

# REQUEST FOR PROPOSALS

## LAKE COUNTY COMPREHENSIVE PLAN

February 10, 2017



2293 N. Main Street  
Crown Point, Indiana 46307  
(219) 755-3700  
[www.lakecountyin.org](http://www.lakecountyin.org)

## **INTRODUCTION**

The Lake County Plan Commission, cooperatively with the Lake County Board of Commissioners and Lake County Council, is announcing a Request for Proposals (RFP) from qualified consultants for a Comprehensive Plan for Unincorporated Lake County, Indiana.

The Lake County Plan Commission, Lake County Board of Commissioners, and Lake County Council are also simultaneously issuing a Request for Proposals from consultants for a Zoning Ordinance for Unincorporated Lake County, Indiana. If responding to both RFP's, please submit a separate proposal for each RFP.

## **BACKGROUND**

The Lake County Plan Commission is comprised of nine (9) members. The Commission oversees all land planning activities for the Unincorporated areas of Lake County, Indiana. For more information please visit the County's website at [www.lakecountyin.org](http://www.lakecountyin.org).

## **PROPOSAL TIMELINE**

Questions regarding RFP: Questions regarding the RFP should be submitted via email to [kovacnx@lakecountyin.org](mailto:kovacnx@lakecountyin.org) by March 1, 2017, 10:00 AM (CST).

Answers to questions: 4:30 PM (CST), March 7, 2017

Deadline for submittals: 9:30 AM (CST), March 14, 2017

Proposal Evaluation: March 14, 2017 - March 24, 2017

Interviews: March 27, 2017 - March 31, 2017

Award Date: April 19, 2017

## **SCOPE OF WORK**

### **Meetings & Presentations:**

The selected applicant will gather community input through a series of at least four (4) community meetings, during various stages of plan development. The consultant will be responsible for publicizing, organizing, and managing the meetings, with the goal of obtaining a maximum amount of public input.

A Steering Committee will be established prior to awarding a contract. The Steering Committee will be comprised of 7- 10 members with representatives from the County Commissioners, County Council, Plan Commission, Board of Zoning Appeals, Plan Commission Staff, and community members. Regularly scheduled meetings with the Steering Committee will be necessary throughout the plan making process to guide the development of the plan. Steering Committee meetings will be held monthly following the Plan Commission and Board of Zoning Appeals meetings, which are typically held on the third Wednesday of the month, starting at 5:30 PM (CST). The Steering Committee may change the frequency and time of the meetings as needed.

The consultant will also be responsible for providing presentations and project updates to the Plan Commission, Board of Commissioners, and County Council.

The consultant will also be responsible for providing information to the public throughout the planning process through various means, including, but not limited to, regular updates on social media, online surveying, use of a dedicated website, and other forms of communication as determined by the Steering Committee.

#### **Final Product:**

Demographic Analysis: The demographic analysis should include population statistics and trends. As well as a complete analysis of education, employment, income, housing, and other population characteristics. The analysis should provide a snapshot of the community and identify trends that will impact future land use decisions.

Review of Existing Land Uses: The land use analysis should include an inventory of existing land uses and identify existing issues and areas of probable future growth.

Environmental Analysis: Identify existing flood hazard areas, wetlands, and other environmentally sensitive areas. Provide recommendations for future development with regard to the existing conditions.

Housing Analysis: Provide a detailed analysis of the existing housing stock by township. Housing conditions, availability, cost, and housing type should be thoroughly discussed. Provide an analysis of future housing needs and opportunities for each township.

Economic Development: Identify potential future development opportunities, utility needs and recommendations, and policy recommendations, including a comprehensive analysis of appropriate financial tools.

Parks and Recreation: Provide an inventory of existing public recreation areas, forests, park lands, playgrounds, etc. Identify future needs and opportunities.

Infrastructure and Communication Infrastructure: Location and analysis of infrastructure, including, but not limited to, sanitary sewers, storm sewers, septic and

well locations, treatment of sewage, refuse, and other wastes, roads, utilities, including wired and wireless utilities, wireless tower and fiber locations, drainage improvements, retention and detention ponds, easements, and mutual/ regulated drains.

