



**COUNTY OF COLE
JEFFERSON CITY, MISSOURI**

REQUEST FOR PROPOSAL

2018-31: ECONOMIC DEVELOPMENT SERVICES

SUBMISSIONS SHALL BE ACCEPTED UNTIL

THURSDAY, AUGUST 2 AT 3:30 P.M. LOCAL TIME

AND RECEIVED AT:

**COLE COUNTY COMMISSION
311 EAST HIGH STREET, ROOM 200
JEFFERSON CITY, MO 65101**

Company Name

Direct Contact Name (Typed/Printed)

Mailing Address

Title

City/State/Zip

Email

Office Telephone Number

Direct Line or Extension

I hereby certify that I am submitting the following information on behalf of the above-listed company and understand that by virtue of executing and returning with this response this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of the terms and conditions of this solicitation, all attachments and the contents of any Addendum released hereto. (Submission must be signed in blue ink by an officer or employee having authority to legally bind the respondent.)

Authorized Signature

Authorized Name (Typed/Printed)

Title

Date

REQUEST FOR PROPOSAL

Sealed offers will be accepted by the Cole County Commission for consideration in provision of the following:

2018-31 ECONOMIC DEVELOPMENT SERVICES

Submissions will be received at the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, MO 65101 until 3:30 p.m. on Thursday, August 2, at which time they will be publicly opened and taken under advisement. Bidders should be aware that submissions are public record under state law. Specifications are available at www.colecounty.org.

NEWS TRIBUNE: July 8, 15 & 22
Legal Notices
Cole County Commission
311 East High Street
Jefferson City MO 65101

COLE COUNTY COMMISSION

PURCHASING

311 EAST HIGH STREET, ROOM 200
JEFFERSON CITY, MISSOURI 65101

REQUEST FOR PROPOSAL

1.0 OVERVIEW

1.1 NOTIFICATION. The County of Cole, Missouri (hereinafter “County”) is seeking offers for Economic Development Services from a professional and experienced firm capable of providing consulting for the County Commission in the attraction and retention of businesses and the promotion of the County before the Missouri General Assembly and other State of Missouri governmental bodies. This document constitutes a request for competitive, sealed offers per the Terms and Conditions of Bidding and any special conditions identified herein for the provision of these outlined services.

Respondents are responsible for being thoroughly familiar with all specifications and requirements of this invitation. Failure to examine any relevant document or provision thereof will not relieve the successful respondent from any obligation under this Request for Proposal. Qualified organizations are invited to prepare an offer in response to this invitation and in doing so, concur with all terms, conditions, specifications and addenda to this document unless specifically noted otherwise in a separate section titled “EXCEPTIONS” within their submission.

1.2 PRE-PROPOSAL MEETING. No pre-proposal meeting is anticipated at this time.

1.3 QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATION. Respondents are advised that all questions concerning the meaning or intent of these specifications must be submitted **in writing** and received at least five (5) business days prior to the date scheduled for bid opening. All inquiries shall be directed to:

Jennifer Prenger, Purchasing Agent
jprenger@colecounty.org

As of the issuance date of this solicitation and continuing until the final date for acceptance of submissions, **all respondents or potential respondents are specifically directed not to discuss, hold meetings, conferences, or technical discussions with any County employee for the purpose of responding to this solicitation except as otherwise permitted by this document.** Respondents should not otherwise ask any County official or employee questions about the bid or related issues, either orally or by written communication. Respondents directly contacting other County employees risk elimination from further consideration.

1.4 ISSUANCE OF ADDENDA. Every attempt shall be made to ensure that all written questions receive an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all respondents will be advised of any questions submitted, the County’s response, and any other pertinent information related to this solicitation via the issuance of addenda, which will be posted at www.colecounty.org. All issued addenda are incorporated by reference as if fully set out herein. Respondents are cautioned that the only official position of the County is that which is issued in

these specifications or by addendum thereto; no other means of communication, whether written or oral, shall be construed as a formal or official response or statement.

An addendum may contain information that could affect bid responses. It shall be the responsibility of the respondent to verify whether addenda have been issued prior to submitting an offer and to incorporate that information into their response; the County assumes no liability for respondents' failure to do so. Further, failure to have requested an addendum covering any questions affecting the interpretation of these specifications shall not relieve the awarded party from delivering the completed project, product and/or service in accordance with the intent of these specifications.

