



**LOS ALAMOS COUNTY
PROCUREMENT DIVISION**

101 Camino Entrada, Building 3, Los Alamos, New Mexico 87544
(505) xxx-xxxx

Advertised: **Month, Date, Year**
Closing Date: **Month, Date, Year**

Mandatory/Non-Mandatory Pre-Proposal Conference: **Month, Date, Year**

Request for Proposals (RFP)

RFP Number: **Year-xxxx**

RFP Name: **Comprehensive Plan Update:**

Public Outreach & Facilitation, Research & Statistical Analysis, and Graphic Design Services

GENERAL INFORMATION

1. Sealed proposals in **one** clearly labeled unbound original, and one electronic version on a USB flash drive or CD, will be received at the Office of the Purchasing Agent, Procurement Division - 101 Camino Entrada, Building 3, Los Alamos, NM 87544, until **2:00 p.m. Mountain Time, September 25, 2015** for this solicitation. Clearly mark the RFP Number and Name on the outside of the sealed proposal. The USB flash drive or CD should be clearly identified. It is the responsibility of the offeror to assure that the information submitted in both its written response and the electronic version are consistent and accurate. If there is a discrepancy, the information provided in the written response shall govern.
2. The Incorporated County of Los Alamos ("County") invites Proposals from all qualified respondents. No Proposal may be withdrawn after the scheduled closing time. Proposals will not be accepted after the scheduled closing time. **Please make note of the submittal requirements outlined in this solicitation.** Read and follow the instructions carefully. **Include the required documents provided in this RFP as part of your submittal packet.** Any misinterpretation or failure to comply with the submittal requirements could result in rejection of the proposal. Proposal preparation is at the Offeror's expense.
3. Any change(s) to the solicitation will be conveyed through the written addenda process. Read carefully and follow all instructions provided on any addendum, as well as the instructions provided in the original solicitation.
4. County reserves the right, at its sole discretion, to accept or reject any proposals; to waive any and all irregularities in any or all statements or proposals; to request additional information from any or all respondents; and to award a contract to the responsible Offeror whose proposal is most beneficial to County. While County intends to execute a contract for the services listed herein, nothing in this document shall be interpreted as binding County to enter into a contract with any Offeror or Proposer.

CONTACT INFORMATION

1. For project-specific information, contact **Tamara Baer**, at tamara.baer@lacnm.us; (505) 662-8055.
2. For procurement process information, contact **Buyer Name**, Title at first.last@lacnm.us; (505) xxx-xxxx.

NEED STATEMENT

Los Alamos County is seeking consultant services for a public outreach and participation process to update the comprehensive plan. In addition **to the public outreach and facilitation process** ~~to providing full services associated with the defined scope of services~~, the consultant shall also provide needed planning analysis, as well as advise staff, edit, illustrate and provide graphic design production services for the comprehensive plan.

BACKGROUND

The Incorporated City and County of Los Alamos ("County") is situated at the foot of the Jemez Mountains on the Pajarito Plateau with an elevation ranging from 6,200 feet to 9,200 feet. Two distinct communities, Los Alamos Town site and White Rock, each with its own visitor center, are home to ~18,000 people. Los

Alamos is mostly known for the historic accomplishments of its largest employer, Los Alamos National Laboratory, and continues to gain notice for its vast scenic assets and recreational opportunities.

Visit the Los Alamos County website (www.losalamosnm.us) and the comprehensive plan website (<https://www.losalamosnm.us/projects/cdd/Pages/ComprehensivePlan.aspx>) for more information.