Transportation Analysis: A comprehensive review of existing transportation options and roadway, bike path, mass transit, and sidewalk conditions. The analysis should include all forms of transportation, access, connectivity, and should include an analysis of commercial and industrial traffic patterns and needs, as well as resident needs.

Long-Term Comprehensive Plan: The Comprehensive Plan should include (1) a Land Use Map for the Unincorporated area of Lake County, (2) recommendations for future land uses for Unincorporated Lake County, including identifying areas appropriate for future development of all types and areas to be maintained as agricultural areas (3) recommendations to address long-term housing needs, including housing types and recommended locations, and (4) recommendations for transportation enhancements, including public transportation options and improved pedestrian and bicycle access.

Additional Items: During the planning process, the Steering Committee may identify additional analyses to be included in the plan.

## **SUBMISSION REQUIREMENTS**

Please submit (via mail or hand delivered) 5 hard copies, including one original signed copy and one electronic copy on a disc or flash drive to:

Board of Commissioners of the County of Lake  
c/o Lake County Auditor  
Lake County Auditor's Office  
Lake County Government Center, Second Floor  
Administration Building  
2293 North Main Street  
Crown Point, Indiana 46307

### **Proposals should include the following:**

1. A completed summary page (see attached form)
2. Name and contact information of the firm/ individual
3. A full statement of the firm or individual's qualifications and those of all team members to be involved with the project
4. A complete description of experience working on similar projects.

5. At least three references for which the firm/ individual has completed similar projects.

6. A proposed timeline for completion of the project.

7. Itemized schedule of fees

8. Completed copies of County Forms 9-14 and 95 (see attached)

#### **RIGHT TO REJECT PROPOSALS**

The selection committee reserves the right to reject all proposals or to withdraw the RFP at any time.



GENERAL INSTRUCTIONS TO QUOTERS

I. MATERIAL INCLUDED

- A. SPECIFICATION
- B. ATTACHMENT A
- C. BID FORM 95 FOR MATERIALS, EQUIPMENT, GOODS OR SUPPLIES, OR BID FORM 96 FOR PROJECTS THAT INVOLVE CONSTRUCTION, LABOR, OR BOARD OF WORKS PROJECTS, OR BID FORM 91 FOR BLANK BOOKS, BLANKS, STATIONERY AND PRINTING.
- D. COUNTY FORM 8 - GENERAL INSTRUCTIONS TO QUOTERS
- E. COUNTY FORM 9 - QUOTERS AFFIDAVIT OF GENERAL INSTRUCTIONS AND SPECIFICATIONS TO QUOTERS
- F. COUNTY FORM 10 - QUOTERS AFFIDAVIT OF EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION
- G. COUNTY FORM 11 - PRICE PREFERENCE SELECTION
- H. COUNTY FORM 12 - QUOTER TOTAL SHEET
- I. COUNTY FORM 13 - QUOTER INFORMATION QUESTIONNAIRE
- J. COUNTY FORM 14 - QUOTER TOTAL CONTENTS
- K. BID FORM \_\_\_\_\_
- L. OTHER - PLEASE SPECIFY \_\_\_\_\_

II. SUBMIT THE QUOTE ON TIME

ALL QUOTES MUST BE SUBMITTED BEFORE 9:30 A.M. ON \_\_\_\_\_  
\_\_\_\_\_

III. SUBMIT THE QUOTE TO THE PROPER OFFICIAL

ALL QUOTES SHALL BE MADE OUT TO THE BOARD OF COMMISSIONERS OF THE COUNTY OF LAKE C/O LAKE COUNTY AUDITOR, AND MAILED OR DELIVERED TO THE LAKE COUNTY AUDITORS OFFICE, LAKE COUNTY GOVERNMENT CENTER, SECOND FLOOR, ADMINISTRATION BUILDING, 2293 NORTH MAIN STREET, CROWN POINT, INDIANA 46307.

