

WAUSHARA COUNTY COMPREHENSIVE PLANNING PROJECT REQUEST FOR PROPOSALS

1. STATEMENT OF NEED

1.1 Summary of RFP Planning Project

The Waushara County Comprehensive Planning Project includes updating the land management plans to comprehensive plans for the Towns of Plainfield, Hancock, Oasis, Richford, Springwater, Mt. Morris, Saxeville, and Leon and the Village of Hancock and creating a comprehensive plan for Waushara County. Each of the eight towns, one village, and the county seek to adopt their own comprehensive plan in accordance with 66.1001 of the WI Statutes. Funding for the project covered by this RFP is \$158,000 from a Wisconsin Department of Administration Comprehensive Planning Grant, a match of \$4,000 from the municipality and \$4,000 from the County for each of the 9 municipal comprehensive plans, and a match of \$60,000 from the County for the county comprehensive plan.

Eight towns and one village included as a part of this RFP have land management plans. While only moderately outdated, many of these plans lack all or part of the elements required under s. 66.1001 and, likewise, such plans may not address the goals enumerated under s. 16.965. Participants seek up-to-date, statutorily “complete” plans which address community needs, hopes, and concerns over the next 20 years (2030).

The County does not currently have a plan. The County has envisioned a bottom-up approach to the creation of the County Comprehensive Plan, which reflects the desires of the municipalities in the county over the next 20 years (2030). The County Comprehensive Plan is to incorporate the municipal plans from all of the municipalities in the county. These include the adopted comprehensive plans for the Towns of Rose, Wautoma, Dakota, Marion, Bloomfield, Poy Sippi, Aurora, Villages of Wild Rose and Redgranite, City of Wautoma, and the portion of the City of Berlin in Waushara County, the land management plan or comprehensive plan for the Town of Deerfield, the eight towns and one village included as part of this RFP, the Town of Coloma and Village of Lohrville comprehensive plans being created by East Central Wisconsin Regional Planning Commission, and the Village of Coloma comprehensive plan, who’s developer is unknown at this time. Creation of the County Comprehensive Plan will need to be coordinated with East Central Wisconsin Regional Planning, who developed all of the initial municipal plans, with the exception of the City of Berlin. The Town of Warren will not have a plan, and a plan may not be available for the Village of Plainfield, so they may not be included in the county plan to the extent of the other municipalities. To view a map of existing plans, see Appendix A.

Most governments participating in this project have limited personnel and planning-related skills. The County Land Use Committee and UW-Extension faculty will dedicate significant time to the project—primarily in education and project administration—but they will be constrained by responsibility for ongoing departmental functions. County Land Conservation and Zoning Department staff will be involved in a review capacity.

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2. ABOUT THIS RFP

2.1. Definitions

The following terms and abbreviations apply throughout this RFP.

Consultant – the respondent to this RFP who is awarded the contract for this project

County – Waushara County

East Central – East Central Wisconsin Regional Planning Commission

Participating municipalities – Towns of Plainfield, Hancock, Oasis, Richford, Springwater, Mt Morris, Saxeville, and Leon and the Village of Hancock

PDF – Adobe Acrobat (PDF) file format

Comprehensive Plan – A 9-element comprehensive plan compliant with s. 66.1001 and related Wisconsin Statutes

County Land Use Committee – A large subcommittee of the Waushara County Land, Water, and Education Committee upon which every municipality in Waushara County is invited to have representation. The primary planning committee for Waushara County

Grant Application – The Waushara 2008 Comprehensive Planning Grant Application available at <http://www.co.waushara.wi.us/countyplanprocess.htm>

Land Management Plan – A plan that may or may not include all of the components of a comprehensive plan

Municipal – Town, Village, or City

RFP – This Request For Proposals

s. ##.### - Wisconsin Statute Reference Number

2.2 Attachments

The following informational items are attached:

- Appendix A – Map of Municipal Plans for County Comprehensive Plan
- Appendix B – Proposal Required Forms

2.3 Costs incurred

All costs associated with preparation of materials in response to this RFP and for subsequent clarifications or interviews shall be borne by the respondent.

2.4 Proprietary Information / Ownership

Restrictions on the use of information provided in response to this Request For Proposal shall be clearly stated on form provided in Appendix B. Otherwise, this RFP and any materials submitted in response thereto shall be deemed the property of Waushara County and the municipalities within Waushara County.

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2.5 Procuring Entity / Coordinating Office

This RFP is issued by UW-Extension Waushara County on behalf of Waushara County and the boards and councils of all participating governments.

