109

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

I. Purpose

To recognize the City of Richmond's policy of non-collusion by City employees under bidding, contracting and purchasing procedures.

II. Policy

Any officer or employee of the City of Richmond, or of any department thereof,

- A. who shall aid or assist a bidder in securing a contract to furnish labor, material, equipment, supplies or services at a higher price than that proposed by any other bidder; or
- B. who shall favor one bidder over another by giving or withholding information; or
- C. who shall willfully mislead any bidder in regard to the character of the material or supplies called for; or
- D. who shall knowingly accept materials or supplies of a quality inferior to those called for by the contract; or
- E. who shall knowingly certify to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies than has been actually received,

shall be deemed guilty of malfeasance and shall be removed from office and employment, and be forever ineligible to hold office or employment in or under the City of Richmond.