IV. INCLUDE ALL OF THE REQUIRED ITEMS IN THE QUOTE PACKET

ITEM 1 - BID FORM

ITEM 2 - AFFIDAVIT OF GENERAL INSTRUCTIONS AND SPECIFICATIONS TO QUOTERS (COUNTY FORM 9)

ITEM 3 - AFFIDAVIT OF EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION (COUNTY FORM 10)

ITEM 4 - PRICE PREFERENCE SELECTION (COUNTY FORM 11)

ITEM 5 - QUOTER TOTAL SHEET (COUNTY FORM 12)

ITEM 6 - QUOTER INFORMATION QUESTIONNAIRE (COUNTY FORM 13)

ITEM 7 - ANY OTHER ITEM REQUIRED BY SPECIFICATIONS (YOU MUST CONSULT THE SPECIFICATIONS FOR ANY ADDITIONAL ITEMS!!!)

V. SUBMIT A PROPERLY IDENTIFIED QUOTE

- A. EACH QUOTE MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE.
- B. EACH ENVELOPE MUST BE CLEARLY MARKED IN THE LEFT HAND BOTTOM CORNER WITH THE FOLLOWING INFORMATION:
  - a. IDENTIFY THE OFFICE OR DEPARTMENT FOR WHICH THE QUOTE IS BEING SUBMITTED.
  - b. IDENTIFY THE QUOTE OR CLASS TYPE FOR WHICH THE QUOTE IS BEING SUBMITTED.
- C. THE QUOTERS NAME AND ADDRESS MUST BE CLEARLY WRITTEN ON THE TOP LEFT SIDE OF THE QUOTE ENVELOPE.
- D. IF MORE THEN ONE QUOTE IS SUBMITTED, EACH QUOTE MUST BE IN A SEPARATE ENVELOPE.

VI. SUBMIT QUOTES BY CLASS

- A. FOR EACH QUOTE THERE ARE ONE OR MORE CLASSES LISTED IN THE SPECIFICATIONS.
- B. THE CONTRACT WILL BE AWARDED TO THE LOWEST RESPONSIBLE AND RESPONSIVE QUOTER FOR EACH CLASS. THE FOLLOWING ARE APPLICABLE DEFINITIONS:
  - 1. RESPONSIBLE QUOTER MEANS ONE WHO IS CAPABLE OF PERFORMING THE CONTRACT REQUIREMENTS FULLY AND WHO HAS THE INTEGRITY AND RELIABILITY THAT WILL ASSURE GOOD FAITH PERFORMANCE.
  - 2. RESPONSIVE QUOTER MEANS ONE WHO HAS SUBMITTED A QUOTE CONFORMING IN ALL MATERIAL RESPECTS TO THE SPECIFICATIONS.



VII. MOST FREQUENT REASONS WHY THE OFFICE OF THE COUNTY ATTORNEY  
RULES THAT QUOTES MUST BE REJECTED

A. FAILURE TO SUBMIT THE QUOTE ON THE PROPER FORM

1. THE STATE BOARD OF ACCOUNTS SPECIFIES WHICH BID FORM MUST BE USED.
2. THE PROPER BID FORM IS IDENTIFIED IN PARAGRAPH I ON PAGE 1 OF THESE INSTRUCTIONS.

B. FAILURE TO SIGN THE BID FORM IN THE TWO (2) REQUIRED PLACES:

1. SIGNATURE IS REQUIRED ON THE NON-COLLUSION AFFIDAVIT.
2. SIGNATURE IS REQUIRED ON THE CONTRACT/PROPOSAL SECTION.

C. FAILURE TO HAVE THE BID NOTARIZED:

THE NON-COLLUSION AFFIDAVIT MUST BE NOTARIZED.

D. FAILURE TO SUBMIT, COMPLETE, AND PROPERLY EXECUTE THE QUOTERS  
AFFIDAVIT OF GENERAL INSTRUCTIONS AND SPECIFICATIONS TO  
QUOTERS (COUNTY FORM 9).

1. COUNTY FORM 9 MUST BE SIGNED.
2. COUNTY FORM 9 MUST BE NOTARIZED.

E. FAILURE TO SUBMIT, COMPLETE, AND PROPERLY EXECUTE THE QUOTERS  
AFFIDAVIT OF EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION (COUNTY  
FORM 10).

