

**REQUEST FOR PROPOSAL
BID NOTICE
MORTGAGE & RELEASE BOOK PROJECT**

Bids will be received until 2:00 p.m. on Tuesday, October 13, 2020 by the Lorain County Commissioners, Purchasing Department, 226 Middle Avenue, Fourth Floor, Elyria, Ohio 44035 for vendors to scan, redact, and index mortgage and release book volumes dating January 1, 1978 through August 21, 1987 and imported to application vendor as searchable index entries on Recorder's website.

Proposals will be opened immediately following the 2:00pm deadline in the Lorain County Commissioners Fourth Floor Public Meeting Room.

Bid packets for this service will be available beginning Monday September 28, 2020 at the Lorain County Purchasing Department, 226 Middle Avenue, Fourth Floor, Elyria, Ohio 44035. You may obtain a packet in one of the following ways:

1. Pick up at Lorain County Purchasing Department.
2. Request in writing for a packet to be e-mailed. Send the e-mail request to Pam Wilkens, pwilkens@loraincounty.us, at the Lorain County Purchasing Department.
3. Request in writing via the US Postal Service for Lorain County Purchasing Department to mail a packet.

Each proposal shall contain the full name or names of persons and company submitting the RFB and shall be enclosed in an envelope marked "RFB – Mortgage & Release Book Project".

- The Board of Commissioners reserves the right to reject any and all bids and to waive any informalities or irregularities if it is deemed in the best interest of Lorain County to do so. Any interpretation, correction or modifications to the specifications desired shall be submitted in writing to Pamela Wilkens, Purchasing Coordinator, Lorain County Commissioners 226 Middle Avenue Elyria, Ohio 44035, e-mail at pwilkens@loraincounty.us and must be received at least seven (7) days prior to the date on the bid opening.

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