1.5 SUBMISSION REQUIREMENTS. A fully executed response, including the specification pages comprising this invitation and any related illustrative documentation and/or all issued addenda shall be:

- submitted in a sealed envelope identified by bid number, bid title, and bid opening date/time;
- complete and signed in blue ink by an official authorized to obligate the agency or company submitting the bid;
- inclusive of one (1) complete original response, one (1) exact duplicate, and one (1) electronic submission of the response on either CD or flash drive.

It is the responsibility of each respondent to deliver its submission to the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri on or before the date and exact time indicated for bid opening. Fax and email submissions will not be considered. Responses will be time and date stamped; those received late will be determined non-responsive and returned unopened to the sender without exception.

1.6 BID OPENING. Submissions will be opened in closed session in the Cole County Commission Chambers at 311 East High Street, Room 200, Jefferson City, Missouri on Thursday, August 2 at 3:30 p.m. local time. Respondents and the public are invited but not required to attend the formal bid opening. All documents will be made available for public inspection, but no decision relating to the award of the contract or agreement will be made at the bid opening.

1.7 ADVICE OF AWARD. Upon bid award by the Cole County Commission, award notification letters with a bid tabulation summarizing responses received will be sent via email to all parties that submitted a response to this invitation.

2.0 TERMS AND CONDITIONS

2.1 INCURRING COSTS. The County shall not pay for any information requested herein nor be obligated or liable for any cost incurred by any respondent in submitting a response.

2.2 RESERVATIONS. The right is hereby reserved to reject any or all submissions for any reason, in part or in whole, received in response to this solicitation; to waive or not waive informalities or irregularities in any response or the bidding procedures; to request supplementary information from respondents as determined necessary to effectively evaluate responses; to cancel this solicitation, advertise for new and/or purchase off of cooperative purchasing contract(s); and to accept, request clarification or further negotiate the terms, conditions and/or methodology of any response if, in the County's sole judgment, the best interests of Cole County will be so served.

2.3 MODIFICATION/WITHDRAWAL. Receipt of written notice or an in-person request from a properly identified individual prior to the official date and time set for bid opening must occur in order to

- modify or withdraw a submission which has been delivered to the office of the Cole County Commission.
- 2.4 **VALIDITY.** Respondents agree that submissions will remain valid for consideration by the County for a minimum period of ninety (90) calendar days after the date specified for bid opening.
- 2.5 **RESPONSE MATERIAL OWNERSHIP.** All material submitted in response to this solicitation becomes the property of Cole County and may be disclosed upon proper Sunshine Law request per 610.021(12) RSMo.
- 2.6 **EXCEPTIONS.** The wording of this invitation may not be changed or altered in any manner. Changes, additions or limiting provisions made on the invitation will render the bid informal and may cause its rejection. Taking exception to any clause in part or in whole does not necessarily disqualify a respondent; any such exception shall be clearly identified and described in full detail in the respondent's submission on a separate page clearly titled "EXCEPTIONS." Any exception will be evaluated and accepted or rejected by the County, whose decision shall be final and conclusive. In the absence of such declaration(s), the response shall be accepted as in strict compliance with all terms, conditions, and specifications requested and the awarded party shall be held responsible for providing the product or service accordingly.
- 2.7 **RESTRICTIVE LANGUAGE.** It shall be the responsibility of respondents to ask questions, request changes or clarification, or otherwise advise the County if any language, specification or requirement of this solicitation appears to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit responses to a single source. Such notification must be directed to the Purchasing Agent and received at least five (5) business days prior to the date set for bid opening.
- 2.8 **INTERPRETATION.** If a respondent has any questions which arise concerning the true meaning or intent of these bid documents, plans or any part thereof which affect the cost, quality, quantity, or character of the project or service, respondent shall request in writing that an interpretation be made and an addendum be issued which shall then be posted at www.colecounty.org. Such inquiries must be directed to the Purchasing Agent and received at least five (5) business days prior to the date set for bid opening. Failure to have requested an addendum covering any questions affecting the interpretations of the bid documents shall not relieve the successful respondent from delivering the product, service or completed project in accordance with the intent of the bid documents. Should any differences arise as to the meaning or intent of these specifications, the County's interpretation shall be final and conclusive.
- 2.9 **EQUIVALENT MATERIAL/EQUIPMENT.** Any listed manufacturer/model number(s) or a definite reference to a particular material or piece of equipment is intended to establish a minimally acceptable design, type, quality, functional capacity, and/or desired performance level. It is to be understood that any equivalent alternate which will perform adequately the duties imposed by the general design may be proposed and bid so long as sufficient details necessary to establish equivalency are included in the submission. Acceptance is subject to approval of the County which may request further information, sample(s) and/or a demonstration prior to bid award. The County shall be the sole judge of equivalency.
- 2.10 **LIKE OR SIMILAR PRODUCT.** The County reserves the right, at its sole discretion, to obtain "like or similar" product(s) and/or service(s) to that which has been specified herein when use of such product or service is deemed in the best interest of the County.
- 2.11 **BID FORMS.** Bids made on anything other than the official bid form(s), if furnished by the County, will render the bid informal and may cause its rejection.