1. COUNTY FORM 10 MUST BE SIGNED.
2. COUNTY FORM 10 MUST BE NOTARIZED.

F. FAILURE TO SUBMIT, COMPLETE, AND PROPERLY EXECUTE THE PRICE  
PREFERENCE SELECTION (COUNTY FORM 11).

1. COUNTY FORM 11 MUST BE SIGNED.
2. COUNTY FORM 11 MUST BE NOTARIZED.

G. FAILURE TO SUBMIT, COMPLETE, AND PROPERTY EXECUTE THE QUOTER TOTAL SHEET (COUNTY FORM 12).

1. COUNTY FORM 12 MUST BE SIGNED.
2. COUNTY FORM 12 MUST BE NOTARIZED.
3. THE TOTAL FOR ALL CLASSES MUST BE ENTERED.
4. THE TOTAL MUST BE EITHER TYPED OR WRITTEN IN INK OR BALL POINT. NO PENCIL ENTRIES ARE PERMITTED AND THERE CAN BE NO ERASURES OR CORRECTIONS MADE IN THE "TOTAL ALL CLASSES" SECTION.
5. ANY PRICE PREFERENCE AUTHORIZED UNDER INDIANA LAW MUST BE CLAIMED BY CHECKING THE APPROPRIATE BOX AT THE BOTTOM OF COUNTY FORM 12.

H. FAILURE TO SUBMIT, COMPLETE, AND PROPERLY EXECUTE THE QUOTER INFORMATION QUESTIONNAIRE (COUNTY FORM 13).

1. COUNTY FORM 13 MUST BE FULLY COMPLETED.
2. COUNTY FORM 13 MUST BE TYPEWRITTEN OR PRINTED ONLY.

I. FAILURE TO BE IN GOOD STANDING

1. ANY INDIVIDUAL, PARTNERSHIP, OR CORPORATION FROM OUT OF THE STATE QUOTING ON AN ITEM OR PROJECT SHALL FURNISH PROOF UPON REQUEST SATISFACTORY TO THE BOARD OF COMMISSIONERS OF THE COUNTY OF LAKE THAT THEY OR IT ARE IN GOOD STANDING AND ARE AUTHORIZED TO DO BUSINESS IN THE STATE OF INDIANA.
2. CORPORATIONS MUST BE IN GOOD STANDING WITH THE SECRETARY OF STATE OF INDIANA AND MUST BE AUTHORIZED TO DO BUSINESS IN THE STATE OF INDIANA.
3. ANY BUSINESS UNIT USING AN ASSUMED NAME MUST HAVE FILED AN ASSUMED NAME CERTIFICATE IN ACCORDANCE WITH I.C. 23-15-1-1.

J. FAILURE TO BE CURRENT WITH THE PAYMENT OF REAL AND/OR PERSONAL PROPERTY TAXES:

1. THE BOARD OF COMMISSIONERS OF THE COUNTY OF LAKE SHALL REFER ALL QUOTES TO THE LAKE COUNTY TREASURER PRIOR TO THEIR BEING AWARDED.
2. THE LAKE COUNTY TREASURER SHALL REVIEW ALL CURRENT TAX DELINQUENCIES TO ASCERTAIN WHETHER OR NOT A POTENTIAL VENDOR WHO WOULD BE AWARDED A QUOTE OWES MONEY TO THE COUNTY.
3. IF THE BOARD OF COMMISSIONERS OF THE COUNTY OF LAKE IS NOTIFIED BY THE LAKE COUNTY TREASURER THAT A POTENTIAL VENDOR IS ON THE MOST RECENT TAX WARRANT LIST OR IS DELINQUENT IN ANY FASHION IN PAYMENT OF PERSONAL, REAL ESTATE, OR OWES OTHER TAXES TO THE COUNTY, THE BOARD OF COMMISSIONERS OF THE COUNTY OF LAKE SHALL NOT AWARD THE CONTRACT TO THE QUOTER UNTIL:
  - a. THE VENDOR PROVIDES TO THE BOARD OF COMMISSIONERS OF THE COUNTY OF LAKE WITHIN TEN (10) DAYS OF RECEIVING NOTICE OF DELINQUENCY FROM THE TREASURER, A STATEMENT FROM THE LAKE COUNTY TREASURER VERIFYING AND INDICATING THAT THE VENDOR'S NAME HAS BEEN REMOVED FROM THE DELINQUENT TAX LIABILITY LIST THROUGH THE PAYMENT OF THE TAXES.
  - b. THE BOARD OF COMMISSIONERS OF THE COUNTY OF LAKE SHALL FORWARD A COPY OF ALL CONTRACTS AWARDED BY THE COUNTY TO THE LAKE COUNTY AUDITOR. THE LAKE COUNTY AUDITOR, IF A VENDOR BECOMES DELINQUENT, SHALL WITHHOLD FROM THE DELINQUENT VENDOR CONTRACT PAYMENT, THE AMOUNT OF TAXES THAT BECOME DELINQUENT TO THE AWARDED OF THE CONTRACT.
  - c. THE AUDITOR SHALL PERIODICALLY DEDUCT FROM A VENDOR'S PAYMENT THE AMOUNT OF TAXES OWED THAT ARE DELINQUENT UNTIL SUCH TIME AS THE DELINQUENCIES ARE PAID.

