



REQUEST FOR PROPOSAL

RFP BOC-2025-07-01

Area I and II Courts Leased Space Consolidation

PROPOSAL DATE AND TIME

Friday, August 22, 2025

1:30 P.M.

Proposals must be sealed and submitted to:

Butler County Board of Commissioners 315 High Street, 6th floor
Hamilton, Ohio 45011

Proposals delivered after 1:30 P.M. on Friday, August 22, 2025 will not be accepted.

LEGAL NOTICE OF BOARD OF COMMISSIONERS OF BUTLER COUNTY, OHIO

RFP No. BOC-2025-07-01

Sealed Proposals will be received at the office of the Butler County Commissioner's Office, 315 High Street, 6th Floor, Hamilton, Ohio 45011 until 1:30 p.m. EST, local time, Friday, August 22, 2025, for Area I and II Courts Leased Space Consolidation, RFP No. BOC-2025-07-01.

Specifications with proposal requirements may be obtained by query at: bids.bcoho.gov. To access the specifications on the Butler County Board of Commissioners website, please scroll down until the project is found: Area I and II Courts Leased Space Consolidation, RFP No. BOC-2025-07-01.

The Board of Butler County Commissioners may, in their sole and absolute discretion, accept or reject, in whole or in part, for any reason whatsoever any or all proposals; re-advertise this Request for Proposals; postpone or cancel at any time the Request for Proposal process; waive any informalities of or irregularities in the process; negotiate with any party or request additional information if it so desires.

By order of the Board of Butler County Commissioners.

Donald L. Dixon, President

T.C. Rogers, Vice President

Cindy Carpenter, Member

Attest: Nirali V. Desai, Deputy Clerk

Publish 1 time: Wednesday, July 23, 2025
Hamilton Journal- News

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INTRODUCTION

The Board of County Commissioners Butler County, Ohio, (the “County”), on behalf of the Butler County Area I and II Courts, is seeking space for the administration, operations, and judicial proceedings for the geographic areas of Butler County served by Area I and Area II Courts. The County is seeking approximately 12,000 square feet in central Butler County and is requesting proposals for the lease of turn-key office space meeting the specifications described herein.

BACKGROUND

Butler County administers three area courts, pursuant to the Ohio Revised Code Section 1907. At this time, Butler County desires to relocate and consolidate Area Court I and Area Court II (the “Court”) from locations presently in the City of Oxford and at the Butler County Historic Courthouse respectively. Consolidated operations would create greater efficiency for employee functions and streamline synergistic operations.

TERM

The Board of County Commissioners Butler County, Ohio is seeking Offerors to contract for leased space centrally located within the county to operate both Butler County Area I Court and Area II Court in one location. Although the duration of the lease will be negotiated by the parties, the County generally desires a lease with an initial duration of not less than five (5) years. Renewal options specifying either a fixed rental or a formula for calculating the rental for the renewal period(s) may also be negotiated.

CALENDAR OF EVENTS

Below are important dates and times by which the actions noted must be completed. Dates and times are subject to change. If the County changes any date or time, the change will be made by addendum.

Event	Completion Date
Issuance of Request for Proposal	Wednesday, July 23, 2025
Registration Deadline	Wednesday, August 6, 2025
Submission of Written Questions	Monday, August 11, 2025
Response to Written Questions	Friday, August 15, 2025
Submission Deadline	Friday, August 22, 2025 at 1:30 PM EST
Interview process with highest ranked Offeror	September 2025 (projected)
Decision	September 2025 (projected)

Dates and times are subject to change at sole discretion of the County.

SCOPE OF SERVICE

The Board of County Commissioners Butler County, Ohio, ("County"), on behalf of the Butler County Area I and II Courts (the "Court"), is seeking space for the administration, operations, and judicial proceedings for the geographic areas of Butler County served by Area I and Area II Courts. The County is seeking approximately 12,000 square feet in central Butler County and is requesting proposals for the lease of turn-key office space meeting the specifications described herein.

