

- REQUEST FOR PROPOSALS -

**Underwriter – General Airport Revenue Refunding
Bonds (AMT)**

**Milwaukee County, Wisconsin
Office of the Comptroller
February 25, 2016
Official Notice: #98160008**

**Proposals Due by Thursday, March 24, 2016 at 11 a.m. Central Time
to:**

**Ms. Stephanie Gulizia
c/o Milwaukee County Clerk's Office
Courthouse, Room 105
901 North Ninth Street
Milwaukee, WI 53233**

**Please Label Proposals with Firm's Name and Address
and "Proposal for Underwriter- General Airport Revenue Refunding Bonds"**

Table of Contents

Section	Page
A. Information Summary Sheet _____	3
B. Introduction/Background_____	4-5
C. Disadvantaged Business Enterprise (DBE)_____	5
D. Indemnity Requirement_____	5
E. Scope of Services Requested_____	5-6
F. Minimum Requirement_____	6
G. Questions _____	6
H. Proposal Format _____	7
I. Technical Proposal_____	8
J. Cost Proposal_____	9
K. Evaluation of Proposals_____	10
L. Terms and Conditions _____	10-13
M. Proposal Submission Instructions _____	13

ATTACHMENTS

Attachment 1 - Vendor Information Sheet

Attachment 2 - Indemnity Acknowledgement Form

Attachment 3 - Conflict of Interest Stipulation/Identification of Political Contributions

Attachment 4 - Sworn Statement of Bidder

Attachment 5 - Cover Sheet for Technical Proposal

Attachment 6 - Cover Sheet for Cost Proposal

Attachment 7- Proprietary Information Disclosure Form

Attachment 8 - Certification Regarding Debarment And Suspension

A. INFORMATION SUMMARY SHEET

Request For Proposal Title: Underwriter- General Airport Revenue Refunding Bonds (AMT)

Request For Proposal (RFP) Number: 98160008

RFP Issuing Office: Milwaukee County–Office of the Comptroller

RFP Issue Date: Thursday, February 25, 2016

Deadline for Receipt of Questions: Thursday, March 3, 2016 at 5:00 PM

RFP Proposal Receipt Deadline: Thursday March 24, 2016 at 11:00 AM

Service Starting Date (Projected): June 1, 2016

RFP Submission Location:

Ms. Stephanie Gulizia
Milwaukee County Courthouse
c/o County Clerk’s Office
901 N. 9th Street, Room 105
Milwaukee, WI 53233

RFP Administrator:

Ms. Stephanie Gulizia
Department of Administrative Services-
Procurement Division
633 W. Wisconsin Avenue
Milwaukee, WI 53203
Email:
Stephanie.Gulizia@milwaukeecountywi.gov

County Web Site: <http://county.milwaukee.gov/bop>

The anticipated schedule of events is shown below:

Action	Date
Request for Proposal Issued	See Information Summary Sheet
Proposals Due to County Clerk	See Information Summary Sheet
Interviews with selected firms(s)*	TBD
Recommendation to County Board	May-June 2016

*Interviews may be held but only at the sole discretion of the County

B. INTRODUCTION/BACKGROUND

The Milwaukee County Office of the Comptroller (Comptroller) is seeking qualified firms to serve as an Underwriter for prospective Airport bond financings for Milwaukee County, WI. The selected Underwriter will work as part of a financing team with Milwaukee County's financial advisors (Public Financial Management, Inc. and Independent Public Advisors, LLC) the County's Co-Bond Counsels (Quarles and Brady, LLP and Crump Law Firm, LLC), and the County's Airport Consultant (Unison Consulting).

The County is seeking to select a firm to underwrite General Airport Revenue Refunding Bonds (GARBs) which the County is anticipating issuing during 2016. The GARBs will be subject to the AMT. While the County desires to select one senior manager to act as underwriter on all transactions, the County retains the right to select one or more co-managers and to replace the senior manager at any time. Currently the County anticipates the following issues will be refunded by the 2016 GARBs:

Series 2005A – General Airport Revenue Bonds \$25,625,000 callable 12/1/16 @ par
Series 2006A - General Airport Revenue Bonds \$19,090,000 callable 12/1/16 @ par
Series 2007A – General Airport Revenue Bonds \$10,290,000 callable 12/1/16 @ par

The County may include an option to have the selected underwriters(s) facilitate subsequent General Airport Revenue Bond issuances that may occur in 2017- 2019.

