

Lake County, Ohio
Rules for Online Procurement of Services or Supplies
by E-Procurement/Reverse Auction

Lake County is authorized by R.C. 9.314 to procure services or supplies by online reverse auction. The following rules governing conduct of the online reverse auction and general terms and conditions of sale were adopted by the Board of Lake County Commissioners by resolution 20080626\C09 dated June 26, 2008.

1. A resolution expressing the Board's intent to conduct Internet procurement of services or supplies by reverse auction via the Internet will be adopted annually at the first regular meeting convened by the Board each calendar year.
2. "Reverse auction" means a purchasing process in which offerors submit proposals in competing to sell services or supplies in an open environment via the Internet and satisfies the requirement that Lake County procure such items by competitive sealed bids or proposals.
3. After adoption of its resolution, the Board shall advertise its intent to procure services or supplies by online reverse auction twice in a newspaper of general circulation in Lake County. The second notice will be published no less than 10 nor more than 20 days after the first notice.
4. Lake County will post continuous notice of its procurement by online reverse auction in a conspicuous place in both the Lake County Administration Building and the Lake County Courthouse and on Lake County's website at www.lakecountyohio.gov.
5. Procurement of services or supplies by online reverse auction shall be conducted continuously. Access to the online reverse auction is through the Lake County website at www.lakecountyohio.gov under the Auction & Bids item in the left column.
6. Lake County shall solicit proposals for procurement of services or supplies through Requests for Proposals. The terms and conditions required for submitting RFPs are contained on the County's website under the Procurement Auction and RFP tabs and may include relative importance of price, evaluation factors, requirements for performance bonds or other financial security, duration of the auction, specific terms for offeror to complete and may include provisions for Lake County to conduct discussions with responsible offerors who submit proposals that are reasonably susceptible of being selected for award. This information may also be obtained before the auction upon request, after the terms and conditions have been determined by the Board.
7. Lake County may determine a maximum or ceiling price for any item or items, which information shall be detailed in the RFP.
8. Lake County reserves the right to accept or reject any or all bids in whole or in part and to award the bid to the lowest and best or lowest responsive and responsible bidder as Lake County may determine.
9. The successful bidder will be notified by e-mail from LightGov, the Internet auction service with which Lake County has contracted to conduct the reverse auction and develop the terms and conditions of the online reverse auction.

BY ORDER OF THE BOARD OF LAKE COUNTY COMMISSIONERS, IN AND FOR LAKE COUNTY, OHIO

Daniel P. Troy, President
Robert E. Aufuldish, Commissioner
Judy Moran, Commissioner
Amy Elszasz, Clerk