



**PROFESSIONAL SERVICE AGREEMENT**  
**Southeastern Wisconsin Regional Planning Commission, SEWRPC**  
**Milwaukee County Redistricting 2021**

This **PROFESSIONAL SERVICE AGREEMENT** (this “Agreement”), is made as of \_\_\_\_\_, 2021 (the “Effective Date”), by and between **Milwaukee County**, a Wisconsin municipal body corporate (the “County”) and the **Southeastern Wisconsin Regional Planning Commission** (the “Commission” or the “Contractor”), combined to be considered the Parties to this Agreement (“Parties”).

**RECITALS**

1. The Commission is authorized by Section 66.0309 of the Wisconsin Statutes to make studies and prepare plans for, and to provide advisory service to, local governments, and to act as a coordinating agency for planning activities within its jurisdictional area.
2. Sections 66.0309(12) (b) and 66.0301 of the Wisconsin Statutes authorize the Commission to enter into contracts with local units of government to make studies and plans and to provide advice.
3. Due to the nature of this contract, it falls under Chapter 56.30 of the Milwaukee Code of Ordinances, “Professional Services.” This Professional Services Agreement is entered into following all requirements stated in Chapter 56.30 as modified by Wisconsin state statutes.
4. The County desires to contract with the Commission to assist in the development of the 2021 decennial redistricting plans.

**ACCORDINGLY**, intending to be legally bound, the Parties agree as follows:

**1. Definitions.**

Terms defined in the preamble and recitals of this Agreement have their assigned meanings, terms defined throughout this Agreement have their assigned meanings.

**2. Order of Precedence.** [Intentionally Omitted]

**3. Scope of Services.**

The Commission will provide professional staff services for the decennial redistricting plans for Milwaukee County (the “Services”). The Services will include, without limitation, the following functions:

- a. At the direction of the Independent Redistricting Committee (“IRC”), the Commission will develop district boundaries for the Milwaukee County Board of Supervisors. Unless otherwise directed by the IRC, the Commission will develop such district boundaries in accordance with the 2020 Wisconsin Legislative Reference Bureau guidebook criteria in meeting the redistricting objective. More specifically, the following criteria shall be used and followed:
  - i. The 2020 Census data will be used in conducting this work.



- ii. Each district shall be divided equally such that the population deviation between the largest and smallest district is consistent with Federal equal population mandates, as directed by the IRC.
  - iii. Equal population is essential to redistricting but must be balanced in competing interests in the redistricting process. Chief among these is protecting the ability of racial and language minority groups to participate equally in the electoral process. Drawing of these district boundaries shall comply with the Voting Rights Act of 1965 (the "VRA").
  - iv. Supervisory districts will be composed of whole census wards or blocks, as directed by the IRC.
  - v. The districts will be designed to be in as compact form as possible.
  - vi. The districts will be designed to be contiguous and physically adjacent to another area within the district.
  - vii. Respecting communities of interest and complying with Section 2 of the VRA in redistricting plan and the drawing of district boundaries.
  - viii. In conformity with applicable state law.
- b. Providing professional guidance and counsel regarding these matters to the County.
  - c. Providing technical support and guidance to the IRC, including as needed to respond to subsequent direction by the Milwaukee County Board of Supervisors.
  - d. At the request of municipalities at least partially within Milwaukee County, the Commission staff will provide the services listed in 3(a), 3(b), and 3(c) to the IRC as part of developing Common Council or Board of Trustees district for the participating municipalities. This will include staffing and logistics support as requested by the IRC for one public hearing per participating municipality.

#### **4. Contractor's Responsibilities.**

The Commission staff will work at the direction of the IRC in carrying out this assignment. The IRC will facilitate contacts with the municipal clerks and any other necessary municipal parties.

The Commission staff will be responsible for the development of any required documentation attendant to the redistricting process. Final digital and hardcopy maps and tables will be prepared along with Commission staff attendance at any public hearings on draft district plans and assistance to the IRC on County Board consideration of draft maps. The foregoing, along with any other reports, materials or other documents prepared in connection with the Services, will constitute "Deliverables" hereunder.

#### **5. Term and Termination.**

##### **a. Term.**

The term of this Agreement shall commence on the Effective Date and shall continue in full force and effect until December 31, 2021.