The proposed leased space must have a suitable physical layout to accommodate court services and office operations including but not limited to utilization of existing equipment, if needed, and furnishings, specifically two (2) courtrooms, amenities, and customer access as required by the Court, and safe and discreet transport of inmates from an interior sally port to courtroom.

Specification for Leased Space

1. The leased space will provide approximately 12,000 square feet of space, usable as described above, on one floor in a single structure centrally located in Butler County.
2. At a minimum, the leased space shall contain at least two constructed courtrooms with ancillary space for front office and security operations and a secure and discreet entrance and exit integrated into the proposed lease space for inmate transport to and from the courtrooms.
3. The leased space shall include the use of and convenient access to well-maintained, lighted, and safe parking sufficient to serve the patrons and employees of the Court. Garage or paid parking is acceptable in meeting this requirement.
4. The leased space shall be centrally located and conveniently accessible to patrons residing in areas of Butler County served by the Court. The leased space shall reside in a safe and secure environment for the Court's operations, the Court's staff, and the patrons of the Courts.
5. At lease commencement, the turn-key leased space must:
 - a. Be centrally located in Butler County;
 - b. Be completely constructed as to allow for the functions of the Court to be fully operational at move-in;
 - c. Be completely separate from all other leased or occupied space on the same floor of the building by ceiling to floor walls and secured entrance(s);
 - d. Be equipped to support high bandwidth connectivity of the Court's information and telecommunications equipment to a commercially available fiber optic or hard-wired telecommunications and data network (availability of connection to Butler County's fiber optic infrastructure is desirable);
 - e. Be easily accessible to the public and situated on or near a major arterial or major collector street;

- f. The leased space shall provide separate and secure access to the leased premises on a twenty-four (24) hour basis seven (7) days a week;
 - g. Have the capacity to install an operable security system which is independent of other space within the structure;
 - h. Be ADA compliant and provide safe, secure public access, for persons with disabilities, during Court's normal business hours; and
 - i. Comply with all applicable codes or regulations (including but not limited to fire, building, and zoning codes) based on the County's proposed use;
6. Although the duration of the lease will be negotiated by the parties, the County generally desires a lease with an initial duration of not less than five (5) years. Renewal options specifying either a fixed rental or a formula for calculating the rental for the renewal period(s) may also be negotiated.
 7. The leased space will be rented on a square foot per year basis, including furnishings, equipment, and other appurtenances if built out and suitable for the Court's needs. The cost and manner of construction, leasehold improvements, or amenities necessary, is necessary, to make the space suitable for Court's use will be negotiated between the parties.

Evaluation Factors and Criteria for Leased Space

Factors and Criteria which will be used to evaluate and rank the proposals submitted in response to this RFP include:

1. The leased space will provide approximately 12,000 square feet of space, usable as described above, on one floor in a single structure centrally located in Butler County.
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 - a. Be centrally located in Butler County;
 - b. Be completely constructed as to allow for the functions of the Courts to be fully operational at move-in;
 - c. Be completely separate from all other leased or occupied space on

- the same floor of the building by ceiling to floor walls and secured entrance(s);
- d. Be equipped to support high bandwidth connectivity of the Courts' information and telecommunications equipment to a commercially available fiber optic or hard-wired telecommunications and data network (availability of connection to Butler County's fiber optic infrastructure is desirable);
 - e. Be easily accessible to the public and situated on or near a major arterial or major collector street;
 - f. The leased space shall provide separate and secure access to the leased premises on a twenty-four (24) hour basis seven (7) days a week;
 - g. Have the capacity to install an operable security system which is independent of other space within the structure;
 - h. Be ADA compliant and provide safe, secure public access, for persons with disabilities, during Court's normal business hours; and
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 7. The leased space will be rented on a square foot per year basis, including furnishings, equipment, and other appurtenances if built out and suitable for the Court's needs. The cost and manner of construction, leasehold improvements, or amenities necessary, to make the space suitable for Court's use will be negotiated between the parties.
 8. County's total cost of occupancy including but not limited to rent, CAM charges (if any), costs to make premises suitable for Court's use, utility and other operational expenses, and relocation expenses. Suitability and adaptability of the leased premises for the needs of the Court.
 9. Commercial quality of leased premises and associated common areas, including but not limited to compliance with all applicable codes or regulations.
 10. Offeror's proposed lease terms.
 11. Any other factors which the County determines to be relevant based upon its analysis of the proposals and negotiations with the Offerors.