K. FAILURE TO COMPLY WITH ANY OTHER LAW APPLICABLE TO QUOTES :

A QUOTE WILL BE REJECTED FOR ANY REASON NOT SPECIFIED ABOVE THAT REQUIRES QUOTE REJECTION IN ACCORDANCE WITH LOCAL, STATE, AND/OR FEDERAL LAW, REGULATION, STATUTE, OR ORDINANCE.

Q U O T E R S A F F I D A V I T

OF GENERAL INSTRUCTIONS AND SPECIFICATIONS TO QUOTERS

THIS IS TO ACKNOWLEDGE, THAT \_\_\_\_\_  
OF \_\_\_\_\_, HAS READ  
THE GENERAL INSTRUCTIONS TO QUOTERS (COUNTY FORM 8) AND SPECIFICATIONS  
FOR THE QUOTE PREPARED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF  
LAKE AND UNDERSTANDS ALL OF THE ITEMS LISTED IN THE GENERAL INSTRUCTIONS  
AND SPECIFICATIONS.

SIGNED:

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
COMPANY REPRESENTATIVE SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID  
COUNTY AND STATE, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_ .

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

MY COMMISSION EXPIRES: \_\_\_\_\_

RESIDENT OF \_\_\_\_\_ COUNTY

Q U O T E R S A F F I D A V I T  
OF EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION

THIS IS TO ACKNOWLEDGE, THAT \_\_\_\_\_  
OF \_\_\_\_\_ .

1. HAS ADOPTED A POLICY OF EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION IN ALL ASPECTS OF EMPLOYMENT;
2. DOES NOT IN ITS HIRING, ADVANCEMENT, PROMOTION, OR ANY OTHER CONDITION OF EMPLOYMENT DISCRIMINATE BY REASON OF AGE, MILITARY SERVICE, RACE, RELIGION, COLOR, PHYSICAL HANDICAP, POLITICAL AFFILIATION, SEX, NATIONAL ORIGIN, OR ANCESTRY.
3. CERTIFIES THAT ITS AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT PROGRAM IS CURRENT AND IN COMPLIANCE WITH ALL APPLICABLE FEDERAL/STATE/LOCAL LAWS AND INTERPRETATIVE COURT DECISIONS.
4. ACKNOWLEDGES THAT IF AWARDED THE CONTRACT, BREACH OF ANY FEDERAL/STATE/LOCAL EQUAL EMPLOYMENT OR AFFIRMATIVE ACTION PROVISION OF THE UNITED STATES OF AMERICA, THE STATE OF INDIANA, OR THE COUNTY OF LAKE MAY BE REGARDED AS A MATERIAL BREACH OF THE CONTRACT.
5. AGREES TO PROVIDE TO THE COUNTY OF LAKE A COPY OF ITS EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAM WITHIN TEN (10) DAYS OF RECEIPT OF A WRITTEN REQUEST.
6. AGREES TO SUBMIT TO THE COUNTY OF LAKE, AFFIRMATIVE ACTION OFFICER, UPON REQUEST AND PRIOR TO AWARDED OF THE CONTRACT WRITTEN INFORMATION REGARDING THE MINORITY OWNERSHIP OF THE COMPANY.

SIGNED:

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
COMPANY REPRESENTATIVE SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_ .