Questions, submittals, and correspondence shall be directed to:

Patrick Nehring

UW-Extension Waushara County

PO Box 487

209 S Ste Marie Street

Wautoma, WI 54982

(920) 787-0416

patrick.nehring@ces.uwex.edu

2.6 Eligible Respondents

Responses are solicited only from entities/firms to which this RFP has been directly mailed and/or emailed.

2.7 Right to Reject/Waive/Amend/Reissue/Award

Waushara County and participating communities reserve the right jointly to reject any and all submittals; waive irregularities; amend and reissue all or part of this RFP; cancel this Request; and withhold any award of contract. The participants likewise reserve the right to award a contract to the respondent who it deems most capable of serving the interests of project participants. Submission of a proposal shall constitute acknowledgement and acceptance of these rights by the respondent/proposer.

3. PARTICIPATING ENTITIES

3.1. Communities overview

Waushara County and its municipalities face common issues regarding future growth. With no community larger than 2,500 residents, the county is expected to remain primarily a rural area. As a result, residents will continue to rely on larger urban centers in nearby counties for many of the shopping, service, and employment needs. A changing agricultural base has contributed to changes in the size, number, and type of agricultural operations. The aging population is creating additional employment opportunities for services to meet their needs. New medical facilities are being constructed or enlarged and must be staffed. New construction and remodeling of recreational homes for retirement use has created a demand for construction related jobs. The county is also attracting new residents, drawn by the area's natural amenities, who find that work commutes to the Fox Cities, Oshkosh, Stevens Point, and other employment centers are an acceptable trade-off for the area's quality of life. Recent highway improvements to U.S. Highway 10, State Highway 21, and Interstate 39 are making these urban centers more convenient, increasing the demand for rural non-farm residential homesites and threatening to make farmland too expensive for continued agricultural production. In addition, although not at the forefront yet, another major issue that will require coordinative planning among the jurisdictions will be WisDOT's long-term planning and potential construction activities involved with the designation of STH 21 as a connector highway in its Corridors 2020 Plan. The county's lakefronts, already largely developed, are being converted into year-round housing as their owners retire and city people look for recreation properties to eventually turn into retirement homes, further increasing the demand for health care and other eldercare services.

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3.2. Other coordinating entities and resources

The consultant will be expected to coordinate with East Central Wisconsin Regional Planning Commission, who will provide resources to update the municipal plans, will create new plans for the Village of Lohrville, and will update the land management plan for the Town of Coloma. In addition, the consultant will be expected to coordinate with the developer of the Village of Coloma comprehensive plan. Additional resources will be made available by Waushara County. Resources to be used for the updating the municipal plans and create the county plan include:

- Digital copies of previously completed municipal land management plans and comprehensives. To view the contents of these plans visit:
http://www.co.waushara.wi.us/land_use_plans.htm.
- Arcview or ArcGIS coverages of each type of the map included in the aforementioned previously completed municipal plans. Current County Zoning codes and ArcGIS coverages.
- Demographic data formatted for the whole county.
- Results from widely distributed community surveys included in the aforementioned municipal plans. Questions may vary between surveys.

Should new materials be available, they will be provided.

3.3. Previous plans

This project will utilize the adopted municipal plans in the county, the comprehensive plans for the Village of Lohrville, Village of Coloma, and Town of Coloma and should they be available, the comprehensive plans for the Town of Deerfield and Village of Plainfield being prepared locally.

3.4 Other plans available

Other plans available include the Waushara County Farmland Preservation Plan, Waushara County Solid Waste Plan, Waushara County Outdoor Recreation Plan, Waushara County Land and Water Resource Plan, East Central Wisconsin Regional Comprehensive Plan, Waushara County All Hazards Mitigation Plan, and sewer service plans for sewer service districts in the county.

4. SCOPE OF SERVICES

4.1. Services Requested

The consultant will have central responsibilities in providing participants with comprehensive plans that meet all informational, procedural, and grant-contractual requirements of Wisconsin comprehensive planning statutes and administrative codes (66.1001 and 16.695 of the Wisconsin Statutes and Chapter 48 of Wisconsin Administrative Code)

4.1.1 Informational items include all forecasts, trend data, statistics, projections, objectives, policies, goals, plans, programs, maps, inventories, surveys, and analyses required for all of the required planning elements under s. 66.1001. The basis of these items will be the resources provided by East Central, the County, and the developer of the Village of Coloma comprehensive plan.