- 2.12 **QUALIFICATIONS OF RESPONDENTS.** Respondents must possess the necessary and appropriate approvals as well as applicable business and/or professional license(s) in their field as necessary to sell the product(s) and/or carry out the work as described herein. The County may make such investigations to this end as deemed necessary; respondents shall furnish to the County all such information and data for this purpose that the County may request. The County reserves the right to reject any submission if the evidence submitted by the respondent or investigation of such respondent fails to satisfy the County that such respondent is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated herein.
- 2.13 **PRICES.** Prices must be stated in units of quantity specified and must be firm. Pricing submitted shall include all cost, of whatever nature, that is involved in achieving the good or service per the bid documents.
- 2.14 **TAX EXEMPTION.** The County is funded by public monies and as such has been approved by the State of Missouri for sales/use tax exempt status. The Missouri tax identification number and certificate is available to the successful respondent upon request.
- 2.15 **ACCEPTANCE.** No equipment, supplies, materials and/or services received by the County pursuant to this solicitation shall be deemed accepted until the County has had reasonable opportunity to inspect. The County reserves the right to reject anything that does not comply with reasonable expectations based on the requirements outlined herein.
- 2.16 **DELIVERY.** The delivery date(s) or when work will start shall be stated in definite terms as they may be taken into consideration when making award. The County reserves the right to cancel all or any part of an order or service if delivery is not made or work not started as guaranteed.
- 2.17 **DEFAULT.** The County reserves the right to cancel any or all of an order or contract if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must contact the County to notify of said delay and arrange an alternate schedule if agreeable to the County. In case of default by the bidder or contractor, the County may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
- 2.18 **REGULATIONS.** In submitting a bid, the respondent warrants that it has complied with all applicable laws, rules, regulations and ordinances of the United States, Missouri or any other governmental authority or agency in providing the product(s) or service(s) specified herein. The awarded party shall bear the responsibility to apply for, pay for, and obtain any permit, license, and/or inspection required.
- 2.19 **APPLICABLE LAW.** In submitting a bid, the respondent warrants that it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other governmental authority or agency in providing the product(s) or service(s) specified herein. Any contract resulting from this solicitation is to be interpreted by the laws of Missouri. The parties agree that the proper forum for litigation arising out of the contract resulting from this solicitation is Cole County, Missouri.
- 2.20 **SHIPPING.** Deliveries shall be F.O.B. destination freight prepaid to Jefferson City, Missouri and included in pricing.
- 2.21 **AS NEEDED, IF NEEDED.** The contractor shall provide the product(s) or service contemplated through this invitation on an “as needed, if needed” basis for the County in accordance with the provisions and requirements stated herein. Any usage quantities included in this request are based