##### **b. Termination.**

- i. **Without Cause by County and Contractor.** County or contractor may terminate this Contract without cause, by thirty (30) calendar days' prior written notice to the other party.



- ii. **For Violations by Contractor.** If the Contractor fails to fulfill its obligations under this Contract in a timely or proper manner, or violates any of its provisions, the County shall there upon have the right to terminate it by giving thirty (30) days written notice of termination of contract, specifying the alleged violations, and effective date of termination. It shall not be terminated if, upon receipt of the notice, Contractor promptly cures the alleged violation prior to the end of the thirty (30) day period. In the event of termination, the County will only be liable for services rendered through the date of termination and not for the uncompleted portion, or for any materials or services purchased or paid for by Contractor for use in completing the Contract.
- iii. **For Insolvency or Bankruptcy.** Either Party may terminate this Contract effective immediately in the event the other Party becomes insolvent or is the subject of an “order for relief” as that term is defined in the U.S. Bankruptcy Code, or in the event of an assignment or other arrangements for the benefit of the other Party’s creditors.
- iv. **For Lack of Appropriation of Funds.** If funds are not appropriated for payment of this Contract, the County may terminate the Contract upon thirty (30) days’ written notice without any early termination penalties, charges, fees, or costs of any kind to the County.
- v. **County’s Retention of Rights.** County shall retain any and all fully vested rights that exist on the effective date of termination. In the event that County terminates this Contract, County’s liability and Contractor’s exclusive remedy will be limited to County paying Contractor for Services and Deliverables completed in accordance with the terms of this Contract, provided, however, that such payment will not exceed the unpaid amounts due under the Scope of Work.

6. **Staffing.**

Robert W. Merry is assigned as project manager. Contractor shall not replace the project manager without prior approval of the County. If a successor to the project manager cannot be mutually agreed upon, the County shall have the right to terminate the Agreement upon 30 days’ notice.

- a. **Subcontracting and Contractor’s Agents.** Contractor shall have a written and enforceable agreement in place with each of its subcontractors that will enable Contractor to perform its obligations under this Contract. Agents used or supplied by Contractor in the performance of any Services are employees or agents of Contractor, and under no circumstances are such individuals to be considered employees of County. Contractor shall have the sole responsibility for the conduct of its personnel and agents, and for payment of its personnel’s and/or agent’s entire compensation, including salary, withholding of income and social security taxes, workers’ compensation, employee and disability benefits and the like. Contractor shall be responsible for all employer obligations toward all of its personnel and/or agents under all applicable laws and all of County’s policies.
- b. **Qualifications.** Contractor represents it possesses the necessary skill, expertise, and capability to perform the Services required by this Contract. County represents that its employees will make available any needed information about systems, policies, procedures, and needs unique to County government. County shall have the right to review and approve the qualifications of any personnel Contractor assigns to perform Services.



- c. **Replacement.** County may require Contractor to remove and/or replace any such personnel upon fifteen (15) days' written notice to Contractor. Without limitation to the foregoing, and when Contractor's personnel are on County's premises, Contractor will immediately remove and replace any Contractor personnel if County determines that such personnel violated, or may have violated, County's policies or work rules, or any other rule, regulation, statute, or law. Upon County's prior written consent, Contractor will also replace personnel when necessary and appropriate in County's opinion. Contractor agrees to maintain a consistent skill level among all replacement personnel, whether Contractor or County instigated the replacement.
- d. **Provision of Workspace and Materials.** County agrees to provide mutually agreed upon and reasonable work and meeting space, general office supplies, and access to printing and copying equipment as needed for Contractor's personnel while working at County's facilities. Contractor shall provide all materials needed by Contractor's personnel in connection with the performance of Services under this Contract at no additional expense to County.

7. **Compensation.**

a. **Compensation.**

County shall compensate Contractor for work performed on a fixed-fee basis. The total compensation to Contractor for Services performed under the Contract shall not exceed **\$15,000**, unless agreed to by the County in writing.

b. **Invoices.**

Contractor shall submit a single invoice to the County following completion of the scope of services, in the amount specified in Section 7(a), above.

All invoices submitted by the Contractor shall include the following information:

- i. A reference to this Contract, including Effective Date;
- ii. Invoice date and number;
- iii. Remittance name and address;
- iv. Name, title, and phone number of person to notify in the event of defective invoice;
- v. A list of all completed Services and/or Deliverables billed for, referencing the Scope of Work;
- vi. Number of hours of monthly consulting and support provided; and
- vii. The amount billed.