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- 4.1.2** Procedural items include a public participation plan, plan commission or planning committee involvement, public notice & hearing procedures provided to municipal or county clerk, adoption procedures and related items. The public participation plan should include those methods identified in the Waushara Comprehensive Planning Grant Application Part III, Section E. The primary public participation method will be meetings of the county land use committee and municipal planning committees, where anyone present will be allowed to participate equally with assigned committee members. Although an additional survey could be conducted, it is expected that the consultant will utilize the results from the surveys from the adopted municipal plans that will be provided. A copy of the Grant Application is available at www.co.waushara.wi.us/countyplanprocess.htm.
- 4.1.3** Grant contractual requirements include intergovernmental coordination efforts and planning goals as required under s. 16.965 of the Wisconsin Statutes and Chapter 48 of the Wisconsin Admin Code.
- 4.1.4** Consultant shall perform tasks as described in Part III of the Grant Application available as modified in response to section 5.4 of this RFP and subsequently approved by Waushara County and participating municipalities.
- 4.1.5** Consultant shall assist Waushara County in the preparation of grant administrative requirements, including providing detailed invoices and performance reports annually and at the time of reimbursement.
- 4.1.6** Consultant will distribute copies of draft and final plan documents as necessary.
- 4.1.7** Consultant will evaluate cross-consistency of the comprehensive plans of participating communities as well as the consistency of each community's plans with relevant programs and ordinances of that community, adjacent communities, and subsuming levels of government. The consultant will help facilitate direct negotiation and resolution of such inconsistencies where readily achievable or will otherwise develop specific strategies to address inconsistencies identified. The comprehensive plan document will contain a chart summarizing the goals and strategies of the plan with references to the more detailed goals and strategies in the document including cross-reference between planning elements where applicable.
- 4.1.8** For the County Comprehensive Plan, the consultant will provide specific recommendations for changes to County ordinances and suggest code language to incorporate those recommendations into the existing county zoning, subdivision, and other applicable codes. An example is the County Access Control Plan, which can be found at www.co.waushara.wi.us/countyplanprocess.htm, particularly look at pages 11 and 12 of the document (18 and 19 of the Adobe Acrobat (pdf) file.) A copy of the ordinance can be found through a link at www.co.waushara.wi.us.

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4.2. Deliverables

- 4.2.1** Products of the planning process will be considered the property of the participating communities, who will be provided with at least one copy of computer source files, including GIS data in a format usable by the County and an editable document in a format usable by the County and municipalities.
- 4.2.2** Each planning committee member of a participating municipality or the County Land Use Committee shall receive a paper copy of partial or full plan drafts at review intervals as indicated in the planning process identified by the consultant in section 5.4 of this RFP. In addition, each final draft municipal plan will be provided to the clerk and elected officials and plan commission members of that municipality, two copies will be provided to the County, and a copy provided to local libraries and other entities as required by the Wisconsin Statutes. In addition to providing a copy to the local libraries and other entities as required by the Wisconsin Statutes, 20 copies of the final draft county plan will be provided to the County. A PDF version of each of the final draft comprehensive plans will be provided to be placed on the County website.
- 4.2.3** In addition to the comprehensive plan document, a poster that includes the adopted future land use map and the vision statement or summary for the municipality or county will be provided. For the final adopted municipal comprehensive plans and the poster, the municipality will receive 15 paper copies, 10 copies in PDF format on CD, and an editable copy of the comprehensive plan document and the County will receive 4 paper copies, a copy in PDF format on a CD to be reproduced as needed and to be placed on the County website, an editable copy of the comprehensive plan document, and GIS data in a format usable by the County. In addition, a copy of the plan will be provided to the local library and other entities as required by Wisconsin Statute. For the final adopted county comprehensive plans and the poster, the County will receive 20 paper copies, a copy in PDF format on a CD to be reproduced as needed and to be placed on the County website, an editable copy of the comprehensive plan document, and GIS data in a format usable by the County. In addition, a copy of the plan will be provided to the eight county local libraries and other entities as required by Wisconsin Statute.
- 4.2.4** The consultant will provide the County with a completed Comprehensive Plan Checklist available at the Wisconsin Department of Administration website, <http://www.doa.state.wi.us/docview.asp?docid=6869>.

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4.3 Budget Available

Part IV of the Grant Application outlines the estimated project budget. While the total project budget for the County and each participating municipality is considered very firm, allocations to cost categories and individual cost items are considered flexible and subject to revision. Waushara County and participating municipalities reserve the right to make reasonable adjustments to cost category estimates throughout the contract term. County matching funds are not calculated to include salaries of participating County staff.

