



Preble County Board of Commissioners

101 East Main St., Eaton OH 45320

Phone: (937) 456-8143

commissioners@prebco.org

Fax: (937) 456-8114

Rodney Creech

Christopher M. Day

Denise Robertson

REQUEST FOR PROPOSALS

The Board of Preble County Commissioners is accepting sealed proposals for the acquisition of an Accounting and Payroll/HR System for Preble County, Ohio. All proposals shall be submitted in an envelope marked: **RFP for the Preble County Accounting and Payroll System**. All proposals must be received in the office of the Preble County Commissioners, 101 East Main Street, Eaton, Ohio 45320, no later than 10:00 A.M. on April 10, 2017, at which time all proposals shall be opened in a manner that prevents the disclosure of contents of the competing proposals and in accordance with ORC 307.862.

General Instructions to Proposers, Detailed Submittal Requirements, Technical Specifications, Current Systems, and Attachments outlining the terms and conditions for the Preble County Accounting and Payroll System are available for public inspection, and may be obtained by interested parties at the Preble County Commissioner's Office, 101 East Main Street, Eaton, Ohio 45320, 937-456-8143, between the hours are of 8:00 A.M. to 4:00 P.M., Monday thru Friday.

A mandatory pre-proposal conference will be held on Friday, March 24, 2017 at 10:00 a.m. at the Preble County Commission Office, 101 East Main Street, Eaton, Ohio 45320.

The proposal shall be accompanied by a bond or certified check or cashier's check on a solvent bank. Proposal security furnished in bond form shall be in the full amount of the bid, which shall be issued by a surety company or corporation licensed in the State of Ohio to provide said surety. Proposal security in the form of a certified check or cashier's check shall be in an amount equal to ten percent (10%) of the proposal cost, made payable to the Board of Preble County Commissioners. **Failure to submit a proper Proposal Guaranty will automatically invalidate the bid.**

The Board of Preble County Commissioners reserves the right to waive any informality, reject any or all proposals and to hold such proposals for a period of sixty (60) days before taking any action.

Connie L. Crowell, Commission Clerk
Board of Preble County Commissioners