At any time the County may decide to not proceed with the issuance of the 2016 GARBs.

DESCRIPTION OF MILWAUKEE COUNTY

Milwaukee County serves as a population, economic and financial center of the state of Wisconsin. Milwaukee County is located in southeastern Wisconsin on the Lake Michigan shoreline. The County covers an area of approximately 242 square miles and consists of ten cities and nine villages. The City of Milwaukee, which acts as the County seat, contains approximately 63 percent of the County's population and 48 percent of its taxable property value. Milwaukee County's 2015 population estimate is 949,795.

The Airport System

The County owns and operates General Mitchell International Airport ("GMIA" or "Airport") and Lawrence J. Timmerman Airport ("Timmerman Airport"), which together comprise the Milwaukee County Airport System (the "Airport System"). The Airport System is a division within the County's Department of Transportation and is accounted for as an enterprise fund in the County's financial statements.

GMIA accounts for over 99% of the revenues of the Airport System. GMIA is the largest airport in the State of Wisconsin.

GMIA is a modern air transportation center of 2,386 acres located six miles south of the City of Milwaukee's central business district. Eight airlines provide approximately 135 daily departures from GMIA. Approximately 37 cities are served non-stop, and connections are available to 160 cities throughout the world. A total of 6,554,152 passengers used GMIA in 2014

THE OFFICE OF THE COMPTROLLER

The Office of the Comptroller was created through State Statute in November 2011, and in April 2012, the County elected the first County Comptroller. The Comptroller is required to monitor and report on the County's current fiscal health, to act as the County auditor, and to provide an independent fiscal review on any proposed spending at the request of the County Board or County Executive. The Comptroller also acts under authority vested in the office by the Wisconsin Statutes. The Office of the Comptroller consists of Administration, Central Accounting, Accounts Payable, Central Payroll, Capital and Debt Monitoring, and Audit Services.

The Capital and Debt Monitoring Section, under the Office of the Comptroller, manages day-to-day responsibility for the issuance and administration of County debt. The staff of this section will work closely with the selected Underwriter(s) to accomplish the services sought in this Request for Proposals (RFP). Currently, the staff, with assistance from the financial advisors, is responsible for preparing each Official Statement and arranging for its printing and distribution.

For public bond sales, the Office of the Comptroller works with the financial advisors and bond counsels to prepare bond resolutions that authorize that issuance of the bonds, provides parameters for the issuance and delegates approval of the sale of the bonds to the Comptroller. The Comptroller's approval is limited to results of the sale that fall within the parameters outlined in the resolution. For negotiated bond sales, the Office of the Comptroller works with underwriter(s) and the County's financial advisors.

C. DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

The DBE Requirement for this proposal has been waived.

D. INDEMNITY REQUIREMENT

All proposers shall complete, sign and submit the "Indemnity Acknowledgement Form" (Attachment 2).

E. SCOPE OF SERVICES REQUESTED

The county will select a senior manager for its 2016 GARBs. The scope of services to be provided by the senior manager(s) includes, but is not limited to:

- Assisting the County and its financial advisor in developing the optimal plan of finance, including the quantitative analysis needed to support this effort;
 - Participating in planning, structuring and executing the financings contemplated under the plan of finance, as described in the introduction of this Request for Proposals;
 - Assessing market conditions and their impact on the timing of any financings;
 - Reviewing all disclosure, sale and other relevant financing documents including the airport consultant feasibility report in conjunction with co-Bond Counsels and the County's financial advisors;
-

- Assisting in obtaining credit ratings and bond insurance (if necessary), including preparing presentations, and attending and participating in rating agency and bond insurer meetings;
- Managing the marketing and sale of any bonds issued pursuant to the plan of finance;
- Completing all administrative obligations required to properly close any financing; and
- Attending all required meetings and conference calls.