It should be noted that the Wisconsin Department of Administration will withhold 25% of the grant award until final adoption of a compliant plans for all participating governments.

4.4 Role of local staff

In the most general terms, local staff will be looking to the consultant for work products and in-depth analysis and reports, County staff expect to assist the consultant by providing some logistical support and by interfacing with the local community and fostering the flow of information in both directions.

The following is brief overview of expected local staff involvement:

- 4.4.1** UW-Extension Community, Natural Resource & Economic Development Agent Patrick Nehring will be the primary local staff involved in this project and the local contact. He will provide some logistical support and facilitation at committee meetings, work with the participating municipalities and the County Land Use Committee, and his primary responsibility relates to education so that the committee members, elected officials, and the general public have an understanding of the planning process, comprehensive planning, and the options that are available through the comprehensive planning. It is up to the consultant or committee to take notes at meetings and write the planning document.
- 4.4.2** Other County staff may be involved in select aspects of the planning process as needed, including the data processing coordinator, land records specialist and county zoning administrator.

4.5 Contract Term

The final draft of the comprehensive plans will be ready for public inspection no later than October 12, 2009. Public hearings for adoption of the comprehensive plans will take place no later than November and December 2009. Printing and distribution of copies of the adopted plan will take place in January or February of 2010.

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5. PROPOSAL REQUIREMENTS

5.1 Prior submittals - RFQ

All recipients of this RFP have provided a Statement of Qualifications satisfying or exceeding the requirements of our RFQ with regard to company profile, staff qualifications, comparable projects and references, and fees by employee class, as well as statements relating to project understanding, proposed process critique, and brief acknowledgement of budget. The RFP is for greater detail. Where such information has already been provided in the Statement of Qualifications submittal, no re-submittal is necessary; please reference Statement of Qualifications items as appropriate.

5.2 Format

5.2.1 8.5 x 11, bound paper and in PDF format. 11 point font or larger.

5.2.2 Items should be organized under headings provided in section 5.4, numbered, tabbed, and referenced in a table of contents.

5.3 Submittal

Seven (7) bound paper copies of the proposal and a copy in PDF format to be delivered to the UW-Extension office by 4:30 p.m. on June 13, 2008. The copy in PDF format will be placed on the County website.

5.4 Proposal Content

5.4.1 Please provide a concise statement of understanding of the required scope of services, section 4.1 of this RFP, and deliverables, section 4.2 of this RFP.

5.4.2 Please provide a detailed work program designed to innovatively and efficiently provide the scope of services and indicate how this may differ from the planning process description included with the Grant Application. In the response indicate a planning process and public participation activities that are practical and useful and capable of being executed within budget constraints.

5.4.3 Please relate the above-required work plan to a staff assignments plan that clarifies the roles of consulting firm staff, partnering firms, subcontractors (if any) and local staff as described in section 4.4. This section should include, in part, an estimate of the number of meetings anticipated.

5.4.4 Relate the above-required detailed work plan and staffing summary to an itemized flat fee cost summary that follows the general organization of the proposed budget included in the Grant Application.

5.4.5 Please incorporate timeline information into the work plan and separately provide graphical summary or table of the project schedule.

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- 5.4.6** In regard to items 5.4.2 – 5.4.5 of this RFP, please discuss how you will include the existing land management plans, the municipal plans for the county plan, and the data from East Central and how this may achieve cost & time savings and allow the planning team to move beyond generalized planning documents and develop more tangible, task-focused planning products or implementation tools.
- 5.4.7** Please discuss how your firm’s approach to the planning process will avoid the concern of “canned plans,” plans which may not reflect the values and priorities of individual communities.
- 5.4.8** For different planning phases, functions, or products, please detail the necessary technical methods or standards that will be employed, particularly with regard to mapping products and software-dependent tasks.
- 5.4.9** Please provide all required forms included in Appendix B: proprietary information declaration; signature affidavit; vendor data sheet; non-collusion affidavit.

6. PROPOSAL EVALUATION

6.1. Overview

The consulting firm chosen to assist with this project will have training, skills, and demonstrated experience in 1) development of plans for all topic elements required under s. 66.1001 & 16.965; 2) management of multi-jurisdictional projects of this size and complexity involving comparable communities and issues; and 3) production of plans that reflect the unique needs of each community and offer practical, readily-implemented solutions to achieve—individually and collectively—the goals of participating communities. In sum, the chosen firm will provide a quality proposal satisfying the requirements of this Request.