MINIMUM PROPOSAL REQUIREMENTS

A. Proposal format

Proposals shall be printed on 8.5" x 11" plain white paper with margins of 1" on each side. Each page of the Proposal shall be numbered sequentially at the bottom of the page. Proposal content must include a heading which clearly indicates the subject matter. Offerors may secure their Proposals with paperclips or binder clips only, do not use staples, specialized bindings or coverings of any type or form. The Proposal Quotation Sheet must be completed in its entirety and signed by an authorized representative of the Offeror.

B. Multiple Copies

All Offerors shall deliver one (1) original and one (1) copy of the entire written Proposal, and one (1) electronic copy (USB Flash Drive preferred) to the Board of Commissioners by the above referenced deadline. All copies must reference the RFP number. Upon request, a receipt will be issued for proposal received.

C. Cover letter and Executive Summary

Provide an introductory letter and summarize the contents of the proposal.

D. Offeror Background

Provide the name, location, all contact information, and legal nature (corporation, partnership, joint venture, sole proprietor) of the offeror, and information regarding the history of the offeror.

E. Target Criteria (if applicable)

Describe the criteria to be evaluated in documents, files and/or data collection and how benchmarks will be established and measured.

F. Project Organization (if applicable)

Provide an organizational chart and identify key personnel assigned and their roles and responsibilities as it relates to this project. Provide detailed biographies/resumes of the project manager, design professional, and any other personnel assigned to the project. Identify who will be responsible for communications and preferred method of communication between the offeror and the County and how the offeror will coordinate with County in identifying needs and goals. Detail the offeror's anticipated workload for the year. Identify proposed outside individual consultants and/or specialists who will be utilized, their qualifications, and what key contributions they will make to the project.

G. Project Approach

Describe the offeror's proposed methodology in providing the services requested, including the ability of the offeror, its staff and other resources, to complete tasks in a timely fashion, the offeror's equipment and facilities, the offeror's practices with site visits and project oversight. Please include a proposed project schedule for each phase.

H. Experience and References

Provide a list of all projects that the offeror has performed with local, county,

state, or federal governments. Provide a full description of similar projects which best demonstrate the offeror's experience and ability to provide the goods and/or services for this project, including the name of the project owner and contact information for the project owner's representative, the name and location of the project, and a description of the project.

I. Pricing and Fee Structure

Provide detail of the method and amount of compensation for the project. Also include value added services offered and relationships outside of offeror which may be utilized to provide greatest value to the County. The Offeror must provide a certification the Proposal and pricing will remain in effect and unchanged for a minimum of one hundred twenty days (120) from the date of the Proposal opening.

J. Optional Information

Include any additional information or description of resources supporting your offeror's qualifications, provides unique detail to the scope, or any other information you deem appropriate for the Board's selection consistent with the selection criteria.

K. Other Required Documents

1. Submit no less than three (3) references for whom services were provided (similar in nature and functionality to those requested by the Board). References shall include at a minimum, company name, contact person, address, phone number, nature of relationship, services performed, and time period of services performed.
2. Must disclose any pending or threatened court actions and/or claims against Offeror, parent company or subsidiaries. This information will not necessarily be cause for rejection of the Proposal; however, withholding the information may be cause to reject the Proposal and/or any ensuing contract.
3. Include current certificate of commercial general liability insurance with limits of not less than one million dollars (\$1,000,000.00) per claim and three million dollars (\$3,000,000.00) in the annual aggregate per occurrence. If medical malpractice or other professional liability insurance is required for the provision of the referenced services, then your submission should include a copy of the cover sheet of such policies. Additionally, the proposer must provide proof of automobile liability / bodily injury liability to cover any employee or contractor who may drive an automobile in the course of provision of these services.
4. The Offeror must include completed copies of the following forms, which are included as attachments to this RFP:
 - a. Offeror's cost proposal for the required services
 - b. Vendor Information Form
 - c. Civil Rights Compliance
 - d. Delinquent Personal Property Tax Affidavit
 - e. Non-Collusion Affidavit
 - f. Independent Contractor
 - g. W-9 Form
 - h. Electronic Payment form.

