

PROCESS SERVER - Invitation to Bid
Deadline: June 1, 2026, at 11:00 a.m.

Allen County Child Support Enforcement Agency (ACCSEA) is issuing an Invitation to Bid (ITB) for a service of process contract. A qualified company with multiple servers responding to the ITB; must be appointed by the Courts; must have a valid driver's license and must be properly insured; must provide their own transportation; must be certified and have a commission thru Ohio OPOTC and maintain all certifications; retired peace officers who qualified under HR 218 must submit a copy of their qualifying credentials and maintain all certifications; must provide the ACCSEA with a certificate of liability with the Allen County Board of Commissioners listed as an additional insured for a comprehensive general liability policy including personal injury liability, broad form property damage, operations, liability, and contractual liability which covers the direct and indirect acts and omissions of the company, its agents, contractors, employees, members, or guests, in an amount not less than \$1,000,000; must carry and provide the ACCSEA with a copy of an appropriate certificate of premium payment for verification that the company has proper state funded worker's compensation insurance or if the company is considered self-insured for worker's compensation, the certificate of liability insurance shall specify that the liability insurance additionally covers on-the-job injuries for its' employees; must provide the ACCSEA with a notarized Affidavit certifying that they are in compliance with Section 3517.13 of the Ohio Revised Code; Shareholders, Members, Officers and Employees of said company must be in compliance with any support orders they might currently have. Service of process may require out of county travel associated with unusual working conditions. The Invitation to Bid shall be posted on the internet and may be viewed on the Allen County web page at <http://www.allencountyohio.com>. Additional information and a copy of the proposed contract may be obtained at the payment window at the ACCSEA. For questions, please contact Vicki Tarr, Director, at (419) 996-7050. Bid winner shall be selected based upon the following: hourly rate or other billable unit(s), prior experience, completeness of proposal, ability to be on short notice for service needs and maintain service of all summons for the ACCSEA and overall benefit to the CSEA program. In order to be considered complete, all bids must contain all documentation regarding eligibility requirements.

Bids shall be accepted at the following address, Allen County Board of Commissioner's, Attention: Clerk of the Board, 204 N. Main Street, Suite 301, Lima, Ohio 45801, by mail or may be dropped off during normal business hours of 8:00 a.m. to 4:00 p.m. Monday thru Thursday. Deadline for proposals to be received by the Board of Commissioners is 11:00 a.m. on June 1, 2026. No late proposals will be accepted. Bids will be opened on June 1, 2026, at the above address at 11:00 a.m. Upon notification, the successful bidder shall immediately complete the required contract. The contract and any extension require the approval of the Allen County Board of Commissioners. ACCSEA and the Board of Commissioners reserve the right to accept or reject all bids and/or award multiple bids to separate companies. ACCSEA and the Board of Commissioners reserve the right to request additional information from any company submitting bids.