

**SUBMISSION POLICY STATEMENT
For the La Crosse Builders Exchange**

We trust you recognize that our service is of value to you and your clients and we recognize that our viability depends on a successful long term relationship with you. We endeavor to make the bidding documents for your project available to a wide cross section of the construction contracting community. In the course of that effort, we make the documents available through a variety of means from the traditional library service and hard copy publications through the most modern electronic means.

It is our hope that our efforts in that regard result in the widest possible dissemination of your bidding documents such that your client receives the most competitive bids as are reasonably possible. To further address our desire to be of continuing service, we take this opportunity to address certain concerns relative to the documents you are providing to our service:

1. In order to avoid possible disputes over the ownership of the bidding documents you submitted to us, you understand and represent to us that you are either the owner of the right to use and copy the bidding documents, or, in the alternative, you are authorized to make the submission on behalf of those who are.
2. While we will not copy or otherwise use the bidding documents for purposes inconsistent with facilitation of the bidding process, we will make copies consistent with that effort. In addition, we may employ modern electronic means where our members may view the bidding documents remotely to facilitate our service.
3. You understand and agree that your deposit of the bidding documents with our service creates an implied, non-exclusive license on our part which permits us to disseminate the bidding documents to the construction community in the most efficient manner as may be possible, as outlined above or otherwise.
4. We recognize in return that our license is limited to facilitating bidding only. Consistent with that limitation, we will not employ the bidding documents for any other purpose, and we will return all hard copies in our possession to you at the conclusion of the bidding process if that is your desire, or we will make any other reasonable disposition you may request.

Please bring any questions or concerns that you may have regarding your submission to our attention so that we may address them at the earliest opportunity. We will continue to make every effort to treat your bidding documents in such a manner as to preserve your rights while facilitating our dissemination of the documents for bidding purposes. We look forward to a continuing relationship which works to our mutual benefit.

Adopted by the Board of Directors on April 13, 2005