- on estimated need; the County reserves the right to increase or decrease quantities to meet actual needs and maintain the quoted pricing.
- 2.22 **EVALUATION.** The County's sole purpose in the evaluation process is to determine from among the responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment, the firm or contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 2.23 **BASIS OF AWARD.** Award shall be made to the lowest responsible respondent(s) whose offer best responds to the quality, capacity, and service requirements of the County, as determined by the County. Award may be made on an item-by-item basis to the lowest and best offers or award may be made to the lowest and best offer overall, whichever the County determines is in its best interest. The Cole County Commission will make the award decision.
- 2.24 **SUCCESSFUL OFFER AS PART OF CONTRACT.** Offers received in response to this solicitation, at the County's discretion, may be incorporated into the awarded contract and may serve as basic terms and conditions for the ultimate contract. Therefore, applicants are advised that, if successful, they will be held responsible for levels of services proposed at the funding levels quoted. The County reserves the right to not execute a contract following this solicitation and to negotiate modifications or revisions to any awarded contract.
- 2.25 **ASSIGNMENT.** The selected company shall not assign the Contract, subcontract it, or sublet it as a whole without the prior written consent of the County. Assignment, subcontracting, or subletting without such consent will in no way relieve the company of its obligations under this Contract unless specifically stated in writing by the County.
- 2.26 **PREFERENCE.** In making awards, Cole County shall give preference to all firms, corporations, or individuals that maintain office or places of business within the County of Cole when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less.
- 2.27 **FUNDS.** Financial obligations of the County payable after the first fiscal year the system is in place are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting Contract will become null and void, without penalty to the County.
- 2.28 **PROGRESS PAYMENTS.** Periodic progress payments may be made by the County for up to 75 percent (75%) of the total contract prior to final acceptance by the Cole County Commission.
- 2.29 **CHANGE ORDERS.** The final contract between the County and the successful respondent will include, by reference, the awarded party's response and the specifications of this invitation. The County may make changes within the general scope of these specifications and/or the contract resulting from this solicitation, yet all departures from the accepted plans and specifications will be considered unauthorized unless the awarded party has obtained a change order, signed by the Cole County Commission, authorizing and directing such changes or departures. All unauthorized work, and the correction of such work if applicable, shall be at the expense of the firm or contractor. No other individual is authorized to modify the contract in any manner.
- 2.30 **COLLUSION CLAUSE.** Any agreement or collusion among Respondents and prospective Respondents to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the responses of such Respondents void.

2.31 **PUBLIC ADVERTISING.** The successful respondent is specifically denied the right of using in any form or medium the names of Cole County or any other public entity within the County Government for public advertising unless express written permission is granted.

2.32 **COMPLIANCE WITH EMPLOYMENT LAWS.** In connection with the furnishing of supplies or performance of work under this Contract, the company agrees to comply with the Fair Labor Standard Act, Fair Employment Practices, Equal Opportunity Employment Act, and all other applicable Federal and State laws and further agrees to insert the foregoing provisions in all subcontracts awarded hereunder. Respondents are informed pursuant to Section 285.530, RSMo, as a condition of the award of any contract in excess of five thousand dollars (\$5000.00), the successful bidder shall, by sworn affidavit and the provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services. Successful Respondents shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection to the contracted services.

2.33 **COOPERATIVE PROCUREMENT.** Respondents may choose whether or not to participate in cooperative purchasing. Various State Agencies, City, and County offices may or may not request an unknown quantity of goods or services under this agreement during the bid period or resulting agreement period at the same prices, terms and conditions stated herein.

It is agreed and understood that each participating political subdivision will make its own separate contract with the successful respondent, that each participating political subdivision shall only be liable to the successful respondent for materials or supplies contracted for by that political subdivision without any liability for purchases contracted for by any other participating political subdivision, and each successful respondent shall be required to bill each participating political subdivision directly for those materials, supplies or services which it has purchased.

In the event of any dispute between a political subdivision and a successful bidder arising after a contract of purchase has been executed, such dispute shall be handled by and between the particular political subdivision affected and the contractor.

