

## VENDOR CODE OF ETHICS

The City of Lancaster is committed to a procurement process which fosters fair and open competition, is conducted under the highest ethical standards and maintains the complete confidence of the public. To achieve these purposes, City requires each vendor who seeks to do business with the City to subscribe to this Vendor Code of Ethics.

- A Vendor's bid or proposal will be competitive, consistent and appropriate to the specification documents.
- A Vendor will not discuss or consult with other vendors intending to bid on the same contract or similar City contract for the purpose of limiting competition.
- Vendor will not make any attempt to induce any individual or entity to submit or not submit a bid or proposal.
- Vendor will not disclose the terms of its bids or proposal, directly or indirectly, to any other competing vendor prior to the bid or proposal closing date and time.
- Vendor will completely perform any contract awarded at the contracted price pursuant to the terms set forth in the contract.
- Vendor will submit timely, accurate and appropriate invoices for goods and/or services actually performed under the contract.
- Vendor will not offer or give any gift, item or service of value, directly or indirectly, to a City employee, employee family member or other vendor contracted by the City.
- Vendor will not cause, influence or attempt to cause or influence, any City employee or City Official, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that vendor or for any other person.