



CLERMONT COUNTY, OHIO

REQUEST FOR PROPOSALS FOR THE CREATION OF AN ECONOMIC DEVELOPMENT STRATEGIC PLAN

RFP AVAILABILITY DATE: MAY 29, 2025

CLOSE DATE: JUNE 26, 2025

CLERMONT COUNTY, OHIO

COMMISSIONER – DAVID L. PAINTER

COMMISSIONER – CLAIRE B. CORCORAN

COMMISSIONER – BONNIE J. BATCHLER

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LEGAL NOTICE

The Clermont Sun

Date: **INSERT DATE**

The Board of Clermont County Commissioners, through its Department of Community + Economic Development, is soliciting and will be accepting Competitive Sealed Proposals from qualified proposers to develop an Economic Development Strategic Plan (“EDS Plan”). The Board wishes to engage an organization to create an EDS Plan that details current and future forecast trends for development in the County and the region, including demographic, socioeconomic, infrastructure, economic, and other quality of life factors, performs a S.W.O.T. analysis of the county, identifies areas of targeted growth from that analysis, targets specific industry sectors based on current and future forecasts, creates best practices and strategies for economic development within the County, and creates an evaluation framework relative to the County’s implementation of the EDS Plan and the subsequent impact of the EDS Plan in County and region.

All Proposals must be received in the office of the Clermont County Department of Community + Economic Development, 3rd Floor, 101 E. Main St., Batavia, Ohio 45103, no later than 2:00 P.M. local time on June 26, 2025, at which time proposals will be opened publicly in a manner that avoids public disclosure of the proposal’s contents; however, the names of proposers/offerors will be read aloud.

Instructions to organizations, specifications, and the Proposal form outlining the terms and conditions of the proposed services may be obtained by interested parties from Scott Gafvert at the Clermont County Department of Community + Economic Development, 101 East Main Street, 3rd floor, Batavia, Ohio 45103, Phone: (513) 732-7825 or by email at sgafvert@clermontcountyohio.gov. Office hours are from 8:00 A.M. to 4:30 P.M., Monday thru Friday.

NOTE: ALL PROSPECTIVE PROPOSERS ARE HEREBY CAUTIONED NOT TO CONTACT ANY MEMBER OF THE CLERMONT COUNTY STAFF OR OFFICIALS OTHER THAN THE SPECIFIED CONTACT PERSON.

Each Proposer MUST submit their Proposal in the following format: one (1) original paper copy, along with one (1) searchable copy in .pdf format on a USB. All copies must be in a separate sealed envelope marked: Economic Development Strategic Plan

The Board of Clermont County Commissioners reserves the right to waive any informalities, reject any or all Proposals, and to hold such Proposals for a period of sixty (60) days before taking any action and to award a contract to the Proposal deemed most advantageous to the county per the specifications set forth in ORC 307.862.

This notice will also be posted on the contracting authority’s website at the following URL link: www.clermontcountyohio.gov. To view the legal notice, please click on the link “Legal Notices” located on the Clermont County Home Page.

Board of County Commissioners
Clermont County, Ohio

David L. Painter, President
Claire B. Corcoran, Vice President
Bonnie J. Batchler, Member

ATTEST:

Gael Fawley, Clerk of the Board

Bill To: Clermont County Board of Commissioners, 101 East Main Street, Batavia, Ohio 45103

OVERVIEW

Introduction

The Board of Clermont County Commissioners and the Clermont County Department of Community + Economic Development ("County," "Board," or "CED") jointly seek proposals for consulting services related to the development of an Economic Development Strategic Plan ("EDS Plan"), for completion during the 2025 fiscal year, or soon thereafter. The RFP that follows will provide guidance on the overall objectives of the proposal, as well as the evaluation processes and related material.

Background

Clermont County is located directly east of Cincinnati and Hamilton County, Ohio, situated along 27 miles of the Ohio River to its south, Brown County to its east, and Warren and Clinton counties to its north. The County has continued to experience growth in step with neighboring counties comprising the Cincinnati MSA. The most recent ACS Demographic and Housing (2023) data estimates the population of the County at 211,972. By official Decennial Census figures, the County has grown by 17% from the years 2000 to 2020. According to the Ohio Department of Development's Office of Research, the population of the County is expected to grow through 2050, representing one of only a handful of Ohio counties to receive that distinction.