L. Registration

Only Offerors who register for the RFP shall be eligible to submit a proposal. To register, Offerors shall submit attachments F and G along with principal name, company name, address, and email address to the contact listed below. The latest date to register for the RFP is Wednesday, August 6, 2025, at 5:00 pm, EST.

Except during the RFP negotiation process as set forth in R.C. 307.862(B)(10)(c), prospective Offerors or their representatives shall not communicate with any other individual(s) or official(s) associated with this Proposal or other Butler County employees during the RFP process. Any attempted communication with unauthorized individuals will result in rejection of the Offeror's Proposal.

Registered Offerors shall have the opportunity to submit questions or request clarifications regarding the RFP or RFP process. Only Offerors who register for the RFP will receive copies of any questions or requests for clarification as responses or direct receipt of any RFP revision.

All RFP questions, requests for information or clarification regarding the RFP or RFP process from registered Offerors shall be emailed to the contact person listed below no later than Monday, August 11, 2025, at 5:00 pm EST.

Contact Name: Nicole Kiefer

Email Address: nicole.kiefer@bcchio.gov

All questions and Board responses will be distributed to all registered Offerors no later than Friday, August 15, 2025.

MISCELLANEOUS NOTIFICATIONS

A. Evaluation

Immediately after opening, each Proposal will be evaluated by a team consisting of members of Butler County Administration staff. In accordance with O.R.C. 307.862(A)(6), (7) and (8), if necessary, the team will conduct discussions with Offeror(s) for the purpose of ensuring full understanding of, and responsiveness to, the requirements specified in the request for proposals. The evaluation team will accord fair and equal treatment with respect to any opportunity for discussion with Offeror(s) to provide any clarification, correction, or revision of proposals. The evaluation team will not disclose any information derived from proposals submitted by competing Offerors during those discussions. Evaluations will be based upon criterion as outlines on the Scoring – Evaluation Factors and Relative Importance sheet.

B. Negotiations

In accordance with O.R.C. 307.862(A)(9) and (10) the evaluation team may negotiate with the Offeror who submits the Proposal the County determines is the most advantageous based on the rankings performed by the County including any adjustment to those rankings based on discussions conducted for clarification purposes as set forth above. The evaluation team will conduct negotiations with only one Offeror at a time.

C. In accordance with O.R.C. 307.862(B)(10), please be advised:

- 1) The County reserves the right to reject any Proposal in which the Offeror takes exception to the terms and conditions of the request for proposals;

fails to meet the terms and conditions of the request for proposals, including but not limited to, the standards, specifications, and requirements specified in the request for proposals; or submits prices that the contracting authority considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the contracting authority;

- 2) The County reserves the right to reject, in whole or in part, any Proposal the County contracting authority has determined, using the factors and criteria set forth above, would not be in the best interest of the County;
- 3) The County reserves the right to discontinue the RFP process at any time based on circumstances or conditions it determines relevant to preserve the interests of the County; and,
- 4) The County may conduct discussions with Offerors who submit Proposals for the purpose of clarifications or corrections regarding a Proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals.

D. Offeror withdrawal

An Offeror may withdraw the Offeror's Proposal at any time prior to the award of a contract. The Board may terminate negotiations with an Offeror at any time during the negotiation process if the Offeror fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith. If the Board terminates negotiations with an Offeror, the Board shall negotiate with the Offeror whose Proposal is ranked the next most advantageous to the Board according to the factors and criteria listed above.

E. Cancellation and reissuance of RFP

In accordance with O.R.C. 307.862(F), please be advised the Board may cancel or reissue this request for proposals if any of the following apply:

1. The supplies or services offered through all of the Proposals submitted to the Board are not in compliance with the requirements, specifications, and terms and conditions set forth in the request for proposals;
2. The prices submitted by the Offerors are excessive compared to existing market conditions or exceed the available funds of the Board;
3. The Board determines award of a contract would not be in the best interest of the County.