F. MINIMUM REQUIREMENT

Proposers must have experience being a senior underwriter on at least one airport revenue bond financing in the last three years in order to be considered. Any proposers not meeting this minimum requirement will not be considered.

G. QUESTIONS

Questions

Proposers may submit request for clarification regarding this RFP. All questions regarding this RFP, shall be made in writing, citing the RFP title, RFP number page, section, and paragraph, and shall be submitted via email to the RFP Administrator.

Questions sent to anyone other than the RFP Administrator will not be considered.

Questions must be submitted by the specific deadline as identified on the Information Summary Sheet. Milwaukee County will not respond to any questions received after this date and time. Milwaukee County, at its sole discretion reserved the right to answer or not answer any question submitted by the deadline. Responses to all questions and inquiries received by Milwaukee County will be posted on Milwaukee County's website (web site listed on the Information Summary Sheet) periodically as the RFP Administrator can update it.

It is the responsibility of Proposers to regularly check this web site for any and all information such as answers or addenda related to the RFP. Only answers to written questions submitted prior to the "Receipt of Questions" deadline will and posted on the web site listed on the Information Summary Sheet will be considered as Milwaukee County's response.

This RFP is issued by the Milwaukee County Office of the Comptroller. The RFP Administrator assigned to the RFP, along with contact information is noted in the Information Summary Sheet. The RFP Administrator is the sole point of contact during this process and no information provided by any other personnel will be considered binding.

Communication initiated by a proposer to any County official employee, or representative evaluating or considering the proposals, prior to the time of any award is prohibited unless at the explicit direction of the RFP Administrator and any such unauthorized communication may constitute grounds for rejection or elimination of a proposal from further consideration.

All respondents should use this written document, its attachments, written responses and any amendments as the sole basis for responding.

H. PROPOSAL FORMAT

Completed proposals should include the following proposal elements:

Technical Proposal

Table of Contents
Profile of Organization and Summary of Experience and Qualifications
Responses to Questions
Vendor Information Sheet (Attachment 1)
Indemnity Acknowledgement Form (Attachment 2)
Conflict of Interest Stipulation/Identification of Political Contributions (Attachment 3)
Sworn Statement of Bidder (Attachment 4)
Cover Sheet for Technical Proposal (Attachment 5)
Proprietary Information Disclosure Form (Attachment 7)
Certification Regarding Debarment And Suspension (Attachment 8)

Cost Proposal (in a separate, sealed envelope)

Cost Proposal Summary for Debt Financing
Cover Sheet for Cost Proposal (Attachment 6)

Marking of Envelopes:

Technical and Cost Proposals shall be identified in the lower left corner as follows:

Technical Proposal

Request For Proposal Title: (Title as provided on the Information Summary Sheet)
Request For Proposal Number: (Number as provided on the Information Summary Sheet)
RFP Proposal Receipt Deadline: (Date as provided on the Information Summary Sheet)

and

Cost Proposal

Request For Proposal Title: (Title as provided on the Information Summary Sheet)
Request For Proposal Number: (Number as provided on the Information Summary Sheet)
RFP Proposal Receipt Deadline: (Date as provided on the Information Summary Sheet)

I. TECHNICAL PROPOSAL

Table of Contents

The table of contents of the proposal should include a clear and complete identification of the materials submitted by section and page number.