In order to foster responsible, targeted growth, CED seeks consulting services for the development of an EDS Plan. There are a number of factors that CED believes serve as potential catalysts for future growth in both residential, commercial, and industrial development. In order to encourage a pragmatic pattern of development, the County needs a comprehensive strategic development plan that can serve as a guide for local stakeholders in economic development decision-making processes.

In addition to the County's population growth, major improvements to transportation routes, the availability of vacant land, and recent economic development successes serve as the impetus for an updated strategic approach to future development. It is estimated that over half of the County's working population leave the County for work. CED believes that a strategic plan can help capture its own existing workforce, while also attracting outside workforce, by identifying key economic development initiatives catered to the County's strengths.

Past economic development related plans are dated from 2006 through 2008, and the most recent "comprehensive" Economic Development Strategic Plan was adopted in 2010. Since the adoption of that plan, (a) both Clermont County coal-fired power plants have closed; (b) the Ivy Pointe office park was developed; (c) South Afton Industrial Park was developed; (d) the OH-32 Eastern Corridor project has been mostly completed; and (e) COVID-19 pandemic transformed the workplace environment and larger economy as a whole.

REQUIRED CONTENT OF PROPOSALS

The County requires the Proposer to submit a concise Proposal clearly addressing all of the requirements outlined in this RFP. Proposals should provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Proposer may include additional information such as promotional brochures, letters of recommendation, newspaper articles, etc. to support the submission requirements of this RFP. The County reserves the right to request and receive additional information as necessary.

Instructions to organizations, specifications, and the Proposal form outlining the terms and conditions of the proposed services may be obtained from Proposers interested in receiving the Request for Competitive Sealed Proposals by submitting a written request for the Proposal to the Board of Clermont County Commissioners, Attention: Scott Gafvert at the Clermont County Department of Community + Economic Development, 101 East Main Street, 3rd floor, Batavia, Ohio 45103, Phone: (513) 732-7825 or by email at sgafvert@clermontcountyohio.gov. Office hours are from 8:00 A.M. to 4:30 P.M., Monday thru Friday.

All Proposals submitted in response to this RFP should be organized as follows and be sent to the County as one (1) original paper copy Proposal and one (1) searchable copy in .pdf format on a thumb drive. Proposals are to be verified before submission as they cannot be corrected or altered or signed after Proposals are opened. Anyone interested may also download specifications by registering for a free account at <https://www.demandstar.com>.

The Proposal must include, at a minimum, the following sections in the order indicated:

- A. Title Page:** to include all relevant Proposer information (name, address, contact information, primary contact, date of submittal).
- B. Introduction:** to be no more than two pages in length detailing the Proposer's vision and goals, history and experience in economic development, general approach to a project of this type and scope, and relevant experience of employees to be assigned this project, should the applicant be selected.
- C. Objectives / Scope of Work:**
 - 1. Address the Objectives/Scope of Services Section of this RFP, line by line, with the corresponding list section noted.
 - 2. Detail, as clearly and succinctly as possible, how the Proposer plans to approach each line item.
 - i. Additions to the listed Objectives/Scope of Work by Proposers are welcome.
- D. References:** to include any additional firms the Proposer would plan on utilizing to assist in the project scope, as well as evidence of past performance in similar planning efforts.
 - 1. Please provide detailed references to a minimum of two similar prior plans that the Proposer has completed in the last three years, including a brief summary of the work (less than one page), as well as sample material from the reference projects and contact information for the contracting entity.
 - 2. Please provide a list of all past completed work in the last five years of a similar nature; make sure to highlight any projects contracted by counties of a similar size and/or location to Clermont County.

- E. Personnel:** Include the names, contact information, and resumes of person(s) assigned to this project, should the Proposer be selected.
- F. Cost:** Provide a non-binding estimate of costs or the range of costs to produce the EDS Plan proposed in this RFP. Include a breakdown of the fee structure.
- G. W-9 Request for Taxpayer Identification Form** (Attachment 1)
- H. Affidavits & Certifications**
 - 1. Affidavit affirming compliance with 9.24 and 5719.042 of the Ohio Revised Code (Attachment 2).
 - 2. Non-Collusion Affidavit of Prime Bidder (Attachment 3).
- I. Conflict of Interest** - Describe any potential conflict of interest between the Proposer and the Board.