Contractor shall submit complete and correct invoices by mail or email to:

Milwaukee County DAS – Land Information Office  
ATTN: Kevin Bruhn, GIS Manager  
633 W. Wisconsin Ave, 9<sup>th</sup> Floor  
Milwaukee, WI 53203  
[Kevin.Bruhn@milwaukeecountywi.gov](mailto:Kevin.Bruhn@milwaukeecountywi.gov)

*With a copy to:*

Milwaukee County Department of Administrative Services – Procurement Division  
ATTN: Accounts Payable



Milwaukee County

901 N. 9<sup>th</sup> Street, Room 301  
Milwaukee, WI 53233  
[APinvoices@milwaukeecountywi.gov](mailto:APinvoices@milwaukeecountywi.gov)

**c. Payment.**

**i. Cost of Performance of Obligations.**

Contractor is responsible for all charges, costs, and fees incurred as a result of performing its obligations and rendering its Services under the Contract, unless otherwise indicated.

**ii. No Payment without Acceptance.**

All of the Contractor's invoices will be subject to review and written acceptance by the Director of the Department of Administrative Services ("Director") and/or the Director's designee, based on the requirements of the Contract and any Amendments made to the Contract. No payment will be due prior to acceptance by the County. The County represents that it will not unreasonably withhold acceptance.

**iii. State Prompt Pay Law Exemption.**

State Prompt Pay Law, Section 66.285, does not apply to this Contract.

**iv. Late Payment.**

As a matter of practice, the County attempts to pay all invoices within 30 days of receipt of an accurate invoice from Contractor and County's acceptance of the corresponding Services and Deliverables that comply with the terms of this Contract. If no disputes arise, and an invoice has not been paid 60 days after it was received by the County, the Contractor may file a claim for 12% (annual rate) on amounts not paid after the 60<sup>th</sup> day. **Invoices must be sent by mail or e-mail as indicated in provision 5(b) above to be considered received by the County.**

**d. Fees, Taxes, and Licenses.**

Milwaukee County is exempt from Federal excise taxes and Wisconsin state sales taxes. Any billing submitted by Contractor must be without such taxes; billings including such taxes will be rejected.

Contractor shall be responsible for all federal, state, and local permits, licenses, and fees, together with all governmental filing related to such permits, licenses, and fees, which arise out of Contractor's performance of Services under this Contract, or which arise as a result of any compensation paid to Contractor under this Contract.

**8. Representations and Warranties.**

**a. Reasonable Efforts.**

Contractor represents and warrants that it shall use all commercially reasonable efforts to perform the Services in accordance with the terms of this Contract.

**b. Compliance with Professional Standards.**

Contractor acknowledges that, although performed at the general direction of the IRC, the County is relying upon Contractor's professional skill and judgement in its performance of the Services, including without limitation compliance with the standards set forth in subsection 3(a) of this Contract. Accordingly, Contractor represents and warrants that the Services provided



under this Contract shall be performed in accordance with a degree of care, skill and competence that is consistent with generally established professional standards and practices for such Services existing at the time and location that the Services are performed, in accordance with the best practices in Contractor's industry, and that such Services will comply with all applicable laws, regulations, codes, and ordinances.

**c. Contractor's Agents.**

Contractor represents and warrants that it has or will obtain appropriate agreements with its agents and others whose services it may require, sufficient to enable full compliance with all the provisions of this Contract. In addition, Contractor warrants that it will cause its agents and subcontractors to sign any documentation required for access to County Confidential Information, if necessary.

**d. Compliance with Laws.**

Contractor represents that it is in full compliance with all applicable federal, state, and local laws, statutes, rules, and regulations.

**9. Ownership of Data.**

Upon completion of the work or upon termination of the Contract, it is understood that all completed or partially completed data, drawings, records, computations, and all other material that Contractor has collected or prepared in carrying out this Contract shall be provided to and become the exclusive property of the County. Therefore, any reports, information and data, given to or prepared or assembled by Contractor under this Contract shall not be made available to any individual or organization by Contractor without the prior written approval of County.

No reports or documents produced in whole or in part under this Contract shall be the subject of an application for copyright by or on behalf of the Contractor.

