

LEGAL NOTICE TO BIDDERS

Sealed proposals will be received for furnishing all labor, materials and equipment necessary for the following project:

Project Name: MANUFACTURING OF ENVELOPES AND MAILHOUSE DATA PROCESSING OF THE VOTE-BY-MAIL APPLICATION FOR THE NOVEMBER 8, 2011 ELECTION

Bid Due Date: September 13, 2011, 4:00P.M. Requisition No. 21262

Proposals shall be in accordance with the specifications prepared by the Cuyahoga County Department of Public Works and on file at the Office of Procurement and Diversity, County Administration Building, 1219 Ontario Street, Room 110, Cleveland, Ohio 44113.

Bids must be deposited in the bid box in the Cuyahoga County Office of Procurement and Diversity, County Administration Building, 1219 Ontario Street, Room 110, Cleveland, Ohio 44113. Bids will be accepted until four o'clock in the afternoon (4:00 P.M.) local time on the Bid Due Date at which time and place the proposals received will be publicly opened and read aloud. The clock located in the Office of Procurement and Diversity shall determine the official time.

A MANDATORY pre-bid conference will be held on September 6, 2011, 1:00 P.M. at the ADMINISTRATION BUILDING MULTI-PURPOSE ROOM, 1219 ONTARIO STREET, FOURTH FLOOR, CLEVELAND, OHIO 44113. Failure to attend the pre-bid conference will render your proposal non-compliant.

Copies of the BID PACKAGE may be obtained at the Office of Procurement and Diversity.

Prospective bidders must comply with the applicable contract compliance procedures for the County's Small Business Enterprise Program as stipulated by Cuyahoga County. (Adopted January 1, 2006)

By submitting a bid the bidder agrees on behalf of the submitting business entity, its officers, employees, subcontractors, subgrantees, agents or assigns, to conduct this transaction by electronic means by agreeing that all documents requiring County signatures may be executed by electronic means, and that the electronic signatures affixed by the County to said documents shall have the same legal effect as if that signature was manually affixed to a paper version of the document. The bidder also agrees on behalf of the aforementioned entities and persons, to be bound by the provisions of Chapters 304 and 1306 of the Ohio Revised Code as they pertain to electronic transactions, and to comply with the electronic signature policy of Cuyahoga County.

The right is reserved to reject any or all bids by order of the Cuyahoga County.

**EDWARD FITZGERALD
CUYAHOGA COUNTY EXECUTIVE**

Posted on Cuyahoga County
Website: www.opd.cuyahogacounty.us
(click on show events tab)

**LENORA M. LOCKETT, DIRECTOR,
OFFICE OF PROCUREMENT AND
DIVERSITY**