EVALUATION CRITERIA

Proposers will be evaluated for selection on the basis of those most qualified to meet the requirements of this RFP. Major criteria to be considered in evaluation include the following:

Activity	Score Assigned	Out Of
Qualifications of the Proposer for Services Requested: (a) Training and/or education of <i>staff</i> in relevant fields (b) Past experience with relevant planning efforts of <i>staff</i> (c) Firm's track record of projects of similar size and scope		30
References: (a) What were the experiences of other governmental agencies who contracted the firm for similar work? (b) What were the experiences of those clients with the specific person(s) assigned to this project?		20
Proposer's response to RFP: (a) Were all sections addressed? (b) Was the response well organized and easy to evaluate? (c) Timeliness of response		20
Fee Schedule: (a) Is the fee schedule reasonable compared to proposals by other applicant firms?		10
Experience Locally: (a) Are any of the Proposer's referenced past projects in close proximity to Clermont County (b) Does the firm have the ability to perform work locally on an acceptable basis (stakeholder meetings; client meetings, etc.)?		10
Interview: (a) Was the Proposer well prepared for the interview? (b) Did the Proposer's interview align with their RFP in terms of experience, approach, and enthusiasm for economic development strategic planning?		10
TOTAL SCORE:	0	100

OBJECTIVES/ SCOPE OF SERVICES

The County expects the EDS Plan to provide a comprehensive and actionable strategy. More specific objectives and details of the scope of work are provided below:

A. Background & Analysis

1. Detail the current conditions and forecast future trends for economic development in the County and in the region:
 - i. Demographic and socioeconomic (labor force, education, housing, quality of life indicators, etc.)
 - ii. Infrastructure (transportation assets, utilities, zoning, incentives)
 - iii. Economy (market conditions, market gaps, industry trends, workforce trends, recent successes and/or failures, etc.)
 - iv. Other / quality of life factors (housing, services, education, amenities & recreational assets, tax environment, safety, etc.)
2. Perform a S.W.O.T. (Strengths, Weaknesses, Opportunities, Threats) analysis of the entire county, factoring in local, regional, state, and national conditions and forecasts.
 - i. Utilize market and demographic data
 - ii. Conduct local and regional stakeholder roundtables and/or surveys with business owners, local economic and workforce development professionals, housing and commercial developers, local residents, government officials, etc.
3. Identify targeted growth areas based on an analysis of existing conditions, key metric indicators, and market forecasts.
 - i. Assessment of growth areas can factor in a variety of land use including industrial, commercial, mixed-use, residential, recreational, etc.
4. Determine a set of targeted industry sectors, based on existing County and regional industry strengths and weaknesses, as well as forecasts for future industry growth and trends both nationally and locally.
5. Additional item recommendations as the Proposer sees fit.

B. Programming & Evaluation:

1. Best practices and strategies for economic development in Clermont County.
Deliverables may include:
 - i. Analysis of and (if deemed necessary) recommendation for amended incentive program structure. May include addition or elimination of programs; project evaluation criteria, guidance, and scoring; order of operations and collaboration strategy with local stakeholders and governmental agencies; and other, as identified by consultant.
 - ii. Creation of a Return on Investment analysis for evaluation of economic impact of potential projects.
 - iii. Identify stakeholder partnerships that should be made or better utilized in an effort to expand services and efficiency in delivery of services.
 - iv. Deliver a work plan for identified growth areas with respect to development of utilities, transportation, pre-site planning, etc., in an effort to ready sites for their highest and best identified land use.
 - v. Assist CED staff in maximizing the effectiveness of business retention and expansion efforts.
 - vi. Marketing and branding recommendations (social media, logo, website, outreach strategies, etc.), with reference to identified industry targets, as well as workforce attraction, and quality of life.

vii. Additional item recommendations as consultant firm sees fit.