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

MY COMMISSION EXPIRES: \_\_\_\_\_

RESIDENT OF \_\_\_\_\_ COUNTY

QUOTERS AFFIDAVIT OF PRICE PREFERENCE SELECTION

I. LOCAL BUSINESS PRICE PREFERENCE

- A. This vendor qualifies for the local business preference under IC 5-22-15-20.9 because (please indicate with an "X").
- The principle place of business is in Lake, Porter, Newton, or Jasper County.
- The majority of the businesses payroll is paid to residents of Lake, Porter, Newton, or Jasper County.
- The majority of the businesses employees reside in Lake, Porter, Newton, or Jasper County.
- B. The Vendor claims the following local business price preference based on the vendor's total bid (please indicate with an "X").
- Five 5% percent on the total bid with is less than \$50,000.00.
- Three 3% percent on the total bid which between \$50,000 but less than \$100,000.
- One 1% percent on the bid which is \$100,000 or more.

II. CRITERIA FOR AN INDIANA SMALL BUSINESS

- A. This vendor is an Indiana small business as defined in IC 5-22-14-1 because the vendor (please indicate with an "X").
- Is independently owned and operated, and
- Is not dominant in its field of operation.
- B. This vendor meets both of the criteria in II. A. above and also meets the following criteria (vendor may select only one of the following by placing an "X").
- Is a wholesale business with annual sales in the most recent fiscal year less than \$4,000,000.
- Is a construction business with average annual receipts for the preceding three fiscal years less than \$4,000,000.
- Is a retail business or a business selling services with annual sales and receipts less than \$500,000.
- Is a manufacturing business with less than 100 employees.

III. PRODUCT COMPOSITION PRICE PREFERENCES

- A. A vendor can claim this preference only if the vendor has not claimed the Indiana small business preference in II above.
- B. Product composition price preference (vendor may select only one of the following by placing an "X").
  - \_\_\_ Ten 10% percent under IC 5-22-15-16 for recycled materials.
  - \_\_\_ Ten 10% percent under IC 5-22-15-18 for soy bean oil based ink.
  - \_\_\_ Twenty 20% percent under IC 5-22-15-19 for soy fuel.
  - \_\_\_ Ten 10% percent under IC 5-22-15-23.5 for Indiana farm produce.
  - \_\_\_ Ten 10% percent under IC 5-22-15-20.7 for indoor air quality inspections and evaluations.

SIGNED:

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
COMPANY REPRESENTATIVE SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID  
COUNTY AND STATE, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_ .

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

MY COMMISSION EXPIRES: \_\_\_\_\_

RESIDENT OF \_\_\_\_\_ COUNTY

QUOTER TOTAL SHEET

CLASS NUMBER	DESCRIPTION	CLASS TOTAL
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

TOTAL ALL CLASSES

\$
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∩ ∩

**THE TOTAL FOR ALL CLASSES MUST BE ENTERED OR QUOTE WILL BE REJECTED**

Affidavit by Contractor. By execution of this document I swear under the penalties of perjury that my company does not knowingly employ an unauthorized alien.

SIGNED:

\_\_\_\_\_  
 COMPANY NAME

\_\_\_\_\_  
 COMPANY REPRESENTATIVE SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_.

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

MY COMMISSION EXPIRES: \_\_\_\_\_  
 RESIDENT OF \_\_\_\_\_ COUNTY



**QUOTER INFORMATION QUESTIONNAIRE**

TO BE COMPLETED BY THE QUOTER AND RETURNED WITH THE QUOTE PACKET. **TO BE TYPEWRITTEN OR PRINTED ONLY.**

PLACE A CHECK MARK BY THE ONE THAT APPLIES TO YOUR COMPANY:

- IS YOUR COMPANY:      A)    SOLE PROPRIETORSHIP    \_\_\_\_\_  
                                  B)    PARTNERSHIP                    \_\_\_\_\_  
                                  C)    CORPORATION                 \_\_\_\_\_

IF YOUR COMPANY IS A CORPORATION PLEASE INDICATE BELOW THE COMPANY NAME AND ADDRESS AS IT APPEARS WITH THE INDIANA SECRETARY OF STATE'S OFFICE, CORPORATIONS DIVISION.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE AND ZIP CODE

INDICATE BELOW THE COMPANY ADDRESS WHERE YOU WOULD LIKE ORDERS DIRECTED:

INDICATE BELOW THE COMPANY ADDRESS WHERE YOU WOULD LIKE PAYMENT REMITTED

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE AND ZIP CODE

\_\_\_\_\_  
CITY, STATE AND ZIP CODE

INDICATE BELOW THE NAME OF THE REPRESENTATIVE OR REPRESENTATIVES FROM YOUR COMPANY THAT THE COUNTY OF LAKE SHOULD CONTACT DURING THE COURSE OF THIS QUOTE TO PLACE ORDERS, SEEK INFORMATION, ETC., ALSO INDICATE THEIR TELEPHONE NUMBER(S) AND FAX NUMBER(S).