2.34 **CONTRACT TERMINATION.**

2.34.1 **TERMINATION FOR DEFAULT.** If, through any cause, the awarded party shall fail to fulfill, in a timely and proper manner, its obligations under the contract resulting from this solicitation, or if the awarded party shall violate any of the covenants, agreements, or stipulations of said contract, the County shall thereupon have the right to terminate this contract for cause by giving written notice to the awarded party of its intent to terminate and at least ten (10) calendar days to cure the default or show cause why termination is otherwise not appropriate. In the event of termination, all finished or unfinished documents, data, studies, survey, drawings, maps, models, photographs, and reports or other material prepared by the awarded party under this contract shall, at the option of the County, become its property, and the awarded party shall be entitled to receive just and equitable compensation for any services and supplies delivered and accepted. The awarded party shall be obligated to return any payment advanced under the provisions of this contract.

Notwithstanding, the awarded party shall not be relieved of liability to the County any damages sustained by the County by virtue of any breach of the contract by the awarded party, and the County may withhold any payment to the awarded party for the purpose of mitigating its damages until such time as the exact amount of damages due the County from the awarded party is determined.

If after such termination it is determined, for any reason, that the awarded party was not in default, or that the awarded party's action/inaction was excusable, such termination shall be treated as a termination for convenience.

2.34.2 TERMINATION FOR CONVENIENCE. The performance of work under the contract resulting from this solicitation may be terminated by the County in whole or in part at such time that the Cole County Commission determines that such termination is in the best interest of the County. Any such termination will be affected by delivery to the awarded party of a letter of termination specifying the extent to which performance of work under the contract is terminated and the date upon which such termination is effective.

After receipt of a termination letter the awarded party will:

- Stop work on the contract on the date and to the extent specified in the letter.
- Place no further orders for materials, services or facilities except as may be necessary to complete any portions of the work under contract not terminated.
- Complete on schedule such part of the work as will not be terminated.

3.0 STATEMENT OF PURPOSE

3.1 OVERVIEW. The County of Cole, Missouri (hereinafter "County") is seeking the services of an experienced professional qualified individual or organization capable of providing:

3.1.1 CONSULTING. Professional Governmental Consulting, Legislative Services and Professional Consulting that promote the County before the Missouri General Assembly and other State of Missouri governmental bodies.

3.1.2 BUSINESS DEVELOPMENT. Annual outreach activities, identification of development goals and priorities necessary to support, attract and retain companies of all size and industry.

3.2 TERM. This Request for Proposal (RFP) has been issued for the sole purpose of establishing a one (1) year contract, renewable for up to two (2) additional one-year periods at the sole discretion of the County, for the provision of Government Relations, Business Development and Marketing Strategy.

3.3 RESPONDENT QUALIFICATIONS. All respondents must certify that the personnel to be performing services for the County are or shall be properly registered with the State of Missouri as per State Statute and shall further comply with all applicable Federal, State, City and Local laws which govern conflict of interest and lobbying activities. Without limiting the foregoing, the successful respondent shall file in a complete and timely manner all registrations and reports required by Missouri conflict of interest/lobbying laws.

3.4 PROFESSIONAL SERVICES. The successful respondent shall perform all services under this contract as an Independent Contractor and shall have sole responsibility for determining the manner in which services are performed. The County understands and agrees that the successful respondent shall not have its work schedule set by the County nor be subject to supervision by the County in the performance of these services. The successful respondent shall understand and agree that it will not be eligible for coverage under any County benefit plan as a result of this agreement and that it will bear the responsibility to supply its own office equipment, materials, etc., as needed and at its own expense.

The professional services shall include, but not be limited to:

- 3.4.1 Engage as an active member representing the County on any or all directed projects the County is currently working on or analyzing future opportunities;
- 3.4.2 When determined appropriate, represent the County on local or state economic development panels or committees;
- 3.4.3 Develop a community relations plan for the County to work with the City of Jefferson, local Chamber and key influencer group officials to execute County priorities;
- 3.4.4 Develop a message strategy for media inquiries, draft press releases and work with media on any requests for County statements. Design, prepare and distribute community and County promotional materials;
- 3.4.5 Write and submit grants on behalf of the County for state and federal opportunities as they arise with potential benefit to the County;
- 3.4.6 Develop a marketing strategy identifying growth areas of the County which then can be marketed state and nationwide;
- 3.4.7 Participate in industrial relations, business development activities and community support and development;
- 3.4.8 Prepare, present and deliver an annual government, economic development, and industrial relations work plan for each contract year outlining specific tasks, activities and deliverables agreed to by the parties at time of contract renewal;
- 3.4.9 Consult with the County Commission prior to legislative session to determine agenda;
- 3.4.10 Recommend lobbying efforts in upcoming legislative session(s) to achieve agenda goals;
- 3.4.11 Monitor and provide advice, including recommendations, to the County Commission on legislation scheduled for upcoming legislative session which would affect the County in either a positive or negative manner;
- 3.4.12 Provide weekly updates during the Missouri legislative session on issues of importance to the County. Secure sponsorship of bills and/or amendments needed to further the County agenda;
- 3.4.13 Work with legislative staff and members to advocate passage of said bills and/or amendments, work with the Governor's office during bill review process to advocate final passage of positive legislation or veto of negative legislation;
- 3.4.14 Successful respondent agrees not to represent or lobby on behalf of any group with interests which the County deems to conflict with the County's best interest. If successful respondent wishes to act as a contractor for such a company or group, they must first seek and receive explicit permission in writing at the discretion of the County.
- 3.4.15 Should any active lobbying assignment extend past the contract termination date, that contract shall be extended until completion of such assignment only after County Council approval.

4.0 PROPOSAL SUBMISSION REQUIREMENTS

To facilitate comparison of proposals, respondents must submit offers in a format that corresponds with the sections outlined below. Failure to provide all requested items might be sufficient cause for non-acceptance of the Proposal and/or subtraction of points in the area(s) where required information is missing.

Each page of the proposal should state the name of the respondent, the RFP number and the page number. All pages of the RFP must be initialed by an officer of the company represented.

4.1 **TITLE PAGE** (*PAGE 1 OF THIS DOCUMENT*)

4.2 **TABLE OF CONTENTS WITH PAGE NUMBERS**

4.3 **LETTER OF TRANSMITTAL.** The letter of transmittal should be limited to three pages and should include:

4.3.1 **HISTORY.** A brief description of the respondent's organization and business history and number of years in operation;

4.3.2 **BACKGROUND.** An understanding of the work to be performed and the respondent's background in such work;

4.3.3 **CONTACT INFORMATION.** The name, telephone number and email address of the contact person(s) with the authority to respond to questions.

4.4 **FIRM PROFILE.** Provide a narrative introducing and describing the role and pertinent experience of each key individual in your firm's organization that will be assigned to the County. Provide an organizational chart showing functional relationships between the vendor, including all staff to be assigned to the County. Show the lines of communication, authority and assigned responsibility.

4.5 **APPROACH.** Submit a brief work plan to accomplish each service item outlined in Section 3.4 and documents any successful results on past similar assignments.

4.6 **REFERENCES.** Provide references of a similar size and scope with which you or your organization is currently involved or for which it has performed similar services successfully within the past 5 years. Please include the following for each reference:

4.6.1 Name of government entity/organization

4.6.2 Service dates

4.6.3 Name, title, address, email and phone number of contact person

4.6.4 Status

4.7 **PROJECT MANAGEMENT.** Provide evidence of the firm's ability to manage projects simultaneously and expeditiously; approach to problem/task resolution; and methodology/data gathering techniques and procedures; and teamwork.

4.8 **ADDITIONAL INFORMATION.** If desired, the respondent may provide any information deemed pertinent to the County's evaluation of responses in addition to the information requested.

4.9 **ANTI-COLLUSION STATEMENT** (*FORM ATTACHED*).

4.10 **COMPENSATION.** The respondent shall provide a not-to-exceed annual fee for the Professional Governmental Consulting Services described herein. Any increases for subsequent renewal periods must be reflected in the cost proposal. The successful respondent must receive approval from the County prior to performing any services outside of the scope of this invitation via change order (as described in Section 2.29) in order to receive payment for their services.

ANTI-COLLUSION STATEMENT

STATE OF _____)

COUNTY OF _____)

_____ being first

duly sworn, deposes and says that he/she is _____
(title of person signing)

of _____

(Name of Bidder)

that all statements made and facts set out in the proposal for the attached bid are true and correct; and that the bidder (the person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid of any contract which result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the attached bid .

(BY) _____

(BY) _____

Sworn to before me this _____ day of _____, 20 ____

Notary Public

My Commission expires: _____