Profile of Organization and Summary of Experience and Qualifications

1. Provide a brief description of your firm and its municipal bond and/or public finance department. Provide in tabular form for 2013, 2014, and 2015, the firm's capital and excess net capital. Describe two situations in which the firm's capital was used to underwrite the unsold balance of a municipal bond issue. In the description, please include the amount and percentage of the overall issuance that was underwritten.
 2. Describe your firm's relevant experience, organizational structure and size. Describe the firm's scope of operation and areas of concentration.
 3. In tabular form, please provide the staffing levels for municipal finance for 2013, 2014, and 2015 for investment banking, institutional sales, trading and underwriting with totals. Separately, list municipal retail sales personnel including retail liaisons, Wisconsin retail sales persons and other national retail sales persons.
 4. Provide a brief description of your firm's approach to the plan of finance. (Limit 1 page)
 5. In tabular form list and total all general airport revenue bond and passenger facility bond financings in which your firm has served as lead manager since January 1, 2013. Please include sale date (most recent first), Issuer, Amount, and an issuer contact and phone number for all transactions in which your firm has served as lead manager.
 6. Discuss the firm's last financing for an airport issuer.
 7. Provide the names and brief resumes for the lead banker, the supporting banker, the quantitative analysis banker, underwriter, institutional sales manager and retail sales manager and any other members of the team.
 8. Discuss your marketing plan for the County's general airport revenue refunding bonds. Include in your discussion the firm's strategy for attracting retail investor and describe your firm's sales and distribution capabilities. (limit 3 pages)
 9. Based upon your review of General Mitchell International Airport's credit profile, discuss any recommendations on strategies for presentations to the rating agencies.
-

References

Please include contact information for three (3) references that you worked with as the lead underwriter. References must be from municipalities or airports on an airport financing. Milwaukee County may contact references for finalists, and consider input from references during any consensus scoring conducted of the finalists' proposals.

J. COST PROPOSAL

Cost Proposal Summary

Provide a fee on a per bond basis for underwriting the transaction that includes (i) average takedown and (ii) management fee – if any. The Proposer should assume the refunding bond issue will be structured for debt service savings in every year. An estimate in dollars should also be made for Proposer specific out of pocket expenses that would be passed through to the County – if any. The Proposer should not include the following items in it's out of pocket expenses as these fees are universal to the transaction: Underwriter's Counsel, CUSIPs, Dalcomp/Bookrunning, IPREO Order Monitoring, Internet Roadshow and DTC Charges.

The Cost Proposal Summary must be submitted in a separate, sealed envelope along with the Cost Proposal Cover Sheet (Attachment 6).

K. EVALUATION OF PROPOSALS

An ad hoc committee appointed by the Comptroller will evaluate proposals. Finalists are expected to be selected by the committee and may be invited for oral interviews. The committee may also conduct consensus scoring of the finalists' proposals. The evaluation criteria will consist of the following:

- Profile of Organization and Summary of Experience and Qualifications (Technical Proposal) (80%)
- Cost Proposal Summary (Cost Proposal) (20%)

L. TERMS AND CONDITIONS

The County will follow Milwaukee Code of General Ordinances, Chapter 56.30 (Professional Services) in the implementation of this RFP process. Information can be found at:

http://www.municode.com/Library/WI/Milwaukee_County.

The County has the right to reject any and all proposals; to disqualify any proposals not meeting the Request for Proposal due dates; to disqualify any proposals not following Request for Proposal communication procedures; and to disqualify any proposals not responsive to the criteria specified for evaluation. The County has the right to take into consideration the abstract and the formal content of the proposal. The County will not be liable for any costs incurred by proposers prior to the issuance of an agreement nor will pre-agreement costs be authorized to any firm. The County reserves the right to request clarification of submitted information and to request additional information from applicants.

An Intent to Award will be issued and all proposers will be notified. Milwaukee County reserves the right to negotiate with the selected proposer, at its option, regarding the terms of a contract and other issues to be incorporated into the contract.

In the event that a successful agreement cannot be executed, Milwaukee County reserves the right to proceed with contract negotiations with the other responsive, qualified bidders to provide service.

Prior to making a final decision, the County reserves the right to negotiate with the recommended firm(s) any terms and conditions which may be different from those originally proposed or required by this RFP.

All proposals and materials submitted in conjunction with the proposals will become the property of the County.

If there is a discrepancy between this RFP and the contract, the language of the contract will rule.

UNDERWRITER'S COUNSEL

The selection of underwriter's counsel will be subject to minimum competency and conflict of interest standards by Milwaukee County.