**10. County Rights of Access and Audit.**

The Contractor, Lessee, or other party to the contract, its officers, directors, agents, partners and employees shall allow the County Audit Services Division and department contract administrators (collectively referred to as Designated Personnel) and any other party the Designated Personnel may name, with or without notice, to audit, examine and make copies of any and all records of the Contractor, Lessee, or other party to the contract, related to the terms and performance of the Contract for a period of up to three years following the date of last payment, the end date of this contract, or activity under this contract, whichever is later. Any subcontractors or other parties performing work on this Contract will be bound by the same terms and responsibilities as the Contractor. All subcontracts or other agreements for work performed on this Contract will include written notice that the subcontractors or other parties understand and will comply with the terms and responsibilities. The Contractor, Lessee, or other party to the contract, and any subcontractors understand and will abide by the requirements of Section 34.09 (Audit) and Section 34.095 (Investigations Concerning Fraud, Waste, and Abuse) of the Milwaukee County Code of General Ordinances.

**11. Non-Discriminatory Contracts.**

**a. Affirmative Action.**

The Contractor assures that it will undertake an affirmative action program as required by Milwaukee County Code of General Ordinances (MCCGO) 56.17(1d), to ensure that no person





shall, on the grounds of race, creed, color, national origin, or sex be excluded from participating in any employment activities covered in MCCGO 56.17(1d). The Contractor assures that no person shall be excluded, on these grounds, from participating in or receiving the services or benefits of any program or activity covered by this subpart. The Contractor assures that it will require that its covered organizations provide assurances to the Contractor that they similarly will undertake affirmative action programs and that they will require assurances from their suborganizations, as required by MCCGO 56.17(1d), to the same effect.

**b. Non-Discrimination, Equal Employment Opportunity, and Affirmative Action Programs.**

In the performance of Services under this Contract, the Contractor shall not discriminate against any employee, agent, or applicant for employment on the basis of race, color, national origin or ancestry, age, sex, sexual orientation, gender identity and gender expression, disability, marital status, family status, lawful source of income, or status as a victim of domestic abuse, sexual assault or stalking. The Contractor shall ensure fair and equal access and freedom from discrimination that includes, but is not limited to, the following areas: employment; upgrading or promotion; demotion; transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation, including medical benefits and paid time off; and selection for training opportunities, including apprenticeships. The Contractor shall post, in conspicuous places available to all employees or agents, notices setting forth the provisions of the non-discrimination clause.

The Contractor agrees that it will strive to implement the principles equal employment opportunity through an effective Affirmative Action program and has so indicated on the Equal Employment Opportunity Certificate, attached as Exhibit B, and incorporated by reference. The program shall have as its objective to increase the utilization of women, minorities and handicapped persons, and other protected groups, at all levels of employment, in all divisions of the Contractor's work force, where these groups may have been previously under-utilized and under-represented. The Contractor also agrees that in the event of any dispute as to compliance with the aforestated requirements, it shall be its responsibility to show that it has met all such requirements.

When a violation of the non-discrimination, equal opportunity or Affirmative Action provisions of this section has been determined by County, the Contractor shall immediately be informed of the violation and directed to take all action necessary to halt the violation, as well as such action as may be necessary to correct, if possible, any injustice to any person adversely affected by the violation, and immediately take steps to prevent further violations.

If, after notice of a violation to the Contractor, further violations of the section are committed during the term of the Contract, County may terminate the Contract without liability, or it may permit Contractor to complete the Contract, but, in either event, the Contractor shall be ineligible to bid on any future contracts let by County.



## **12. Indemnity.**

Contractor agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, County, and its agents, officers and employees, from and against all loss or expense including costs and attorney's fees arising from or related to (i) statutory benefits under Workers Compensation Laws, (ii) Contractor's breach of its representations or warranties set forth herein, or (iii) liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of Contractor, or its (their) agents which may arise out of or are connected with the activities covered by this Contract.

Contractor shall indemnify and save the County harmless from any award of damages and costs against County for any action based on U.S. patent or copyright infringement involved in the performance of the tasks and Services covered by this Contract.

## **13. Insurance.**

Every contractor and all parties furnishing services or product to the County or any of its subsidiary companies must provide the County with evidence of the following minimum insurance requirements. The Commission, as an agency of the State, is self-funded for liability under Section 893.82 and Section 895.46(1) of the Statutes. As a result, such protection as is afforded under the respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory indemnification, there is no liability policy as such that can extend protection to any other.