F. Proposal and contract execution

The Offeror with his usual signature must sign its Proposal. Proposal by partnerships must be signed with the partnership name and by one of the members of the partnership or by an authorized representative followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the President, Secretary, or any other individual person authorized to act on its behalf of contracting matters.

G. Public Records

Materials received constitute public information as a matter of statutory law and will be made available for public inspection upon request only after an

award is made and contract fully executed, pursuant to Ohio Revised Code 9.28. Only vendor financial information will be considered as confidential or trade secret information. Any such portion of the Proposal to be held confidential as trade secret material should be marked "PROPRIETARY" in the upper right corner and will not be considered public record if it clearly falls within an exemption enumerated in ORC 149.43. Pricing pages of the Proposal document shall be considered public information.

H. Record Keeping Requirements

The Offeror will keep all financial records consistent with Generally Accepted Accounting Principles (GAAP) during the period covered by the contract. The Offeror is also required to provide the Butler County Board of Commissioners, its Office, their designated representative, authorized representative (for the Offeror), and any other person or agency instrumentally involved in providing financial support for the contract work, access and right to examine any books, documents, papers, or records related to this contract or to conduct a full audit as may be determined necessary by the Board, County or state auditor.

I. Indemnification

The Offeror shall assume the defense of, indemnify, and hold harmless Butler County, the Board of Butler County Commissioners and any County agencies receiving services under this contract from any claims or liabilities of any type or nature to any person, firm, or corporation arising in any manner from the Offeror's performance of the work required under this contract and the Offeror shall pay any judgment obtained or growing out of said claims or liabilities.

J. Equal Opportunity Provisions Required

All Offerors must be willing to enter a contract containing the express language contained in Section 125.111 of the ORC, which requires the following:

Every contract for or on behalf of the State or any of its political subdivisions for the purchase of material, equipment, supplies, contract of insurance, or services shall contain provisions similar to those required by Section 153.59 of the Revised Code in the case of construction contracts by which the Offeror agrees to the following:

That in the hiring of employees for the performance of work under the contract or any subcontract, no Offeror or their subcontractor shall by reasons of race, color, religion, sex, age, handicap, national origin or ancestry, discriminate against any citizen of this State in the Employment of a person qualified and available to perform the work to which the contract relates.

That no Offeror, their subcontractor, or any person acting on behalf of any Offeror or their subcontractor shall, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under the contract on account of race, color, religion, sex, age, handicap, national origin, or ancestry.

The Offeror, their subcontractor, or any person or employee acting on behalf of any Offeror or their subcontractor must have legal status of employment within the United States of America.

K. Invoices

The Offeror will be required to submit invoices in duplicate (one original and

one copy) to Butler County Board of Commissioners, Accounts Payable, 315 High Street - 6th Floor, Hamilton, Ohio 45011. The Offeror's Federal Tax Identification Number should appear on all statements and invoices. Invoices should include:

- a) Name and address of Offeror.
- b) Remittance address.
- c) Billing period.
- d) Location(s) where service was performed (i.e. site name).
- e) Total hours worked per day at each location, and total monthly charge by location. (Must match contract pricing).
- f) Total monthly charge for all locations.

Invoices are routinely paid within forty-five (45) days after receipt by the County. Butler County does not pay any imposed late fees or interest charges nor sales tax.

Scoring - Evaluation Factors and Relative Importance

Element	Element		Max Points	Total Points
Overall responsiveness	Completeness of response		10	
	Submission of required documentation			
	Clarity and specificity of response, addressing intent of RFP			
Organization	Financial stability of offeror and ability to provide required services		25	
	Experience and qualifications of key staff and support provided to County			
	Experience with similarly sized clients and projects of similar size and scope			
	References			
	Compliant with all applicable fire, building, zoning, and safety codes			
Lease Space Requirements	Location	<ul style="list-style-type: none">• Locate in central area within Butler County• Ensure public access to patrons of Butler County served by the Court• Be situated on or near major arterial or collector street• Maintain a safe and secure environment for the Court's operations, the Court's staff, and the patrons of the Courts	45	
	Space Specifications	<ul style="list-style-type: none">• Provide a minimum 12,000 sq ft on a single floor in a single structure• Include two constructed courtrooms and ancillary office & security space• Offer a secure, discreet entrance/exit for inmate transport• Deliver a completely constructed space and turnkey at lease commencement		