6.2. Selection Methods

- 6.2.1** Screening. Qualification/Proposal submittals will be screened for compliance with proposal requirements by committee. Non-compliant submittals will be rejected. Where all vendors lack one or more of the requirements, evaluation of all submittals may proceed.
- 6.2.2** Compliant submittals will be scored according to the criteria in 6.2.3 of this RFP by a selection committee comprised of staff, select stakeholders, and representatives of the municipalities in the county and the County. You are asked not to contact selection committee members in advance of contract award. If you have questions, contact Patrick Nehring at the UW-Extension office (920) 787-0416 or patrick.nehring@ces.uwex.edu.

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6.2.3 Evaluation criteria will include:

- Overall quality of qualifications submittal, including initial process critique (10%)
- Assessment of skills and qualifications of organization and staff; subcontractors; experience with comparable projects or communities; experience with facilitation and mediation; rural town planning experience; references (30%)
- Understanding of scope; overall quality and creativity of work plan proposal, process review, and staffing analysis. Evidence of technical expertise in planning products description, including data and maps (30%)
- Cost summary & timeline: organization, clarity, feasibility, comparability, overall cost effectiveness (20%)
- Overall impression; clarity; organization; style; core values (10%)

6.2.4 After scoring proposals, the selection committee at its discretion will request that consulting firms submitting high-scoring proposals to make oral presentations to aid in the final evaluation and scoring proposals. The County will make reasonable efforts to schedule this interview at a time acceptable to the consultant. Failure to appear at an interview may result in rejection of the proposal.

6.2.5 Final selection will be based on RFQ/RFP evaluation and interviews.

6.2.6 Waushara County and participating municipalities reserve the right to:

- Reject any and all submittals
- Negotiate terms of a contract—including services and compensation—with the chosen consultant prior to entering a contract.

6.2.7 Upon successful negotiation of a contract with the chosen consultant, all consultants shall be notified by mail of their status.

6.3. Tentative selection timeline

Submittal deadline: June 13, 2008

Interviews no later than: July 2, 2008

Selection no later than: July 11, 2009

Contract signed by Waushara County and municipalities: July 25 – August 18

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7. Americans with Disabilities Act

In connection with the performance of work under this Proposal, the selected consultant agrees that no qualified individual with a disability, as defined by the Americans with Disabilities Act (ADA), shall, by reason of such disability, be excluded from participation and the benefits of services, programs, or activities, including employment, or be subjected to discrimination. The consultant is specifically notified that it is subject to all employment requirements listed under Title I of the ADA by virtue of any contract with Waushara County, a public entity. The consultant is specifically notified that it is subject to federal requirements to assure participation and access to public facilities, programs, and activities under title II of the ADA by virtue of any contract with Waushara County. These requirements mandate separate or special programs or reasonable modification of existing programs, services, and activities without surcharge to disabled individuals as long as safety is not compromised. Consultant shall provide similar notice to all subcontractors.

8. Terms and Conditions of Award

The terms and conditions for contract award imposed herein shall govern in all cases and conflicting terms or conditions submitted by the consultant may constitute sufficient grounds for rejection of the proposal.

Contractual claims, whether for money or other relief, shall be submitted in writing to Waushara County no later than 60 days after final payment. Written notice of the consultant's intention to file such claim shall be given at such time as the claim arises.

By submitting this proposal, the consultant certifies that it does not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

During the performance of this contract, the consultant agrees not to discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, or other protected class except where religion, sex or national origin is a *bona fide* occupational qualification reasonably necessary to the normal operation of the consultant. The consultant agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

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9. Late Completion Penalty

If the consultant fails to provide the completed plans by the specified or otherwise agreed upon date of completion, County may assess a penalty of \$100 per workday until the plans are completed. Late completion penalties will only be assessed relative to days deemed to be within the power of the consultant to correct and rectify.

Neither party will be liable to the other for any failure or delay in rendering performance arising out of causes beyond its control and without its fault or negligence. Such cases may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight embargos and unusually severe weather; but the failure or delay must be beyond control and without fault or negligence.