## **14. Compliance with County's Policies.**

### **a. Safety and Security Policies.**

Contractor agrees to use all commercially reasonable efforts to cause any of its employees or agents who provide Services under this Contract on County's premises to comply with County's safety and security policies that County communicates to the extent that such policies are applicable to the site where Contractor's employees or agents are providing Services. Notwithstanding the above, such standard safety and security policies shall not include policies related to drug testing.

### **b. Drug Use Policies.**

Unless conflicting to any laws where the Services are being provided, in which case this section is not enforceable, Contractor will advise any Contractor employee or agent who provides Services under this Contract on County's premises of County's right to require an initial drug screen prior to the commencement of the assignment and, further, to require a drug screen at any time during the assignment either:

- i. If County believes, in good faith, that the Contractor's employee or agent is under the influence of an illegal substance, or
- ii. As a consequence of an accident caused by or involving the Contractor's employee or agent on County's premises during the performance of this Contract and likely to have been related to Contractor's employee's or agent's use of an illegal substance.

Drug screening (unless provided by the County) shall be performed by Contractor at Contractor's expense, and Contractor will address any positive results and handle accordingly.





Contractor's employee or agent will not be permitted to perform the Services if a positive result of the drug screen is determined.

**15. Prohibited Practices.**

**a. Conflict of Interest.**

Contractor during the period of this Contract shall not hire, retain or utilize for compensation any member, officer, or employee of County or any person who, to the knowledge of Contractor, has a conflict of interest.

**b. Code of Ethics.**

Contractor hereby attests that it is familiar with Milwaukee County's Code of Ethics which states, in part,

*"No person shall offer or give to any public official or employee, directly or indirectly, and no public official or employee shall solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the public official's or employee's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction or omission by of the public official or employee."*

Additionally, the Contractor shall ensure all subcontractors and employees are familiarized with the statement above.

**c. Non-Conviction for Bribery.**

Contractor hereby declares and affirms that, to the best of its knowledge, none of its officers, directors, partners, agents, or employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the federal government.

**16. Additional Contractual Terms**

**a. Public Records.**

Both Parties understand that the County is bound by the public records law, and as such, all of the terms of this Contract are subject to, and conditioned on, the provisions of Wis. Stat. §19.21, *et seq.* The Contractor acknowledges and agrees that it shall be obligated to assist the County in retaining and timely producing records subject to the Wisconsin Public Records Law when any statutory request is made, and that any failure to do so shall constitute a material breach of this Contract, whereupon the Contractor shall then be obligated to indemnify, defend, and hold the County harmless from liability under the Wisconsin Public Records Law occasioned by such breach. Except as otherwise authorized by the County in writing, records subject to the Wisconsin Public Records Law shall be maintained for a period of three years after receipt of final payment under this Contract.

**b. Media Releases and Contact.**

Contractor's staff, independent contractors, and subcontractors shall be restricted from releasing any information about the contract or events occurring within a County facility to a public forum or to the media without the authorization of the County and coordinated through the parties' public information representatives.



**c. Electronic Documents Considered Writing.**

Any document properly transmitted by computer access will be considered a “writing” delivered in connection with this Contract. Electronic documents will be considered signed by a Party if they contain an agreed-upon electronic identification symbol or code as required by law. Electronic documents will be deemed received by a Party when accessible by the recipient on the computer system.

**d. Compliance with Laws.**

The Contractor agrees to comply with all applicable federal, state, and local statutes, laws, rules, regulations, ordinances, and all policies, procedures, standards, and regulations of any accreditation agencies or bodies. The Contractor agrees to hold the County harmless from any loss, damage, or liability resulting from a violation on the part of the Contractor of any such laws, rules, regulations, policies, procedures, standards, or ordinances.

**e. Choice of Law.**

This Contract shall be governed, interpreted, construed, and enforced in accordance with the internal laws of the State of Wisconsin, without regard to its conflict of laws principles. Any litigation over the enforceability of the provisions herein or to enforce any rights hereunder shall be in state court with venue in Milwaukee County.