		<ul style="list-style-type: none">• Ensure the space is completely separate from other occupied spaces (floor-to-ceiling walls, secure entrances)		
	Access and Security	<ul style="list-style-type: none">• Provide secure access to premises• Support installation and operation of an independent security system• Comply with ADA standards; provide safe access for persons with disabilities during business hours		
	Parking	<ul style="list-style-type: none">• Offer convenient, well-maintained, lighted, and safe parking for staff and patrons		
	Technology Infrastructure	<ul style="list-style-type: none">• Equip facility to support high bandwidth connectivity of the Courts' information and telecommunications equipment to a commercially available fiber optic or hard-wired telecommunications and data network• Able to connect to the County's fiber infrastructure		
Proposal costs	Cost and method of leased space		20	
	Value added services for leased space			
	Ability to provide greatest value to County			
TOTAL			100	

PLEASE NOTE

PROPOSAL MUST BE SEALED, DELIVERED TO, AND RECEIVED IN THE
BUTLER COUNTY BOARD OF COMMISSIONER'S OFFICE,
ON THE **SIXTH** FLOOR OF THE
BUTLER COUNTY GOVERNMENT SERVICES CENTER,
315 HIGH STREET, HAMILTON OHIO 45011

BY

1:30 PM

Friday, August 22, 2025

ANY PROPOSAL DELIVERED AFTER THE TIME
SPECIFIED, ACCORDING TO THE CLOCK IN THE
COMMISSIONER'S OFFICE, **WILL NOT** BE ACCEPTED
FOR ANY REASON.

OFFEROR INFORMATION

Company name: _____

Address: _____

I.R.S. Employer Identification number:

Workers' Compensation number:

Year the company was founded: _____ Number of employees: _____

Contact person for bid: _____

Contact phone: _____ Contact fax: _____

Contact e-mail: _____

Certification: This proposal has been completed in accordance with the Specifications provided herein.

I hereby certify that, to the best of my knowledge, the information contained herein, is accurate, complete and current as of this date. I also certify that I have the authority to submit this proposal and to negotiate, sign, modify and terminate contracts on behalf of the above named organization.

Signature: _____

Typed or printed name: _____

Title: _____

Date: _____

CIVIL RIGHTS COMPLIANCE

Offeror agrees that in the performance of any agreement, if entered into, there shall be no discrimination against an employee because of race, color, sex, religion, national origin, or any other factor as specified in the Civil Rights Act of 1964 and subsequent amendments.

Name of Company:

Signature of Representative of Offeror:

Date: _____

DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT

(This Affidavit must be executed for the Proposal to be considered.)

STATE of OHIO, COUNTY OF _____

I, _____, _____
 (Name of party signing affidavit) (Title)

having affirmed under oath that at the time of proposal for _____
 (Project or Item Proposed)

to be opened _____, was submitted on _____, delinquent personal
 (Date) (Date)

property taxes in the amount of \$ _____ (Dollars) were due and
 unpaid to the County of Butler including the interest in the amount of \$
 _____ (Dollars) and penalties in the amount of \$ _____ (Dollars).

This document when given to the County Auditor shall satisfy the requirements of
 ORC 5719.042.

 Name of Individual Company

 Taxes Filed Under the Name of

 Signature

seal

 Complete Address

 Telephone

Sworn to and subscribed before me this ____ day of _____, 20____.

_____, _____
 Notary Public My commission expires

NON-COLLUSION AFFIDAVIT

STATE OF OHIO, COUNTY OF _____

I, _____, _____
(name of party signing affidavit) (title)

being duly sworn, do depose and say:

That _____
(Name of Individual Company)

its agent, officers or employees have not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal.

Signature

Title

Sworn to and subscribed before me this day _____ of _____, 20_____.

