

April 30, 2018

Dear Vendor:

You are receiving this notice as a potential interested party in the following Invitation to Bid (RFP):

RFP 2018-05-23 ~ Franklin County Economic Development Strategic Plan

SUMMARY: The Franklin County Board of Commissioners, on behalf of Franklin County Economic Development is seeking Proposals for an Economic Development Strategic Plan.

RFP Number: 2018-05-23
RFP Title: Franklin County Economic Development Strategic Plan
RFP Opening: **June 1, 2018 at 2:00 P.M. Proposals MUST be received by 2:00 p.m on or before that date.** Proposals received after this date and time must be automatically rejected. The time clock machine in the Purchasing Department will serve as the official record for recording bid submissions.

TO OBTAIN A COPY OF THIS RFP, PLEASE VISIT OUR WEBSITE:

<http://purchasing.franklincountyohio.gov/> and select bid opportunities.

To download documents, please register as a vendor on the “Vendor Registration” page.

Note: By obtaining documents in this manner, the web site will automatically email updates to the email address associated with the RFP and the interested party.

If you experience difficulties during the registration process, please contact the Franklin County Purchasing Department at (614) 525-3750 for assistance. Please note that Adobe Acrobat Reader is required to view and download bid documents; a free version is available on our website.

Please note the following related to this RFP:

- A pre-proposal Tele-Conference will be held. Those who wish to attend or have questions may dial in at (866) 503-4605 or (213) 443-4974 and enter Conference Code – 1952351378.
- **The deadline for submitting questions is 2:00 p.m. on May 18, 2018.** All Questions **must be submitted in writing by email**, to James Schimmer at jrschimmer@franklincountyohio.gov with a copy to Jennifer Fair at jlfair@franklincountyohio.gov and Jamie Edwards at jedwards@franklincountyohio.gov.
- **Sealed proposals are due by 2:00 p.m. June 1, 2018.** Any proposal received after this date and time must be automatically rejected.

Your feedback allows our agency to modify bid lists as needed. Please **complete and fax the reverse** “STATEMENT OF RECEIPT FORM & ‘NO BID’ FORM” to our office prior to the bid opening date at (614) 525-3144.

Thank you for your interest in conducting business with Franklin County! We look forward to receiving your response and appreciate your business.

STATEMENT OF RECEIPT FORM & "NO RESPONSE" FORM

Please indicate whether you or your company intends to respond to this RFP or chooses not to submit a response on this commodity or service. Your feedback allows Franklin County to adjust bid lists as needed. Please complete this form and return as soon as possible to:

By Fax: 614-525-3144 (preferred)
 By Email: jlfair@franklincountyohio.gov
 By Mail: Franklin County Purchasing
 Attn: Jennifer Fair

RFP# 2018-05-23 ~ Franklin County Economic Development Strategic Plan
 373 South High Street-25th Floor
 Columbus, OH 43215

_____ We have received the notification of the RFP/RFP and it is our intent to bid.
 _____ We have received the notification of the RFP/RFP and we decline to bid for the following reason(s):

Please check all that apply:

- _____ Specifications too "tight", i.e. geared toward one brand or manufacturer (explain below)
- _____ Insufficient time to respond
- _____ We do not offer this product or service.
- _____ We are unable to meet the specification(s).
- _____ We are unable to meet the bond requirements.
- _____ Specifications are unclear.
- _____ We are unable to meet insurance requirements.
- _____ Remove us from your bidder's list for this commodity or service.
- _____ We are not interested in this bid, but wish to be considered for future solicitations.
- _____ We are unable to obtain the documents.
- _____ Other (specify below).

Remarks: _____

Please note: This form is designed to allow feedback and will assist us in structuring our bid process in the most efficient and user friendly manner. You will not be removed from the notification process unless you request it.

***NAME OF COMPANY:** _____

NAME OF OFFICIAL: _____

ORDER PLACEMENT/CONTACT PERSON NAME: _____

ADDRESS: _____

CITY, STATE, & ZIP: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL: _____

* This must be your company's complete legal name, including all DBA's.