

**Madison County Department of Job and Family Services
200 Midway Street
London, Ohio 43140**

**Invitation to Bid
Process Server
Madison County Child Support Enforcement Agency**

County Officials

Madison County Commissioners

Mark Forrest

Dr. Tony Xenikis

Chris Wallace

**Robin Bruno, Director
Madison County Job and Family Services
Madison County Child Support Enforcement Agency
2023**

PROCESS SERVER

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Invitation to Bid

PROCESS SERVER

Sealed Bids, in accordance with Madison County specifications for Process Server for the Madison County Child Support Enforcement Agency, will be opened at the Office of the Madison County Commissioners, Courthouse, London, Ohio, 43140, on February 14, 2023, 10:30 A.M., at which time they will publicly be opened and read aloud.

It is the intent of these specifications to provide the Madison County Child Support Enforcement Agency, (herein referred to as MCCSEA), with the services of a Process Server.

The Madison County Commissioners is accepting bids from Process Servers who would like to provide services to the MCCSEA as Process Servers.

The Process Server must have knowledge of the Madison County court system and be able to perform service, as needed, by the Madison County Child Support Enforcement Agency and Madison County Prosecutor's Office. The process server, nor anyone employed as a process server by the bidder, may owe past due child support.

Providers will submit a resume, along with a description of relevant background experience and rate requirements.

A. Administrative Requirements

By submitting a bid, provider will be held accountable for having informed himself as to the conditions under which the contract will be accomplished and the contents of all applicable bid documents and regulations.

Each bid enclosed should clearly reference on the sealed bid envelope the appropriate Project Bid title. Each bid submitted by a vendor shall be signed by the legal authorized representative able to bind the company or firm.

The Madison County Commissioners do not accept bid proposals submitted by facsimile transmission.

Any questions regarding Bid Specifications, and the basic requirements for which bids are being solicited, should be directed to Bobbie Jacobs, Administrator, Madison County Child Support Enforcement Agency, (740) 852-4770.

Each bid shall be in conformity with the Ohio Revised Code.

Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, handicap or national origin.

The Madison County Commissioners reserve the right to reject any or all bids, to waive any informalities or irregularities in the bids received, and to accept any bid or combination of bids which is deemed most favorable to the county at the time and under the conditions stipulated.

Bids shall be submitted in a sealed envelope, and shall contain the full name of each person, agency/company, submitting the bid, and shall be signed by an official authorized to execute a contract. Bid envelopes shall be marked: Process Server. CSEA.

B. Bid Award Basis

This bid will be awarded on an "All or None" basis and will be awarded to a single bidder who is the lowest and best bidder in the judgment of MCCSEA and the board of County Commissioners. Errors or omissions may result in your bid being disqualified. "Low Bid" may not be the sole criterion by which this bid will be awarded. MCCSEA will evaluate the bids based on the following criteria for the lowest and/or best bid in their judgment.

- Compliance to the bid specifications and general requirements listed.
- Education and experience
- Experience as a Process Server

- All-inclusive rates for service statewide.
- Availability to service process during nontraditional business hours.
- Timely return of service, or notice of service failure, to Madison County Prosecutor's office and Court file.

However, the Madison County Commissioner's Office reserves the right to reject all bids, to waive technicalities, and to request a re-bid.

C. Pricing

Total contract value will not exceed \$ 15,000.00 per year.

The bidder will provide all-inclusive unit rates for service of process statewide. An additional rate, for additional attempts will also be quoted.

D. Delivery

Provider will be available 24 hours per day, seven days per week, on an as-needed basis. The provider will provide the CSEA, in advance, with notice of any periods of unavailability.

The provider shall attempt service of process within the time frames specified by the Madison County Prosecutor's Office on each subpoena at the address or addresses provided. The provider will provide timely notification of good service, or failure of service, to the Madison County Prosecutor's Office as well as ensure service attempts are promptly filed in the appropriate court file. Provider will submit a detailed monthly log of activities with the monthly billing statement which will detail the attempts at service. Billing statements must be submitted to the CSEA within fifteen (15) days after the prior month. The format of billing statements will be agreed upon between the CSEA Administrator and Provider after the contract is awarded.

E. Bid Proposal Documents

The Bid Proposal shall consist of a letter detailing relevant background experience, a resume, and a unit rate price quotation.

F. Contract Term

The term of the contract shall be determined by the contract option selected by Madison County. The exact contract commencement and expiration dates shall be set forth in the contract approved by MCCSEA and by resolution approving the contract as adopted by the Board of County Commissioners. However, the contract may be renewed yearly, without going back out to bid, for up to three years for the same contract value.

G. Price Adjustment Clause

No provider cost increases will be allowed during this contract period.

H. Terms of Payment

Payment of the contract will be made within thirty (30) days of receipt of a monthly, itemized billing. Billings will be rendered to:

Madison County Child Support Enforcement Agency
Attention: Bobbie Jacobs
200 Midway Street, London, OH 43140.

I. Termination of Contract

This agreement may be terminated by the Provider or the MCCSEA upon thirty (30) calendar days written notice. Failure to honor the terms of this Agreement and/or the related state, federal, or local regulations shall result in the immediate termination of this Agreement.