APPEAL

Protests and appeals related to this RFP after issuance of an "Intent to Award" are subject to the provisions of the Milwaukee County Code of General Ordinances, Chapter 110. Appeals process information is available at:

http://www.municode.com/Library/WI/Milwaukee_County.

CONTENTS OF PROPOSAL

All attachments, additional pages, addenda or explanation supplied by the vendor in the submission package will be considered as part of the RFP response. The material will be evaluated as part of the vendor's response to the RFP and will eventually be incorporated as part of the terms and conditions of the successful proposer's contract with Milwaukee County.

Include the cost proposal summary, signed cost proposal cover sheet (Attachment 6), in a **separate sealed envelope**.

PROPOSER NOTIFICATION REQUIREMENT AND AMENDMENT ACKNOWLEDGEMENT

Should proposer discover any significant ambiguity, error, omission or other deficiency in the RFP document, they must immediately notify the RFP Administrator in writing, via email, prior to the submission of the proposal. The failure of a proposer to notify the RFP Administrator of any such matter prior to submission of its proposal constitutes a waiver of appeal or administrative review rights based upon any such ambiguity, error, omission or other deficiency in the RFP document.

If it becomes necessary to clarify or revise any part of this RFP, amendments will be posted to the Milwaukee County website (listed on the Information Summary Sheet) it is the responsibility of prospective vendors to check the website for any amendments prior to the RFP submission date. All amendments are acknowledged by your submission of Sworn Statement of Bidder form.

If the Proposer fails to monitor the web site for any changes or modifications to the RFP, such failure will not relieve the Proposer of its obligation to fulfill the requirements as posted.

MULTIPLE PROPOSALS

Multiple proposals for same services from a proposer will not be permitted.

ACQUISITION

This competitive solicitation is for a Professional Service as outlined in Milwaukee Code of General Ordinances, Chapter 56.30 (Professional Services) found at:

http://www.municode.com/Library/WI/Milwaukee_County.

JURISDICTION

Any dispute arising from the Contract must be resolved in the State of Wisconsin. With respect to any claim between the parties, Contractor consents to venue in Milwaukee County, Wisconsin, and irrevocably waives any objections it may have to the jurisdiction on the grounds of lack of personal jurisdiction of the court or the laying of venue of the court or on the basis of forum non convenienc or otherwise.

FEDERAL, STATE AND LOCAL REGULATIONS

The successful firm shall comply with all Federal, State, and local laws, regulations, and policies governing the services contemplated by this RFP; shall procure and keep in effect all necessary licenses, permits, and cards as are required by law, and shall post licenses, permits, and cards in a prominent place, as required. The successful firm shall comply with all applicable Federal, State, and local laws, regulations and policies pertaining to wages and hours of employment.

CODE OF ETHICS

Proposers shall strictly adhere to Chapter 9 of the Milwaukee County Code of General Ordinances Code of Ethics, with particular attention to Subsection [9.05\(2\)\(k\)](#):

“No campaign contributions to county officials with approval authority: No person(s) with a personal financial interest in the approval or denial of a contract or proposal being considered by a county department or with an agency funded and regulated by a county department, shall make a campaign contribution to any county elected official who has approval authority over that contract or proposal during its consideration. Contract or proposal consideration shall begin when a contract or proposal is submitted directly to a county department or to an agency funded or regulated by a county department until the contract or proposal has reached final disposition, including adoption, county executive action, proceedings on veto (if necessary) or departmental approval. This provision does not apply to those items covered by [section 9.14](#) unless an acceptance by an elected official would conflict with this section. The language in subsection [9.05\(2\)\(k\)](#) shall be included in all Requests for Proposals and bid documents.”

INFORMATION RELEASE

All materials submitted become the property of Milwaukee County. Any restriction on the use of data contained within a request must be clearly stated in the bid itself. Proprietary information submitted in response to a request will be handled in accordance with applicable Milwaukee County Ordinances, State of Wisconsin procurement regulations, and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the vendor’s responsibility to defend the determination in the event of an appeal or litigation.

Data contained in a Request for Proposal, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation and innovations become the property of Milwaukee County.

