

INSTRUCTIONS TO BIDDERS
PROPOSAL FOR LAKE COUNTY FINANCIAL TRANSACTION
DEVICES AND SERVICES

SPECIFICATIONS

Sealed Bids will be received by the Lake County Treasurer at his Office in the Lake County Administration Center, 105 Main Street, Painesville, Ohio 44077; up to the hour of 11:00 AM local time on October 13, 2021, and made public thereafter for proposals to provide financial transaction devices and services capable of serving the needs of the Lake County Court of Common Pleas, Juvenile Division, the Lake County Court of Common Pleas, Probate Division, the Lake County Clerk of Courts Legal, the Lake County Clerk of Courts Title Bureau, the Lake County Recorder, and the Lake County Building Department.

See attached Exhibit "A" for a complete list of specifications.

Bids shall be addressed to the above Office of the Lake County Treasurer and marked **PROPOSAL FOR THE LAKE COUNTY FINANCIAL TRANSACTION DEVICES AND SERVICES.**

THE CONTRACT MAY BE AWARDED FOR ALL OR PART OF YOUR BID. The lowest and best bid will be recommended to be awarded a contract by the Board of Lake County Commissioners. The lowest and best bidder will be awarded a contract to Purchase Financial Transaction Devices and Services associated with accepting payments, by the Board of Lake County Commissioners for use by the Lake County Court of Common Pleas, Juvenile Division, the Lake County Court of Common Pleas, Probate Division, the Lake County Clerk of Courts Legal, the Lake County Clerk of Courts Title Bureau, the Lake County Recorder, and the Lake County Building Department. If the lowest and best bidder cannot or fails for any reason to perform the contract, the County may re-bid the Financial Transaction Devices and Services proposal or award the contract to the next lowest and best bidder.

The County reserves the right to reject any and all proposals for Financial Transaction Devices and Services for the statutory reasons allowed, including if the proposal is not in the best interests of the County. The County may conduct discussions with offerors who submit proposals for clarification or correction to ensure full understanding and responsiveness to the requirements.

BIDDING REQUIREMENTS

The bid or proposal for providing Financial Transaction Devices and Services serving the needs of the Lake County Court of Common Pleas, Juvenile Division, the Lake County Court of Common Pleas, Probate Division, the Lake County Clerk of Courts Legal, the Lake County Clerk of Courts Title Bureau, the Lake County Recorder, and the Lake County Building Department must be accompanied by a bond for the full amount of the proposal, **OR** by certified check cashier's check or irrevocable letter of credit equal to ten percent of the amount proposal, drawn on a solvent bank located in Lake County and Payable to the Lake County Treasurer.

The bids must be held open for a period not longer than sixty (60) days after bid opening and the award may take place at any time after the bid opening. All bonds, certified checks, cashier's checks and irrevocable letters of credit submitted with the bid, not held due to an award of a contract, will be returned after the sixty (60) day period has elapsed. The bidder(s) awarded to contract shall forfeit the bond, certified check, cashier's check, and irrevocable letter of credit, if said bidder fails to enter into a contract to provide all or part of the Financial Transaction Devices and Services as awarded by the Board of Lake County Commissioners. The bonds(s), certified checks(s), cashier's check(s) or irrevocable letter(s) of credit shall be released after the contract is signed by all parties and a performance bond for the full amount of the contract shall be required in its place. Payment for the project will be provided pursuant to the contract(s) awarded.

Each bid must contain the full legal name of the person(s), corporation, partnership or other organization desiring to provide a bid or proposal to the County for Financial Transaction Devices and Services, including the principal owners if operating as a legal entity with a different name, and a contact person with a telephone number in the space provided above. Each bidder must also supply three references from similar projects bidder has previously completed.

CRITERIA

Lake County will consider the following criteria in determining lowest and best bidder in the Bid/Proposal submitted:

1. Familiarity, knowledge and experience with providing Financial Transaction Devices and Services.
2. Ability to meet the specifications outlined in Exhibit A.
3. Ability to integrate with the software utilized by each entity listed in Exhibit A.
4. Specificity of Submitted Bid/Proposal regarding the Bidder's ability and plan to provide Financial Transaction Devices and Services, type, brand, model, etc.
5. Fitness for Intended Purpose and use each entity in Exhibit A.
6. Extent that the Bid/Proposal follows the bidding requirements and law.
7. References.
8. Price.
9. Transaction Fee.