C. Create an Evaluation Framework to evaluate the County and CED's implementation of the EDS Plan and to measure the impact of efforts on the County and region:

1. EDS Plan should define short-term, mid-term, and long-term objectives, goals, and strategies.
2. Performance metrics may include: job creation/retention; private investment figures; wealth creation (GDP per capita, household income, per capita income, wages, net worth, etc.); secondary development impacts; additional items as the consultant sees fit.
3. The Framework should be intuitive to use to a multitude of potential users, as employee positions change as the department and political climate evolves.
4. Additional item recommendations as the consultant firm sees fit.

D. Maintain all records that are considered public records according to Ohio Revised Code Chapter 149, and other records the County deems appropriate for reporting purposes.

GENERAL INSTRUCTIONS TO PROPOSERS

A. **Mailing Instructions/Physical Delivery Address**

Proposers shall submit their Proposals to:

Clermont County Department of Community + Economic Development
Economic Development Strategic Plan
101 East Main Street
Batavia, Ohio 45103

All Proposals submitted for consideration by the Board of Clermont County Commissioners must comply with these instructions to be considered. These instructions constitute the minimum requirements as to the terms and conditions of the contract. Therefore, if any timeframes or other requirements set forth herein conflict with the stated requirements in the specifications, the specifications requirements shall prevail.

B. **Proposal Schedule**

All Proposals must be received in the office of the Clermont County Department of Community + Economic Development, 3rd Floor, 101 E. Main St., Batavia, Ohio 45103, no later than 2:00 P.M. local time on June 26, 2025 at which time proposals will be opened publicly in a manner that avoids public disclosure of the proposal's contents; however, the names of proposers/offersors will be read aloud.

Each Proposal shall be enclosed in a separate sealed envelope labeled Economic Development Strategic Plan and the name of the Proposer. Proposers must send one (1) original Proposal and one (1) searchable copy in .pdf format on a thumb drive. Proposals are to be verified before submission as they cannot be corrected or altered or signed after Proposals are opened. Anyone interested may also download specifications by registering for a free account at <https://www.demandstar.com>.

Proposals shall be made only in the form above, properly executed, and enclosed in a sealed envelope bearing the name of the Proposer, Proposal due date, and Proposal title.

The County is not responsible for Proposals that are delinquent, lost, mismarked, sent to an address other than that given above, or sent by mail or courier service. Proposal postmark dates and times will not be considered as meeting that deadline. Any Proposals received after the scheduled time of opening will be received, but they will not be opened or considered.

A Proposer may withdraw the Proposal, either personally or by written request, at any time prior to the award of a contract.

C. **Inquiries**

For information regarding the RFP, please contact the County Point of Contact by email:

Scott Gafvert
sgafvert@clermontcountyohio.gov
Clermont County Department of Community + Economic Development
101 East Main Street

Batavia, Ohio 45103
Phone: 513-732-7825

Potential Proposers must address any questions or requests for interpretation regarding this RFP via email to the County's Point of Contact, Scott Gafvert, at sgafvert@clermontcountyohio.gov. Further, potential Proposers are encouraged to register an email address with the County Point of Contact as soon as possible so that an email list can be established to disseminate changes, additions and deletions to the RFP. When you register via email, please follow up with a phone call if you don't receive a confirmation that your registration was received. Additionally, Proposers who have registered an email address for the Proposal will be provided with all questions and the County's responses (if registered as of the date and time of the response). **PLEASE EMAIL, DO NOT CALL, WITH QUESTIONS OR COMMENTS REGARDING THE RFP ITSELF.**

Proposers must address any questions or requests for interpretation regarding the RFP via E-mail to the County's point of contact no later than 12:00pm (noon) local time, Monday, June 16, 2025. The person submitting the question or request shall be responsible for its prompt delivery. Answers to all questions or requests for interpretation will be sent via email by **4:30pm local time on Monday, June 23, 2025**, to all Proposers who have registered an email address or submitted a written request for the Proposal.

D. Addenda

Any addenda issued by the County during the time of Proposal development shall be covered in the Proposal and shall be made a part of the contract.

E. Foreign Corporations

If the firm to be awarded the Contract is a foreign corporation, the Secretary of State has certified that such corporation is authorized to do business in this state; and the firm so awarded the Contract as a person or partnership has filed with the Secretary of State as its agent for the purposes of accepting service of summons in any action brought under Section 153.05 of the Revised Code or under Section 4123.01 to 4123.94, inclusive of the revised Code.