Milwaukee County may, at any time during the procurement process, request and/or require additional disclosures, acknowledgments, and/or warranties, relating to, without limitation, confidentiality, EEOC compliance, collusion, disbarment, and/or conflict of interest.

Any materials submitted by the applicant in response to this Request for Proposal that the applicant considers confidential and proprietary information and which proposer believes qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats, or material which can be kept confidential under the Wisconsin public record law, must be identified on the Designation of Confidential and Proprietary Information form (Attachment 7 – Proprietary Information Disclosure). Confidential information must be labeled as such. Costs (pricing) always becomes public information and therefore cannot be kept confidential. Any other requests for confidentiality MUST be justified in writing on the form provided and included in the bid submitted. Milwaukee County has the sole right to determine whether designations made by a proposer qualify as trade secrets under the Wisconsin public records law.

M. PROPOSAL SUBMISSION INSTRUCTIONS

Seven (7) sealed copies of the Technical Proposal (including completed attachments) / Cost Proposals (in a separate sealed envelope), must be received no later than the date and time specified on the Information Summary Sheet. Two (2) copies of the **cost proposal only** must be received by the County's Financial Advisor (David Anderson, Public Financial Management). Also, **email** electronic copies of the entire proposal to the RFP Administrator.

The envelopes should be clearly marked on the outside as follows:

OFFICIAL NOTICE NO. 98160008

PROPOSAL FOR Underwriter- General Airport Revenue Refunding Bonds

Proposals shall be addressed to:

Ms. Stephanie Gulizia
c/o Milwaukee County Clerk's Office
Courthouse, Room 105
901 North Ninth Street
Milwaukee, Wisconsin 53233

Public Financial Management
Mr. David Anderson
115 S. 84th St.
Suite 315
Milwaukee, Wisconsin 53214
(Cost Proposal Only)

VENDOR INFORMATION SHEET

(Attachment 1)

This form must be completed and submitted with bid response. It is intended to provide the County with information on the vendor's name and address and the specific persons who were responsible for preparation of the vendor's response. Each vendor must also designate a specific contact person who will be responsible for responding to the County if any clarification of the vendor's response should become necessary.

Vendor Name: _____

Vendor Address: _____

Phone Number: _____

FAX: _____

E-mail: _____

Vendor Response Prepared By: _____

Signature: _____

Indemnity Acknowledgement Form (Attachment 2)

Indemnity:

To the extent permitted by law, the Issuer shall indemnify, defend and hold the Underwriter and its employees, officers, agents and affiliates harmless from and against any losses, claims, damages or liabilities arising out of any untrue statement of a material fact or omission to state a material fact about or concerning the Issuer contained in the Official Statement required to be stated therein or necessary to make the statements contained therein, in the light of the circumstances under which they are made, not misleading, except to the extent such losses, claims, damages or liabilities are judicially determined to be the result of the Underwriter's negligence or willful misconduct, and the Underwriter shall indemnify, defend and hold the Issuer and its employees, officers and agents harmless from and against any losses, claims, damages or liabilities judicially determined to be a result of the negligence or willful misconduct of the Underwriter with respect to such Official Statement. Milwaukee County's liability is limited by Wisconsin State Statute sections 893.80(3) and 345.03(3). Nothing in the Agreement shall be construed as a waiver of these limitations. This indemnification shall survive the termination or cancellation of this Agreement.

Vendor's Name

Title

Signature

Date

**CONFLICT OF INTEREST/ IDENTIFICATION OF
POLITICAL CONTRIBUTIONS**

ATTACHMENT 3

(Sign and Submit with Technical Proposal)

Conflict of Interest

For purposes of determining a possible conflict of interest, all vendors submitting a proposal in response to this RFP must disclose if any Milwaukee County employee, agent or representative or an immediate family member of any Milwaukee County employee, agent or representative is also an owner, officer, employee, agent or representative of the business submitting the bid.

Please answer below either YES or NO to the question of whether any Milwaukee County employee, agent or representative or immediate family member is also an owner, officer, employee, agent or representative of your business:

YES _____

NO _____

If the answer to the question above is YES, then identify the name of the individual, the individual's position with Milwaukee County, and the individual's relationship to your business:

Name _____

County Position _____

Business Relationship _____

The appropriate corporate representative must sign and date this Conflict of Interest Stipulation below:

Printed Name _____

Authorized Signature _____

Title _____

Date _____

Indication of political contributions

Indicate the amount of any political contribution to current Milwaukee County officials (as defined in MSRB Rule G37), made by principals of your firm within the last two years.

SWORN STATEMENT OF BIDDER

(Attachment 4)

(Sign and Submit with Technical Proposal)

I, being first duly sworn at _____,

City, State

On oath, depose and say I am the _____

Official Title

Of the Bidder, _____,

Name of Company

Do state the following: that I have fully and carefully examined the terms and conditions of this Request for Proposal, and prepared this submission directly and only from the RFP and including all accessory data. I attest to the facts that:

- I have reviewed the RFP, all related attachments, questions and answers, addenda, and information provided through MC, in detail before submitting this proposal.
- I have indicated review, understanding and acceptance of the RFP (or relevant service component being bid upon).
- I certify that all statements within this proposal are made on behalf of the Bidder identified above.
- I have full authority to make such statements and to submit this proposal as the duly recognized representative of the Bidder.
- I further stipulate that the said statements contained within this proposal are true and correct and this sworn statement is hereby made a part of the foregoing RFP response.

Signature

Legal Address

Subscribed and sworn to before me

This _____ day of _____, _____

Notary Public, _____ County

State of _____

My commission expires _____.

COVER SHEET FOR TECHNICAL PROPOSAL

(Attachment 5)

(Sign and Submit with Technical Proposal)

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

In submitting and signing this proposal, we represent that we have thoroughly read and reviewed this Request for Proposal and are submitting this response in good faith. We understand the requirements of the program and have provided the required information listed within the Request for Proposal.

The undersigned certifies and represents that all data, pricing, representations, and other information of any sort or type, contained in this response, is true, complete, accurate, and correct. Further, the undersigned acknowledges that Milwaukee County is, in part, relying on the information contained in this proposal in order to evaluate and compare the responses to the RFP for Professional Services

Vendor's Name

Title

Signature

Date

COVER SHEET FOR COST PROPOSAL

(Attachment 6)

(Sign and Submit with Cost Proposal)

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

In submitting and signing this proposal, we represent that we have thoroughly read and reviewed this Request for Proposal and are submitting this response in good faith. We understand the requirements of the program and have provided the required information listed within the Request for Proposal.

The undersigned certifies and represents that all data, pricing, representations, and other information, of any sort or type, contained in this response, is true, complete, accurate, and correct. Further, the undersigned acknowledges that Milwaukee County is, in part, relying on the information contained in this proposal in order to evaluate and compare the response to the RFP for Professional Services

Vendor's Name

Title

Signature

Date

PROPRIETARY INFORMATION DISCLOSURE FORM

(Attachment 7)

(Sign and Submit with Technical Proposal)

The attached material submitted in response to the Request for Proposal includes proprietary and confidential information, which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats. or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c). Wis. Stats. as follows: "Trade Secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

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

We request that the following pages not be released:

Section	Page #	Topic
_____	_____	_____
_____	_____	_____
_____	_____	_____

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HERBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD MILWAUKEE COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF MILWAUKEE COUNTY'S AGREEMENT TO WITHHOLD THE MATERIALS.

Failure to include this form in the Request for Proposal may mean that all information provided as part of the proposal response will be open to examination and copying. Milwaukee County considers other markings of confidential in the proposal document to be insufficient. The undersigned agrees to hold Milwaukee County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name _____

Authorized Representative _____
Signature

Authorized Representative _____
Type or Print

Date _____

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION ATTACHMENT 8

(Sign and Submit with Technical Proposal)

The applicant certifies to the best of its knowledge and belief that its principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding the date of 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; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in (2) of this certification; and (4) have not within a three-year period preceding the date of this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Company: _____
