

REQUEST FOR PROPOSALS

LAKE COUNTY ZONING & SUBDIVISION ORDINANCE AMENDMENT

March 20, 2019



2293 N. Main Street
Crown Point, Indiana 46307
(219) 755-3700
www.lakecountyin.org

INTRODUCTION

The Advisory Lake County Plan Commission, Lake County Board of Commissioners, and Lake County Council have recently completed a new Comprehensive Plan for Unincorporated Lake County, Indiana.

The Advisory 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 an update/amendment to both its Zoning and Subdivision Ordinances for Unincorporated Lake County, Indiana. Both Ordinances may be located on the webpage identified below.

BACKGROUND

The Advisory Lake County Plan Commission is comprised of nine (9) members. The Commission oversees planning, zoning, land use, building, and other land planning activities and issues for the Unincorporated areas of Lake County, Indiana. For more information please visit the County's website at <https://www.lakecountyin.org/portal/media-type/html/group/planning-commission/page/default.psm1>

PROPOSAL TIMELINE

Questions regarding RFP: Questions regarding the RFP should be submitted via email to kovacnx@lakecountyin.org by May 6, 2019, 10:00 AM (CST).

Answers to questions: 4:30 PM (CST), May 13, 2019

Deadline for submittals: 9:30 AM (CST), May 31, 2019

Proposal Evaluation: June 3, 2019 - June 14, 2019

Interviews: June 17, 2019 - June 28, 2019

Award Date: July 3, 2019

SCOPE OF WORK

Public Comment, Meetings & Presentations:

A Steering Committee of the Lake County Plan Commission has been established. The Steering Committee will be comprised of members with representatives from the County Commissioners, County Council, County Surveyor, and County Plan

Commission, with input from the Plan Commission Staff. Regularly scheduled meetings with the Steering Committee will be necessary throughout the update-making process to guide the development of the Ordinances. Steering Committee meetings will be held as needed prior to the Plan Commission and Board of Zoning Appeals meetings, which are 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.

During the required public hearing, the consultant will be responsible for gathering any community input regarding the Zoning and Subdivision Ordinances. The Steering Committee will work with the consultant to determine the appropriate methods to integrate public input and comment.

The consultant is responsible for any presentation and project updates to the Steering Committee, Plan Commission, Board of Zoning Appeals, Board of Commissioners, and County Council if necessary.

Final Product:

The updated Zoning and Subdivision Ordinances will regulate land use for the Unincorporated areas of Lake County in accordance with all applicable Laws and Statutes in the State of Indiana, including I.C. 36-7-4-600 Series - Zoning Ordinance and I.C. 36-7-4-700 Series - Subdivision Control.

Both Ordinances should be in compliance with and promote the goals of the Comprehensive Plan for Unincorporated Lake County. Revisions and amendments to both Ordinances should increase ease of use and clarify requirements. The final product should include updated Zoning and Subdivision Text. The process should include a review and analysis of the existing ordinances with recommendations on updates to the Steering Committee. The Steering Committee will work with the consultant in making decisions regarding appropriate updates to the ordinance.

For example, the Planned Unit Development section of the Zoning Ordinance should be updated to include provisions for commercial and industrial developments. Other amendments may include changes to development regulations in existing zoning districts.

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

\$

∧ ∧

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.

Date: _____

Contracting Authority Members:

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**