If the consultant's failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both the consultant and the Subcontractor, and without the fault or negligence of either of them, the consultant shall not be liable for any excess costs for failure to perform, unless the equipment or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit the consultant to meet the required delivery schedule. Dates or time of performance will be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

10. Liability and Worker's Compensation Insurance

Consultant's shall save and hold County and participating municipalities harmless from any legal liability that may be established on behalf of any person, persons or corporation, whomsoever for, or growing out of any infringement of letter patent or copyright of the United States, with respect to the production and normal use of the proposed plans.

Consultant shall provide comprehensive general liability insurance and worker's compensation insurance for the consultant during the term of this contract. Consultant shall provide proof of insurance through a certificate of insurance that will be provided to the County within 10 days of start of project. Proof of general liability and worker's compensation insurance will be provided upon request of the County and/or participating municipalities.

11. Performance Bond

A Performance and Payment Bond shall be furnished by the successful consultant in the amount of 100% of the contract price. Such Performance and Payment Bond shall be accompanied by a certified copy of the Power of Attorney and shall be signed or countersigned by a Wisconsin resident agent of the bonding company. This bond shall be provided within 10 days of the contract being signed by the successful consultant.








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Appendix A – Map of Municipal Plans

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Village of Plainfield Town of Plainfield	Town of Oasis Village of Hancock Town of Hancock	Town of Rose Village of Wild Rose Town of Mt. Morris	Town of Springwater	Town of Saxeville	Town of Bloomfield Town of Fox Sippi Town of Aurora City of Berlin
Village of Deerfield Town of Richford	Town of Wautoma City of Waupun Town of Dakota	Village of Red Granite Village of Lohrville Town of Warren	Town of Marlon	Town of Leon	Town of Marlon

**Status of Municipal Plans
in Waushara County**

-  Update included in RFP
-  Plan being completed by East Central RPC
-  Plan developer unknown at this time
-  Update by town volunteers
-  Existing comprehensive plan by Planimetrix
-  Existing comprehensive plan by East Central RPC
-  No plan initiated

**Waushara County
Comprehensive Plan**

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Appendix B – Required Forms

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Appendix B. 1. Proprietary Information Declaration

Designation of Confidential and Proprietary Information

The attachment material submitted in response to this Qualifications/Proposal includes proprietary and confidential information which qualifies as a trade secret, as provide in Sect 19.36 (5), Wisconsin State Statutes, or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this Qualifications response be treated as confidential material and not be released without our written approval. Attach additional sheets if needed.

Section	Page Number	Topic

Prices always become public information when Qualifications/Proposals are opened, and therefore cannot be designated as confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in Section 134 (80)(1)(C) Wis. State Statutes, as follows: "Trade Secret" ,means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that reasonable under the circumstances.

In the event the Designation of Confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the Designation of Confidentiality.

Failure to include this form in the Qualifications response may mean that all information provided as part of the Qualifications response will be open to examination or copying. The county considers other markings of confidential in the Qualifications to be insufficient. The undersigned agree to hold the County harmless for any damages arising out of the release of any material unless they are specifically identified above harmless for any damages arising out of the release of any material unless they are specifically identified above.

_____ Signature – Authorized Representative	_____ Company Name
_____ Print Name – Authorized Representative	_____ Date

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Appendix B. 2. Signature Affidavit

Signature Affidavit

In signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposal to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by Waushara County in this request for proposal, and declares that the attached proposal and pricing are in conformity therewith.

Name(Type or Print)

Title

Signature

Firm

Address: (street, city, state, zip code)

Telephone

Fax

E-mail

Date

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Appendix B. 3 Vendor Data Sheet

Vendor Data Sheet

1. Proposing Company Name _____

Telephone: _____ Toll Free Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

2. Contact Person in the event there are questions about your Qualifications.

Name: _____ Title: _____

Telephone: _____ Toll Free Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

3. Mailing Address where County purchase orders/contracts are to be mailed and the person staff can contact concerning orders and billing.

Name: _____ Title: _____

Telephone: _____ Toll Free Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

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Appendix B. 4. Non-collusion affidavit

AFFIDAVIT AND INFORMATION REQUIRED OF BIDDERS

Affidavit of Non-Collusion:

I hereby swear (or affirm) under penalty of perjury:

- 1) That I am the bidder (if the bidder is an individual), a partner in the bidder (if the bidder is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation);
- 2) That the attached bid or bids have been arrived at by the bidder independently and have been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or materials, supplied, equipment or services described in the invitation to bid, designed to limit independent bidding or competition;
- 3) That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids; and
- 4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: _____

Firm Name: _____

Subscribed and sworn to me before this ____ day of _____, _____

NOTARY PUBLIC _____

My commission expires: _____