

PUBLIC NOTICE
REQUEST FOR PROPOSALS FOR PROCUREMENT CARDS

The Mercer County Board of Commissioners and County Auditor wish to receive proposals from issuers of procurement cards to provide services and supply procurement cards pursuant to the Ohio Revised Code Section 301.29. Under the Mercer County's Procurement Card Program Policy, "Procurement Cards" are defined as house charge cards that limit purchase transactions to a specific vendor.

The complete Request for Proposal is posted on the internet and may be viewed on Mercer County's web page at <http://www.mercercountyohio.org/commissioners/> under the heading Requests for Quotes, or it may be obtained from the Mercer County Commissioners Office, 220 W. Livingston Street, Room A201, Celina, Ohio 45822 during normal business hours.

Proposals will be received on an on-going basis at the Mercer County Commissioners Office. Upon receipt of a vendors' application form and terms, the Board of Commissioners will evaluate and assess the vendor's ability to support the county in the areas designated in the Information to Vendors.

The Board of Commissioners reserves the right to request proposals or applications from vendors directly. Vendors with county accounts at the time of the implementation of this policy will not be required to go through this process to maintain the account. Mercer County reserves the right to reject any and all proposals in whole or in part. Acceptance of a proposal shall not constitute an agreement between the submitter and Mercer County. Accounts are subject to periodic review. The Board reserves the right to cancel or close any accounts as it deems appropriate in its sole discretion.

By order of the
Board of County Commissioners
Mercer County, Ohio
Kim Everman, Clerk

The Daily Standard:

Please advertise on Monday, May 24, 2010
Send affidavit and proof of publication.

INFORMATION TO VENDORS

BACKGROUND:

Pursuant to the Ohio Revised Code Section 301.29 and the Mercer County Procurement Card Program Policy adopted by the Board of Commissioners on May 18, 2010, the Mercer County Board of Commissioners and County Auditor wish to receive proposals from issuers of procurement cards to provide services and supply procurement cards.

Under the Mercer County's Procurement Card Program Policy, permissible Procurement Cards are defined as "house" charge cards. House charge cards limit purchase transactions to a specific vendor. You will receive a tangible card that is designed for small-dollar purchases made via in-store, mail, e-mail, internet, telephone, or fax. Walmart, Shell, and JC Penneys are examples of house charge cards.

Credit Cards, Debit cards, and other cards that permit purchases from multiple vendors are not permitted under the Mercer County Procurement Card Program Policy.

The implementation of this program policy is to help minimize or eliminate the need for the use of personal funds reimbursed by expense report and to provide an expanded list of merchants from whom purchases can be made.

Vendors with county accounts at the time of the implementation of the Procurement Card Policy will not be required to go through this process to maintain the account.

SUBMITTAL PROCEDURES

Proposals will be received on an on-going basis and are to be delivered to:

Mercer County Commissioners' Office
220 W. Livingston Street, Rm. A201
Celina, Ohio 45822

The proposal shall consist of a vendor's application form, terms, along with any other data that will assist the Board of Commissioners in the evaluation process.

The Board reserves the right to request proposals or applications from vendors directly.

EVALUATION PROCESS/PERIODIC REVIEW

The Board of Commissioners will evaluate and assess the vendor's ability to support the County in the following areas:

- Restricts usage to a single business.

- Maximum practical use of the procurement card to make low-dollar value, high-volume purchases of goods and services as well as to pay for travel-related expenses.
- No annual fees and no interest charged on current balances.
- Minimal cost for late payment charges.
- Customer service availability.
- Maintenance of cardholder profiles; transaction reporting/ account review and reconciliation, etc.

For vendors approved by the Board, the charge account application will be executed by the Chairman of the Board of County Commissioners.

All vendors' accounts with the county will be subject to periodic review by the Board. Upon review, the Board reserves the right to cancel or close any accounts as it deems appropriate in its sole discretion.