SCOPE OF SERVICES

- 1) Public Process Facilitation
 - a) Public outreach (~~entertainment & education~~ **advertising & engagement**)
 - i) Generate and maintain a dedicated comprehensive plan website
 - ii) Prepare and place ad in local media (LA Daily Post, LA Monitor and KSRN) advertising the dedicated website, the Planning and Zoning meetings, and all open meetings when comprehensive plan is discussed – include a budget allowance of **\$40,000** for advertising purposes in proposal cost responses
 - iii) Reach out to participants of past comprehensive plan efforts
 - iv) Reach out to **LANL**, local public schools, Los Alamos Commerce and Development Corporation, MainStreet Futures, and local service groups
 - v) Reach out to all county boards and commissions, Creative District, White Rock Committee, and County contracted service organizations to spread word of the website to special interest groups
 - vi) Send via US Mail an all household mailing advertising plan overview and dedicated website
 - b) Public input (**listening & identification of issues**)
 - i) Prepare and implement a statistically valid survey (**two**) to ~~validate~~ **determine current relevance of** the 2005 adopted Comprehensive Vision Statement and Policy Plan plus other global questions, **establishing priorities**
 - ii) Prepare and facilitate 16 total meetings in Los Alamos (average one Planning and Zoning or Council meeting ~~and one open public meeting~~ per month for eight months **and eight public meetings, with timing to be determined**) – provide unit costs for potential additional meetings in Los Alamos in person and by video conferencing on Exhibit 4
 - iii) Update the dedicated comprehensive plan website weekly and allow for public subscribers to receive email updates. IP address tracking feature to ensure feedback is coming from Los Alamos is required.
 - c) Deliverable documents/reports
 - i) Provide printed and electronic PDF copies of all surveys and results, meeting minutes (except Planning and Zoning meetings) and document all public input, and website content
 - ii) Provide an analysis of all the public input including categories or themes and tallies
 - iii) Identify gaps in existing comprehensive plan content, analysis, and future area plan needs

County staff will:

- Consolidate and draft comprehensive plan chapters based on adopted plans in preparation of public outreach.

Contracted consultant will:

- Become familiar with the contents of the 1987 adopted comprehensive plan document and subsequent Council approved comprehensive plan and associated documents.
- Craft the details of, gain consensus, and publicize the public input opportunities in coordination with County staff.
- Execute the public outreach and input process.
- Produce defined deliverables.

2) Analysis

- a) Possible **Up to ten (10)** areas that might merit additional data and policy analysis to include as placeholders in preparing proposal responses for budgeting purposes. **Examples include:**
 - i) New housing development potential under existing zoning – analysis of mixed use zoning and potential housing development and units
 - ii) Transitional **density proximity** analysis – ~~where are the transitional zones~~ **how to guide/regulate transition** between ~~low density housing~~ **low-impact uses** and ~~higher density and/or non-housing~~ **higher impact** uses that could accommodate a transitional density allowance or accommodation — or a density range **through design and development standards**
 - iii) —
 - iv) ~~Vacant land inventory suitable for housing or already zoned~~
 - v) ~~No net loss of housing policy — baseline analysis and on-going mechanisms to ensure compliance and tracking~~
 - vi) ~~Potential of accessory housing units — zoning analysis and potential unit capacity~~
 - vii) ~~Density bonus policy and potential for inclusionary housing ordinance~~
 - viii) —
- 3) **Graphic Design and Document Approval** Support
- a) In preparation of draft chapters, generation of analysis, and compiling a final comprehensive plan document, it is anticipated the County will need editing, illustrative, and graphic design production services as part of this effort.
 - b) **Attend up to three County Council meetings and present progress and outcomes.**

INFORMATION RELATED TO THE SCOPE OF WORK

Project Purpose

State statutes and the County Code require that the County have and maintain a Comprehensive Plan, and give the responsibility for plan updates to the Planning and Zoning Commission subject to final approval by the County Council. While the Community Development Department and the Planning and Zoning Commission have updated some sections of the plan over the last several years, other sections still date to the last complete revision in 1987. The purpose of this project is to complete and adopt a new comprehensive plan, including identifying gaps where subject areas or specific projects will be completed through future efforts.

Project Timeline

The County desires a process that ~~is completed in~~ **completes the scope of work as outlined in this RFP within** twelve months or less upon award of contract.

PROPOSAL REVIEW AND EVALUATION

Proposals shall be handled so as to prevent disclosure of the identity of any Offeror or the contents of any proposal to competing Offerors during the process of negotiation.

After the RFP has closed, Procurement Division staff prepares a register of proposals containing the name of each Offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of proposals is open to public inspection only after contract award. Procurement Division staff delivers the RFP submittals to the Evaluation Committee Chairperson. The Evaluation Committee reviews and evaluates the submittals. Interviews are only for the purpose of clarification, and may be used for adjusting the final score. Discussions may be conducted with responsible offerors who submit proposals determined to be reasonably likely to be selected for award for the purpose of clarification to ensure full understanding and conformation with solicitation requirements for the purpose of obtaining best and final offers. The Evaluation Committee Chairperson forwards the final evaluation results to the Procurement Division. Award shall be made to the responsible Offeror whose proposal is determined in writing by the Evaluation Committee to be the most advantageous to the County, taking into consideration the evaluation criteria set forth in the solicitation.

AWARD OF SOLICITATION

Following award of the solicitation by County Council, the successful Offeror will be required to execute a contract with County in accordance with the terms and conditions set forth in the Services Agreement, a sample of which is attached as Exhibit "A". Offeror may identify any exception or other requirements to the terms and provisions in the Services Agreement, along with proposed alternative language addressing the exception; County may, but is not required to, negotiate changes in contract terms and provisions. The Services Agreement as finally agreed upon must be in form and content acceptable to County.

PROCUREMENT PREFERENCES

Preferences in purchasing by formal bid, or request for proposal or qualifications shall be in accordance with New Mexico Statutes, Section 13-1-21 NMSA 1978 et al. Offeror must provide a copy of state-issued preference certificate if requesting a preference.

ILLEGAL ACTS

The Los Alamos County Procurement Code, Article 9, imposes remedies and penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

CERTIFICATION FORM REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

An Offeror shall complete the Certification Regarding Debarment, Suspension, and Other Responsibility Matters Form, attached as Exhibit "1", and submit with the proposal. This Form serves as a warrant of the vendor's responsibility, and may not necessarily preclude the vendor from consideration for award.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

A Campaign Contribution Disclosure Form is attached as Exhibit "2". The Offeror is requested to complete and submit with the proposal. If Form is not submitted with the proposal, upon award, Contractor must submit this form, in accordance with Chapter 81 of the laws of 2006 of the State of New Mexico.

VERIFICATION OF AUTHORIZED OFFEROR

A Verification of Authorized Offeror Form is attached as Exhibit “3”. The Offeror is requested to complete and submit with the proposal. This Form provides County with the name and information of the authorized Officer who can obligate the selected firm in providing the services to Los Alamos County.

PROPOSAL EVALUATION CRITERIA:

	Criteria	Weighted Points
1	Experience with similar type projects	30
2	Assigned staff experience with similar type projects	10
3	Responsiveness to Specified Needs	20
4	Graphic design and layout aesthetic appeal and quality	10
5	Cost	10
6	Project understanding and approach	20
	Total Score	100

PROPOSAL FORMAT AND CONTENT

Submitted proposals shall at a minimum include:

1. Information about the proposer’s relevant technical ability and experience.
2. Information about the assigned staff’s relevant technical experience and abilities to perform the requested scope of work.
3. A proposed comprehensive plan public outreach plan and **compressed** timeline based on the defined scope of services.
4. A sample comprehensive plan graphic design and layout.
5. A detailed cost proposal for the included scope of services as described including at a minimum a total amount for each identified category of services and an overall lump sum cost excluding New Mexico Gross Receipts Tax. Also include a not-to-exceed amount for reimbursable expenses and associated unit costs on Exhibit 5.
6. An assessment of the outlined scope of services including suggestions of possible enhancements to the process and associated unit costs and hourly rates on the attached Exhibit 4.

Exhibit "A"

SAMPLE

RFP NO: xxxx-xxxx

RFP Name: Comprehensive Plan Update Services

AGRXX-XXXX



INCORPORATED COUNTY OF LOS ALAMOS SERVICES AGREEMENT *insert applicable sample here*

This SERVICES AGREEMENT (this "Agreement") is entered into by and between the Incorporated County of Los Alamos, an incorporated county of the State of New Mexico ("County"), and _____, a _____ corporation ("Contractor"), to be effective for all purposes _____, xxxx.

WHEREAS, [FOP RFP'S] -- the County Purchasing Agent determined in writing that the use of competitive sealed bidding was either not practical or not advantageous to County for procurement of the Services and County issued Request for Proposals No. xxxx-_____ (the "RFP") on _____, requesting proposals for _____, as described in the RFP [FOR SMALL PSA'S] -- procurement of the Services was made in accordance with Los Alamos Procurement Code Sec. 31-103 Small Purchases. [FOR SOLE SOURCE PROCUREMENTS] -- the County purchasing agent determined in writing, after conducting a good faith review of available sources, that there is only one source for the Services; and

[FOR RFP'S ONLY] -- WHEREAS, Contractor timely responded to the RFP by submitting a response dated _____ ("Contractor's Response");

WHEREAS, based on the evaluation factors set out in the RFP, Contractor was the successful Offeror for the services listed in the RFP;

[FOR CONTRACTS MORE THAN \$200,000.00] -- WHEREAS, the County Council approved this Agreement at a public meeting held on _____;

WHEREAS, Contractor will provide the Services, as described below, to County.

NOW, THEREFORE, for and in consideration of the premises and the covenants contained herein, County and Contractor agree as follows:

SECTION A. SERVICES:

- 1. Contractor Services.
2. Deliverables.

SECTION B. TERM: The term of this Agreement shall commence _____ and shall continue through _____, unless sooner terminated, as provided herein. [At County's sole option the Agreement may be renewed for up to three (3) consecutive one-year periods, unless sooner terminated, as provided therein.]

SECTION C. COMPENSATION:

- 1. Amount of Compensation. County shall pay compensation for performance of the Services in an amount not to exceed _____ dollars (\$_____), which amount does not include applicable New Mexico gross receipts taxes ("NMGR"). Compensation shall be paid in accordance with the rate schedule set out in Exhibit "A," attached hereto and made a part hereof for all purposes.

- 2. Monthly Invoices.** Contractor shall submit itemized *[monthly]* invoices to County's Project Manager showing amount of compensation due, amount of any NMGRT, and total amount payable. Payment of undisputed amounts shall be due and payable thirty (30) days after County's receipt of the invoice.

SECTION D. TAXES: Contractor shall be responsible for remittance of the NMGRT levied on the amounts payable under this Agreement.

SECTION E. STATUS OF CONTRACTOR, STAFF, AND PERSONNEL: This Agreement calls for the performance of services by Contractor as an independent contractor. Contractor is not an agent or employee of County and will not be considered an employee of County for any purpose. Contractor, its agents or employees shall make no representation that they are County employees, nor shall they create the appearance of being employees by using a job or position title on a name plate, business cards, or in any other manner, bearing the County's name or logo. Neither Contractor nor any employee of Contractor shall be entitled to any benefits or compensation other than the compensation specified herein. Contractor shall have no authority to bind County to any agreement, contract, duty or obligation. Contractor shall make no representations that are intended to, or create the appearance of, binding County to any agreement, contract, duty, or obligation. Contractor shall have full power to continue any outside employment or business, to employ and discharge its employees or associates as it deems appropriate without interference from County; provided, however, that Contractor shall at all times during the term of this Agreement maintain the ability to perform the obligations in a professional, timely and reliable manner.

SECTION F. STANDARD OF PERFORMANCE: Contractor agrees and represents that it has and will maintain the personnel, experience and knowledge necessary to qualify it for the particular duties to be performed under this Agreement. Contractor shall perform the Services described herein in accordance with a standard that exceeds the industry standard of care for performance of the Services.

SECTION G. DELIVERABLES AND USE OF DOCUMENTS: All deliverables required under this Agreement, including material, products, reports, policies, procedures, software improvements, databases, and any other products and processes, whether in written or electronic form, shall remain the exclusive property of and shall inure to the benefit of County as works for hire; Contractor shall not use, sell, disclose, or obtain any other compensation for such works for hire. In addition, Contractor may not, with regard to all work, work product, deliverables or works for hire required by this Agreement, apply for, in its name or otherwise, any copyright, patent or other property right and acknowledges that any such property right created or developed remains the exclusive right of County. Contractor shall not use deliverables in any manner for any other purpose without the express written consent of the County.

SECTION H. EMPLOYEES AND SUB-CONTRACTORS: Contractor shall be solely responsible for payment of wages, salary or benefits to any and all employees or contractors retained by Contractor in the performance of the Services. Contractor agrees to indemnify, defend and hold harmless County for any and all claims that may arise from Contractor's relationship to its employees and subcontractors.

SECTION I. INSURANCE: Contractor shall obtain and maintain insurance of the types and in the amounts set out below throughout the term of this Agreement with an insurer acceptable to County. Contractor shall assure that all subcontractors maintain like insurance. Compliance with the terms and conditions of this Section is a condition precedent to County's obligation to pay compensation for the Services and Contractor shall not provide any Services under this Agreement unless and until Contractor has met the requirements of this Section. County requires Certificates of Insurance or other evidence acceptable to County that Contractor has met its obligation to obtain and maintain insurance and to assure that subcontractors maintain like insurance. General Liability Insurance and Automobile Liability Insurance shall name County as an additional insured.

- 1. General Liability Insurance:** \$1,000,000 combined single limit per occurrence; \$2,000,000 aggregate.
- 2. Workers' Compensation:** In an amount as may be required by law. County may immediately terminate this Agreement if Contractor fails to comply with the Worker's Compensation Act and applicable rules when required to do so.

3. **Automobile Liability Insurance for Contractor and its Employees:** An amount at least equal to the minimum required by state law on any owned, and/or non-owned motor vehicles used in performing Services under this Agreement.
4. **Professional Liability Insurance: Insert appropriate language here if applicable.**
5. **Other types of insurance which are project specific. Check with Risk Manager when needed.**

SECTION J. RECORDS: Contractor shall maintain, throughout the term of this Agreement and for a period of six (6) years thereafter, records that indicate the date, time, and nature of the services rendered. Contractor shall make available, for inspection by County, all records, books of account, memoranda, and other documents pertaining to County at any reasonable time upon request.

SECTION K. APPLICABLE LAW: Contractor shall abide by all applicable federal, state and local laws, regulations, and policies and shall perform the Services in accordance with all applicable laws, regulations, and policies during the term of this Agreement. In any lawsuit or legal dispute arising from the operation of this Agreement, Contractor agrees that the laws of the State of New Mexico shall govern. Venue shall be in the First Judicial District Court of New Mexico in Los Alamos County, New Mexico.

SECTION L. NON-DISCRIMINATION: During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of the obligations of Contractor under this Agreement, with regard to race, color, religion, sex, age, ethnicity, national origin, sexual orientation or gender identity, disability or veteran status.

SECTION M. INDEMNITY: Contractor shall indemnify, hold harmless and defend County, its Council members, employees, agents and representatives, from and against all liabilities, damages, claims, demands, actions (legal or equitable), and costs and expenses, including without limitation attorneys' fees, of any kind or nature, arising from Contractor's performance hereunder or breach hereof and the performance of Contractor's employees, agents, representatives and subcontractors.

SECTION N. FORCE MAJEURE: Neither County nor Contractor shall be liable for any delay in the performance of this Agreement, nor for any other breach, nor for any loss or damage arising from uncontrollable forces such as fire, theft, storm, war, or any other force majeure that could not have been reasonably avoided by exercise of due diligence.

SECTION O. NON-ASSIGNMENT: Contractor may not assign this Agreement or any privileges or obligations herein without the prior written consent of County.

SECTION P. LICENSES: Contractor shall maintain all required licenses including, without limitation, all necessary professional and business licenses, throughout the term of this Agreement. Contractor shall require and shall assure that all of Contractor's employees and subcontractors maintain all required licenses including, without limitation, all necessary professional and business licenses.

SECTION Q. PROHIBITED INTERESTS: Contractor agrees that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contractor further agrees that it will not employ any person having such an interest to perform services under this Agreement. No County Council member or other elected official of County, or manager or employee of County shall solicit, demand, accept or agree to accept a gratuity or offer of employment contrary to Section 31-282 of the Los Alamos County Code.

SECTION R. TERMINATION:

1. **Generally.** County may terminate this Agreement with or without cause upon ten (10) days prior written notice to Contractor. Upon such termination, Contractor shall be paid for Services actually completed to the satisfaction of County at the rate set out in Section C. Contractor shall render a final report of the Services performed to the date of termination and shall turn over to County originals of all materials prepared pursuant to this Agreement.

*****This document should be returned with RFP submittal.*****

(1) I or We, _____ (the "Vendor") hereby certify to the best of our knowledge and belief that neither the Vendor nor any of its principals:

- (a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal, state, or local department or agency;
- (b) have, within a 3-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for - commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery; falsification or destruction of records; making false statements; or receiving stolen property;
- (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) have within a 3-year period preceding this Application had one or more public transactions (federal, state, or local) terminated for cause or default.

(2) If we are unable to certify to any of the statements in this certification, we shall attach an explanation hereto.

(3) Certification to any of the statements in this certification will be thoroughly reviewed, and may not necessarily preclude the Vendor from consideration for award.

(4) Falsification of any statement in this Form shall constitute grounds for non-consideration of the vendor's proposal or rescinding of a contract award.

Date

Authorized Representative's Signature

Print Name

Print Title

Exhibit “2”

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

RFP NO: xxxx-xxxx

RFP Name: Comprehensive Plan Update Services

*****This document should be returned with RFP submittal.*****

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“**Applicable public official**” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“**Campaign Contribution**” means a gift, subscription, loan, advance or deposit of money or other things of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“**Contract**” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“**Family member**” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“**Pendency of the procurement process**” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“**Person**” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“**Prospective contractor**” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“**Representative of a prospective contractor**” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS: (Report any applicable **contributions** made to the following - COUNTY COUNCILORS: Kristin Henderson, David Izraelevitz, Rick Reiss, Susan **O’Leary, Berting,** Pete Sheehey, Steve Girrens, or James Chrobocinski)

Contribution Made by: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(The above fields are unlimited in size)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

**Exhibit “3”
VERIFICATION OF AUTHORIZED OFFEROR**