**17. Independent Contractor.**

Nothing contained in this Contract shall constitute or be construed to create a partnership or joint venture between County or its successors or assigns and Contractor or its successors or assigns. In entering into this Contract, and in acting in compliance herewith, Contractor is at all times acting and performing as an independent contractor, duly authorized to perform the acts required of it hereunder.

**18. Assignment, Delegation, and Subcontracting.**

The Contractor shall not assign, delegate, or subcontract any portion of its rights, duties, or obligations under this Contract without express prior written consent of the County. Notwithstanding the Contractor’s retention of any third parties and County’s consent (if provided), Contractor shall remain responsible for the performance of all Services and for compliance with all terms of this Contract. Subject to these restrictions, this Contract shall be binding upon and inure to the benefit of the Parties, their successors and assigns.

**19. Notices.**

All notices with respect to this Contract shall be in writing. Except as otherwise expressly provided in this Contract, a notice shall be deemed duly given and received upon delivery, if delivered by hand, or three days after posting via US Mail, to the party addressed as follows:

**To Contractor:**

SEWRPC  
ATTN: Elizabeth A. Larsen  
W239 N1812 Rockwood Dr.  
Waukesha, WI 53188

**To County:**

Milwaukee County  
DAS – Land Information Office  
ATTN: Kevin Bruhn, GIS Manager  
633 W. Wisconsin Avenue, 9<sup>th</sup> Floor  
Milwaukee, WI 53203  
[Kevin.Bruhn@milwaukeecountywi.gov](mailto:Kevin.Bruhn@milwaukeecountywi.gov)



Milwaukee County

*With a copy to*

Milwaukee County Corporation Counsel  
901 N. 9th Street, Room 303  
Milwaukee, WI 53233

Either party may designate a new address for purposes of this Contract by written notice to the other party.

**20. Severability.**

If any part of this Contract is declared invalid or unenforceable by a court of competent jurisdiction, it shall not affect the validity or enforceability of the remainder of this Contract, unless the Contract so construed fails to meet the essential business purposes of the Parties as manifested herein.

**21. Entire Agreement.**

This Contract and all properly executed Statements of Work constitute the entire Contract between the Parties relating to the subject matter hereof, and supersede any and all prior agreements and negotiations, whether oral, written, or implied. No change, addition, or amendment shall be made except by written agreement signed by a duly authorized representative of each Party.

**22. Modification and Waiver.**

This Contract may not be modified and none of its terms may be waived, except in writing and signed by authorized representatives of both Parties. To the extent that any term in any document, other than a writing signed by both Parties that expressly purports to amend this Contract, is contrary to, or conflicts with this Contract, the terms of this Contract shall control. A waiver by a Party of any default shall not be deemed a waiver of a prior or subsequent default of the same or other provisions of this Contract. The failure of a Party to enforce, or the delay by a Party in enforcing, any of its rights shall not be deemed a continuing waiver or a modification of this Contract.

**23. Amendment.**

No amendment to or rescission, termination or discharge of this Contract is effective unless reduced to writing, identified as an amendment to or rescission, termination, or discharge of this Contract, and signed by an authorized representative of each Party.



Milwaukee County

WHEREOF, the parties hereto have executed this Agreement on the day, month and year first above written.

**FOR MILWAUKEE COUNTY:**

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

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

**FOR SOUTHEASTERN WISCONSIN  
REGIONAL PLANNING COMMISSION**

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

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TAXPAYER ID No.: \_\_\_\_\_

**REVIEWED AS TO INSURANCE  
REQUIREMENTS**

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

**Risk Manager**  
Office of Risk Management

**APPROVED WITH REGARDS TO COUNTY  
ORDINANCE CHAPTER 42**

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

**Director**  
Community Business Development Partners

**APPROVED AS TO FUNDS AVAILABLE  
PER WISCONSIN STATUTES §59.255(2)(e):**

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

**Milwaukee County Comptroller**  
Office of the Comptroller

**APPROVED REGARDING FORMS AND  
INDEPENDENT CONTRACTOR STATUS:**

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

**Corporation Counsel**  
Office of Corporation Counsel

**REVIEWED AND APPROVED BY THE  
COUNTY EXECUTIVE:**

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

**County Executive**  
Office of the County Executive

**APPROVED AS COMPLIANT UNDER  
§59.42(2)(b)5, STATS.:**

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

**Corporation Counsel**  
Office of Corporation Counsel