Notary Public

My Commission Expires

seal



INDEPENDENT CONTRACTOR ACKNOWLEDGMENT

OPERS

Ohio Public Employees Retirement System
277 East Town Street, Columbus, Ohio 43215-4642

Employer Outreach: 1-888-400-0965
www.opers.org

This form is to be completed if you are an individual who begins providing personal services to a public employer on or after Jan. 7, 2013 but are not considered by the public employer to be a public employee and will not have contributions made to OPERS. This form must be completed not later than 30 days after you begin providing personal services to the public employer.

STEP 1: Personal Information

Social Security Number

First Name

MI

Last Name

STEP 2: Public Employment Information

Name of Public Employer

B U T L E R C O U N T Y O H I O

Employer

Contact First

MI

Last Name

Name

JILL

M

COLE

Employer Code

Employer Contact Phone
Number

2025- 08

513 887 3155

Service Provided to Public Employer

Start Date of Service

End Date of Service

Month

Day

Year

Month

Day

Year

STEP 3: Acknowledgment

The public employer identified in Step 2 has identified you as an independent contractor or another classification other than a public employee. Ohio law requires that you acknowledge in writing that you have been informed that the public employer identified in Step 2 has classified you as an independent contractor or another classification other than a public employee for the services described in Step 2 and that you have been advised that contributions to OPERS will not be made on your behalf for these services.

If you disagree with the public employer's classification, you may contact OPERS to request a determination as to whether you are a public employee eligible for OPERS contributions for these services. Ohio law provides that a request for a determination must be made within five years after you begin providing personal services to the public employer, unless you are able to demonstrate through medical records to the Board's satisfaction that at the time the five-year period ended, you were physically or mentally incapacitated and unable to request a determination.

By signing this form, you are acknowledging that the public employer for whom you are providing personal services has informed you that you have been classified as an independent contractor or another classification other than a public employee and that no contributions will be remitted to OPERS for the personal services you provide to the public employer. This acknowledgment will remain valid as long as you continue to provide the same services to the same employer with no break in service regardless of whether the initial contract period is extended by any additional agreement of the parties. You also acknowledge that you understand you have the right to request a determination of your eligibility for OPERS membership if you disagree with the public employer's classification.

This form must be retained by the public employer and a copy sent to OPERS. The public employer's failure to retain this acknowledgment may extend your right to request a determination beyond the five years referenced above.

Signature_____

Today's Date_____

Do not print or type name

**PLEASE RETURN THIS FORM TO THE BUTLER COUNTY AUDITOR'S
OFFICE AT 130 HIGH STREET, 4th Floor Hamilton, Ohio 45011**

Form SUB W-9 (Rev SEPT 2022)	Butler County Ohio Substitute Form W9 / Ohio Reporting Form Request for Taxpayer Identification Number and Certification
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In order to maintain Butler County's supplier records in compliance with the Internal Revenue Service regulation 1.0641-1 and Ohio Revised Code section 3121.89-3121.8911, please **complete** and return by email to AP@butlercountyohio.org or by mail to:

Auditor of Butler County
130 High Street, Fiscal Services Dept.
Hamilton, OH 45011

To **properly complete** the form, the following information must be provided:

- Part I, line 1, enter the business owner's name (if applicable), part 1, line 2, business name (if applicable), federal tax classification, and address.
- Part II, you must provide either a Taxpayer Identification Number (TIN) or Social Security Number (SSN)
- Part III, you must check "Yes" or "No" to the question about providing goods or services as the sole owner of your business. If you check the "Yes" box to indicate that you are the sole owner, you must provide your name, the first date of providing goods or services for Butler County, **birth date**, and **description** of the type of good or service you will provide the county.
- Part IV, you must answer this question if Part III is answered "Yes". Answer "Yes" only if you are receiving retirement or disability payments from Ohio Public Employees Retirement System (OPERS) or any other Ohio pension system (SERS, STRS etc)
- Part V, **sign** the form and **enter today's date**.

For definitions of Part I and II of this form, please refer to IRS Form W-9.

