

INVITATION TO BID (ITB)
COPIER LEASE AGREEMENT

Sealed bids will be received until 2:30 p.m. on Tuesday, February 18, 2014, by the Lorain County Commissioners, Purchasing Department, 226 Middle Avenue, Elyria, Ohio 44035, for the lease of 7 copiers to be used by the Lorain County Department of Job and Family Services. Bids will be opened immediately following the 2:30 p.m. deadline in the Lorain County Commissioners Fourth Floor Public Meeting Room.

Specifications will be available beginning Monday, February 3, 2014 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 Susan Lux, slux@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 ITB and shall be enclosed in a preprinted envelope supplied by the county and marked "ITB -- COPIERS".

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 Margie Torres, Contract Supervisor, Lorain County Department of Job and Family Services 42485 North Ridge Road, Elyria, Ohio 44035, e-mail at torrem01@odjfs.state.oh.us, fax # 440.323.3422 and must be received at least four days prior to the date of the bid opening.