

INVITATION FOR BIDS

LEGAL NOTICE

Sealed bid proposals will be received at the office of the Clerk of Council of the City of University Heights, 2300 Warrensville Center Road, University Heights, Ohio until **12:00 Noon on Tuesday, the 8th day of December 2020** for:

INFORMATION TECHNOLOGY NEEDS ASSESSMENT AND STRATEGIC PLAN

and will be publicly opened and read immediately thereafter, however due to the current restrictions in regards to access to City Hall and large gatherings, the bid opening will be held **via a Zoom meeting at 12:00 Noon on Tuesday, the 8th day of December 2020:** <https://us02web.zoom.us/j/81021916344?pwd=RzVYRHoxNTR3dVg5MUdOd1ZEZEpkUT09> **Meeting ID: 810 2191 6344; Passcode: 144213 OR Dial 1 929 205 6099 US (New York) and enter Meeting ID: 810 2191 6344; Passcode: 144213.** Bidders shall call (216) 932-7800 upon arrival at City Hall when delivering proposals. Each bid must contain the full name or names of the party or parties making the same, with an affidavit as to interested parties, and in the case of a corporation not chartered in Ohio, with a proper certificate that such corporation is authorized to do business in Ohio.

The full RFP may be found on universityheights.com or may be requested by emailing info@universityheights.com.

There is a **MANDATORY pre-bid Zoom Meeting at 9:00 AM on Tuesday, the 24th day of November 2020.** **Zoom Pre-Bid Meeting Link.** <https://us02web.zoom.us/j/88358313249?pwd=SGw4OGN3S0hCbDBZNS9jQWZKVnJPQT09> **Meeting ID: 883 5831 3249; Passcode: 950379 OR Dial 929 205 6099 US (New York) and enter Meeting ID: 883 5831 3249; Passcode: 950379.**

Each bidder must insure that all employees and applicants for employment are not discriminated against because of their race, creed, color, sex or national origin. The City of University Heights is an Equal Opportunity Employer and encourages Minority Business Enterprises, Women Business Enterprises and Small Business Enterprises to submit bids or Proposals for this project.

The City of University Heights, reserves the right to reject any and all bids, to waive any informalities in the bids received, and to accept any bid which it deems most favorable to the City.

By order of the Council of the City of University Heights, Ohio.

Kelly M. Thomas, Clerk of Council
City of University Heights, Ohio