

**Allen County Child Support Enforcement Agency  
BID PROPOSAL FORM  
Service of Process Contract**

Name of Authorizing Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

I, \_\_\_\_\_, accept the format and specifications in the Invitation to Bid for a Service of Process Contract for the Allen County Child Support Enforcement Agency and am proposing an appropriate bid which will meet its mandatory requirements.

Proposed Hourly Rate: \$ \_\_\_\_\_

Proposed Total Contract Value: \$ \_\_\_\_\_

**Bidder Checklist**

- \_\_\_\_\_ Bid Form
- \_\_\_\_\_ Proof of Court Appointment for each individual process server. Must have appointment from both Domestic Relations and Juvenile Courts
- \_\_\_\_\_ Copy of Valid Driver's License with Proof of Insurance
- \_\_\_\_\_ Copy of Agency Identification Card or Retirement Identification Card
- \_\_\_\_\_ Certificate of Liability Insurance (if bid awarded the Allen County Commissioner's Office must be listed as an additional insured)
- \_\_\_\_\_ Certificate of proper State Funded Worker's Compensation Insurance or if self-insured for Worker's Compensation the Certificate of Liability that covers on-the-job injuries
- \_\_\_\_\_ DMA Declaration
- \_\_\_\_\_ Affidavit in Compliance with Section 3517.13 of the Ohio Revised Code
- \_\_\_\_\_ All items must be submitted in a sealed envelope showing the company name, marked Allen County CSEA – Service of Process Bid, and the date and time of the bid opening

\_\_\_\_\_  
Vendor Authorized Signature

\_\_\_\_\_  
Date