\_\_\_\_\_  
COMPANY REPRESENTATIVE NAME

\_\_\_\_\_  
COMPANY REPRESENTATIVE NAME

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
FAX NUMBER

Q U O T E R P A C K E T C O N T E N T S

COMPANY NAME: \_\_\_\_\_  
COMPANY ADDRESS: \_\_\_\_\_  
COMPANY CITY/STATE/ZIP: \_\_\_\_\_  
COMPANY TELEPHONE NUMBER: \_\_\_\_\_

IF THE INDICATED ITEMS ARE NOT IN THIS PACKET, IT IS YOUR RESPONSIBILITY FOR IMMEDIATELY NOTIFYING THE LAKE COUNTY AUDITOR AND OBTAINING THE MISSING ITEM.

ITEM	NUMBER OF COPIES	COMPANY REPRESENTATIVE SIGNATURE
1. SPECIFICATION		
2. ATTACHMENT A		
3. COUNTY FORM 8 - GENERAL INSTRUCTIONS TO QUOTERS		
4. COUNTY FORM 9 - QUOTERS AFFIDAVIT OF GENERAL INSTRUCTIONS AND SPECIFICATIONS TO QUOTERS		
5. COUNTY FORM 10 - QUOTERS AFFIDAVIT OF EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION		
6. COUNTY FORM 11 - PRICE PREFERENCE SELECTION		
7. COUNTY FORM 12 - QUOTER TOTAL SHEET		
8. COUNTY FORM 13 - QUOTER INFORMATION QUESTIONNAIRE		
9. BID FORM NUMBER [    ]		
10. OTHER - PLEASE SPECIFY _____		

# Bid, Offer or Proposal for Sale or Lease of Materials

(Defined at I.C. 36-1-2-9.5)

(Please type or print)

Date \_\_\_\_\_

- 1 Governmental Unit \_\_\_\_\_
- 2 County \_\_\_\_\_
- 3 Bidder (Firm) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State \_\_\_\_\_
- 4 Telephone Number: \_\_\_\_\_
- 5 Agent of Bidder (if applicable) \_\_\_\_\_

Pursuant to notices given, the undersigned offers bid(s) to \_\_\_\_\_ (Governmental Unit) in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

\_\_\_\_\_  
Signature of Bidder or Agent

## Bid Offer or Proposal

Attach separate sheet listing each item bid based on specifications published by governing body. Following is an example of the bid format.

Class or Item	Quantity	Unit	Description	Unit Price	Amount

## Non-Collusion Affidavit

STATE OF INDIANA }  
COUNTY OF \_\_\_\_\_ } SS.

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

\_\_\_\_\_  
Bidder (Firm)

\_\_\_\_\_  
Signature of Bidder or Agent

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

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

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

County of Residence \_\_\_\_\_

## Acceptance

There now being sufficient unobligated appropriated funds available, the contracting authority of \_\_\_\_\_ (Governmental Unit) hereby accepts the terms of the attached bid for classes or items numbered \_\_\_\_\_ and promises to pay the undersigned bidder upon delivery the price quoted for the materials stipulated in said bid.

Contracting Authority Members:

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BID OF**

\_\_\_\_\_  
(Contractor)

\_\_\_\_\_  
(Address)

**For Sale or  
Lease of Materials**  
(Defined at I.C. 36-1-2-9.5)

Filed \_\_\_\_\_, 20\_\_\_\_

THIS BID ACCEPTED FOR THE FOLLOWING  
CLASSES OR ITEMS

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

P.O. No. \_\_\_\_\_

Date \_\_\_\_\_

IF NO PART OF BID IS ACCEPTED, WRITE  
THE WORD "REJECTED" ACROSS FACE