

NOTICE TO VENDORS

1. Sealed proposals will be received by the Board of Commissioners for Lorain County, Ohio at the office of the Purchasing Department, 4th Floor, Lorain County Administration Building 226 Middle Avenue, Elyria, Ohio 44035 for the furnishing of all services, materials, equipment, programming including software, hardware and support services for the installation and operation for the “Lorain County Courts Case Management System”.
2. Such sealed proposals will be accepted until 2:00 P.M. on August 8, 2016. Proposals may be submitted between the hours of 8:00 A.M. to 4:00 P.M., Mondays through Fridays.
3. Such proposals must be in strict conformity with contract documents, plans and specifications which may be obtained at the Purchasing Department offices, during the same hours available for submitting proposals.
4. 2 original copies and 3 DVD’s of each proposal must be included and must contain the name of the person or company submitting the proposal and shall be enclosed in a sealed envelope marked “Lorain County Courts Case Management System Proposal”.
5. A Mandatory pre-proposal conference will be held on July 25, 2016 at the Lorain County Justice Center from 1:00 P.M. to 4:00 P.M.. Questions and registration for the conference must be received no later than 12:00 P.M. on July 15, 2016.
6. Proposals will be opened and read upon expiration of the time for filing proposals, on August 8, 2016 immediately following the deadline of 2:00 P.M in Meeting Room D, 4th Floor, Lorain County Administration Building 226 Middle Avenue, Elyria, Ohio 44035.
7. The award will be granted based upon evaluation and negotiation pursuant to Section 307.862 of the Revised Code. The Board of Commissioners reserves the right to reject any and all bids and to waive any informalities or irregularities.

LORAIN COUNTY BOARD OF COMMISSIONERS

Theresa Upton Clerk

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