F. Insurance

The County shall furnish and maintain automobile liability insurance for the vehicles, and general liability insurance and workers' compensation insurance for its agents, servants and employees for their acts in connection with the EDS Plan.

G. Indemnification

The Proposer hereby agrees to indemnify and hold the County harmless from any claims, demands or losses of any type or nature to any person, vendor or corporation arising in any manner from the Proposer's performance or failure to perform the work required under this contract and shall pay any judgment or liability obtained or growing out of said claims, liabilities or judgments, including reasonable attorney's fees and costs.

H. Proposer supplied materials

Any material submitted by a Proposer shall become the property of the County. All materials and exhibits submitted in the Proposal response shall not be returned to the vendor. All Proposals received constitute public information as a matter of statutory law and will be made available for public inspection and copying upon request by members of the public pursuant to the requirements of Section 149.43 of the Ohio Revised Code. Any portion of the Proposal that the Proposer requires to be treated as confidential in nature must be marked to that effect and provided that the information falls within an appropriate exemption enumerated under Section 149.43, that portion will not be considered public record. Proposals and any documents or other records related to a subsequent negotiation for a final contract that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the contract.

I. County Options Regarding Proposals

The Board of Clermont County Commissioners reserves the right to reject any and all Proposals, to waive any informalities in the Proposal procedure, to accept any Proposal which it deems to be most advantageous for the County under ORC 307.862, and to hold such Proposals for a period of sixty (60) days before taking action to award a contract.

The County reserves the right to reject any proposal in which the Proposer takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that the County considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the County.

The County further reserves the right to reject, in whole or in part, any Proposal that the County has determined would not be in the best interest of the County as specified in ORC 307.862.

The County also reserves the right to conduct discussions with Proposers who submit Proposals for the purpose of clarifications or corrections regarding a Proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Lastly, the County may cancel or reissue the RFP if (1) the services offered through all of the Proposals submitted to the County are not in compliance with the requirements, specifications, and terms and conditions set forth in the RFP; (2) the prices submitted by the Proposers are excessive compared to existing marking conditions or exceeds the available funds of the County; or, (3) the County determines that award of a contract would not be in the County's best interest.

J. Proposal Evaluation

Proposals should provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of contents. Responsiveness to the RFP will be a principal basis for evaluation. The County intends to engage the qualified Proposer it determines is most advantageous to the County. It is imperative that the Proposal fully address all aspects of the RFP. The Proposal must provide the County's staff with clearly expressed information concerning the Proposer's understanding of the County's specific requirements.

In addition to the qualifying criteria listed above, Proposals are to include and may be evaluated on the following factors:

1. **Organizational structure of firm and qualifications of management personnel.**
2. **Financial condition of the firm and ability to perform all obligations of the contract.**
3. **Experience in managing and operating similar types of projects.**
4. **Contract terms and Price.**

The initial term of the Contract shall commence on July 1, 2025 or soon thereafter, and conclude on December 31, 2026, and may be terminated at any time during the initial term at the County's convenience. The contract may be renewed for two (2) additional one-year periods upon mutual agreement of both parties and may be terminated at any time during these additional one-year periods at the County's convenience.

Following the contract award, the County reserves the right to request proof of background checks, negative drug tests, and driver's abstracts for the management team whose resumes are provided under the Personnel requirements.

5. **Compliance with Laws and Regulations.**

Each Proposer must comply with all applicable federal, state, and local laws and regulations and include the forms attached.

6. **Conflict of Interest.**

Describe any potential conflict of interest between the Proposer and the County.

7. **Supplemental Information.**

Proposer may include additional information such as promotional brochures, letters of recommendation, newspaper articles, etc. to support the submission requirements of this RFP.

K. Selection Process

1. All Proposals submitted in response to this RFP will be reviewed for responsiveness prior to referral to the selection committee.
2. A committee consisting of County representatives will then evaluate all responsive Proposals and make recommendations to the Board of County Commissioners.
3. The award of a contract, if made, will be made to the Proposer whose Proposal is most advantageous to the County. The County reserves the right to reject any and all Proposals, to waive any informality in the Proposals received, and to make the award to the Proposer whose Proposal is deemed to be in the best interest of the County.
4. Negotiations will take place with the primary firm on the final scope of work, the final contract Proposal, and the Proposal price. If a contract cannot be negotiated for this study, the negotiations with the designated Proposer shall be terminated in writing, and negotiations shall be started with the next highest rated Proposer.
5. The selected firm will be notified of the final approval of the contract. Within a reasonable time thereafter, the County will notify all other Proposers that the contract has been awarded to a different Proposer.

L. Cost Liability

The County assumes no responsibility, and no liability, for costs incurred by the prospective Proposers for the purpose of preparing and submitting Proposals.

M. Proposal Contents

1. **Title Page:** to include all relevant Proposer information (name, address, contact information, primary contact, date of submittal).
2. **Introduction:** to be no more than two pages in length detailing the Proposer's vision and goals, history and experience in economic development, general approach to a project of this type and scope, and relevant experience of employees to be assigned this project, should the applicant be selected.
3. **Objectives / Scope of Work:**
 - a. Address the Objectives/Scope of Services Section of this RFP, line by line, with the corresponding list section noted.
 - b. Detail, as clearly and succinctly as possible, how the Proposer plans to approach each line item.
 - i. Additions to the listed Objectives/Scope of Work by Proposers are welcome.
4. **References:** to include any additional firms the Proposer would plan on utilizing to assist in the project scope, as well as evidence of past performance in similar planning efforts.
 - a. Please provide detailed references to a minimum of two similar prior plans that the Proposer has completed in the last three years, including a brief summary of the work (less than one page), as well as sample material from the reference projects and contact information for the contracting entity.
 - b. Please provide a list of all past completed work in the last five years of a similar nature; make sure to highlight any projects contracted by counties of a similar size and/or location to Clermont County.
5. **Personnel:** Include the names, contact information, and resumes of person(s) assigned to this project, should the Proposer be selected.
6. **Cost:** Provide a non-binding estimate of costs or the range of costs to produce the EDS Plan proposed in this RFP. Include a breakdown of the fee structure.
7. **W-9 Request for Taxpayer Identification Form** (Attachment 1)
8. **Affidavits & Certifications**
 - a. Affidavit affirming compliance with 9.24 and 5719.042 of the Ohio Revised Code (Attachment 2).
 - b. Non-Collusion Affidavit of Prime Bidder (Attachment 3).
9. **Conflict of Interest** - Describe any potential conflict of interest between the Proposer and the Board.

N. Assignment

It is to be understood that no part of this Proposal shall be assigned, transferred, conveyed, sublet, or otherwise disposed of, without expressed written approval of the County.

O. Exemption

Clermont County is exempt from payment of Federal Excise Tax, Transportation Tax and Ohio State Sales Tax.

P. Receipt and Opening of Proposals

Any Proposal may be withdrawn prior to the award of a contract.

Q. Insurance

1. The Proposer shall carry commercial general liability insurance for bodily injury, personal injury, and property damage in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate while performing any services for the County. If selected, the Proposer shall provide to the County a certificate of insurance listing the Clermont County Board of County Commissioners, and any entity the Clermont County Board of County Commissioners executed a final contract on behalf of, and all of their respective officials, employees, representatives, servants, volunteers, successors, assigns, and agents as additional insured as proof of compliance with this condition. Proposer shall also maintain liability insurance to cover all of its employees and agents for any liability arising out of their conduct while in the employ of the Proposer in connection with the services rendered to the County in response to this RFP, if selected. The Proposer's insurance coverage shall be the primary insurance with respect to the County and its officers and employees.
2. The Proposer will require all insurance policies in any way related to this RFP and secured and maintained by the Proposer to include endorsements stating each underwriter will waive all rights of recovery, under subrogation or otherwise, against the County. The Proposer will require of subcontractors, by appropriate written agreements, similar waivers each in favor of the County.
3. The County reserves the right at any time to request complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by the specifications in this RFP. Each insurance policy required shall be endorsed to state that coverage shall not be cancelled or materially changed except when thirty (30) days prior written notice, including reasoning, has been given to the County. Maintenance of the proper insurance for the duration of any final contract term is a material element of the final contract. Material changes in the required coverage or cancellation of the coverage shall constitute a material breach of the final contract. Proposer shall maintain all required policies under the final contract for a period of at least two (2) years after the completion of the services detailed in this RFP and as executed in any final contract.

R. Obligation of Proposer

At the time of the opening of Proposals, it shall be presumed that each Proposer has reviewed the scope of the RFP to clear up any questions. The failure of any Proposer to examine any Proposal requirement shall in no way relieve the Proposer of any obligation or condition of these documents.

ATTACHMENT 1

Request for Taxpayer Identification Number and Certification (Sample below, please use current IRS form)

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.																																																																													
Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.																																																																														
	2 Business name/disregarded entity name, if different from above																																																																														
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____																																																																														
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>																																																																														
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)																																																																													
	6 City, state, and ZIP code																																																																														
	7 List account number(s) here (optional)																																																																														
Part I Taxpayer Identification Number (TIN)																																																																															
<p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.</p> <p>Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.</p>																																																																															
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="11" style="text-align: center;">Social security number</td></tr><tr><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td></tr><tr><td colspan="4" style="text-align: center;">-</td><td colspan="3" style="text-align: center;">-</td><td colspan="4"></td></tr><tr><td colspan="11" style="text-align: center;">or</td></tr><tr><td colspan="11" style="text-align: center;">Employer identification number</td></tr><tr><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td></tr><tr><td colspan="4" style="text-align: center;">-</td><td colspan="7"></td></tr></table>			Social security number																						-				-							or											Employer identification number																						-										
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<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none">1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and3. I am a U.S. citizen or other U.S. person (defined below); and4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.</p>																																																																															
Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____																																																																													
General Instructions																																																																															
<p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.</p> <p>Purpose of Form</p> <p>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Form 1099-INT (interest earned or paid)• Form 1099-DIV (dividends, including those from stocks or mutual funds)• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)• Form 1099-S (proceeds from real estate transactions)• Form 1099-K (merchant card and third party network transactions)• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)• Form 1099-C (canceled debt)• Form 1099-A (acquisition or abandonment of secured property) <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding?</i> on page 2.</p> <p>By signing the filled-out form, you:</p> <ol style="list-style-type: none">1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),2. Certify that you are not subject to backup withholding, or3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.																																																																															
Cat. No. 10231X Form W-9 (Rev. 12-2014)																																																																															

ATTACHMENT 2

AFFIDAVIT IN COMPLIANCE WITH SECTIONS 9.24 AND 5719.042 OF THE OHIO REVISED CODE

STATE OF _____

SS:

COUNTY OF _____

Personally appeared before me the undersigned, a bidder in a competitive bidding
for _____
(Name of Firm)

for a _____ contract let by the County of Clermont, who, being
(Type of Product or Service)

duly cautioned and sworn, makes the following statement with respect to the personal property taxes on the general tax list of personal property of Clermont County, Ohio:

1. That the undersigned at the time of making this proposal on the aforementioned Contract was not charged with any delinquent personal property taxes on the general tax list of personal property of Clermont County.

2. That this statement is made in compliance with Section 5719.042 to be incorporated into the Contract between the parties as provided in that Section of the Ohio Revised Code.

3. That pursuant to §9.24 of the Ohio Revised Code, if the project for which this proposal is submitted has been identified as being funded in whole or in part with funds from the State of Ohio, the affiant further certifies that the bidder, if an individual, or if a corporation, any principal owning more than 10% equitable interest in the corporation, does not have a finding for recovery issued by the Auditor of State which remains unresolved as defined in §9.24 ORC.

Signature: _____

Title: _____

Subscribed and sworn before me this _____ day of _____, 20_____

Notary Public _____,

Printed Name of Notary: _____

My Commission expires: _____

ATTACHMENT 3

FEDERAL NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF _____)

COUNTY OF _____)

_____, being first duly sworn, deposes and says that:

1. They are _____ of _____
(Owner, partner, officer, representative or agent)

the Bidder that has submitted the attached Bid:
2. They are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Bid:
3. Such Proposal is genuine and is not a collusive or sham Bid:
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from bidding in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Proposal or of any other Bidder or to fix any overhead, profit or cost element of the Proposal price or Proposal price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Board of County Commissioners of Clermont County or any person interested in the proposed Contract: and
5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

Signature

Title

Sworn to before me and subscribed in my presence this ____ day of _____, 20____.

Notary Public

My Commission expires: ____/____/20____