Part I Business Ownership and Address Information	
Name (as shown on your income tax return). DO NOT LEAVE BLANK. If you are an individual or file under your name put your name here.	
Business name/disregarded entity name, if different from above.	
Check appropriate box for federal tax classification: (check only one box) If Individual PART III below is ALWAYS "YES"	
<input type="checkbox"/> Individual/Sole Proprietor (or single-member LLC) <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/Estate <input type="checkbox"/> Limited Liability Company – Tax classification (C = C Corp, S = S Corp, P = Partnership) <input type="checkbox"/> Other _____ <input type="checkbox"/> Exempt from backup withholding	
NOTE: Check the appropriate box for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
Address Line 1 (number, street, and apt. or suite no.)	Requestor's name and address: Auditor of Butler County 130 High Street, 4th Floor Hamilton, OH 45011
Address Line 2	
City, state, and ZIP code	
Part II Taxpayer Identification Number (TIN) and Social Security Number (SSN)	
For suppliers that have a TIN, this must be entered.	
For individuals, sole proprietors, and corporations owned by an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name. You may enter your business or DBA name on the Business name line.	
Taxpayer Identification Number (TIN): ____ - ____ - ____ - ____ - ____ - ____ and / or Social Security Number (SSN): ____ - ____ - ____ - ____ - ____ - ____	
Part III Additional Information Required by the State of Ohio for Independent Contractors	
Will you receive payments from Butler County as either an individual, sole owner of a business, or single-member LLC?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" is checked, you MUST complete the information below for name, date good or service provided, birth date, and description of the nature of your financial transactions with the county.	
Printed first name, middle initial, and last name	Date good or service provided (MM / DD / YY) Birth date (MM / DD / YY) / / / / / /
Describe the Nature of the transactions you will be engaged in with Butler County	
Part IV Additional Information Required by the State of Ohio for Public Employees	
Are you currently receiving a pension benefit from Ohio Public Employees Retirement System (OPERS) or any other Ohio retirement system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are an individual, the sole owner of your business, a single-member LLC, or a disregarded entity and have answered Part III "Yes", you must answer this question "Yes" or "No". If you answer "Yes" please fill out the SR-6 Form (Notice of Re-Employment of an OPERS Benefit Recipient)	
Part V Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me).	
2. I am not subject to backup withholding because, (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.	
3. I am a US person (including a US resident alien).	
Certification Instructions: You must cross out exempt from backup withholding above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.	
The IRS does not require your consent to any provision of this document other than the certification required to avoid backup withholding.	
Signature of U.S. person	Date



Nancy NIX
Butler County Auditor (CPA)

Butler County Auditor's Office
130 High Street / 3rd-4th Floors
Hamilton, Ohio 45011
Phone: 513-887-3154

The Butler County Auditor's Office offers the ability for vendors to receive payments from the County electronically, rather than by check. Payments can be deposited into a checking or savings account of your choice. In addition, you will be notified of the deposit by e-mail. The e-mail will provide all the information that would normally print on the check stub. To receive payments electronically, you must complete this form and return to the address above with a voided check or bank letter containing routing/account information. The first payment processed after we receive all documentation will continue to be a paper check. Once we are able to verify the banking information provided, via the prenote process, all future payments will be sent electronically.

Action:	<input type="checkbox"/> ADD	<input type="checkbox"/> CHANGE/UPDATE	<input type="checkbox"/> INACTIVATE
Payee Name:			Phone No:
Taxpayer ID:	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Butler County Employee: YES <input type="checkbox"/> NO <input type="checkbox"/>
SSN:	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Address:			
E-mail (Required):			
Bank Name:			
Bank Routing Number:	<input type="checkbox"/> Savings Acct No:		
	<input type="checkbox"/> Checking Account No:		

ATTACH VOIDED CHECK OR A BANK LETTER CONTAINING ACCOUNT AND ROUTING INFORMATION

Authorization: This authorizes the Butler County Auditor's Office to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account indicated above and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. I understand and accept the conditions of participation in the direct deposit program.

This authorization will be in effect until the Butler County Auditor's Office receives a written termination notice from myself and has a reasonable opportunity to act on it.

Print Name	Title:
Signature:	Date: