

NOTICE OF REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the Board of County Commissioners, (“The Commissioners”), of Kootenai County, Idaho, pursuant to the consideration of the Clerk’s Auditors Office, seeks proposals from purchase/credit card providers that have proven experience implementing card solutions for the public sector. The Commissioners would like the system to be operational by January 1, 2018. The purpose of this Request for Proposal (RFP) is to obtain provider specific information to evaluate each proposer’s merchant card services as compared to other proposers to implement an optimal card solution for the County. The provider selected by the Commissioner’s will replace the 168 credit cards currently issued to County employees for travel and training purchases. The RFP information will also provide a basis to expand the program over time to pay a broader range of the County’s overall vendor and supplier purchases. The selected provider shall provide a technical solution and personnel to integrate into the County’s accounting and reporting system, New World Systems, Logos.net software.

Financial Institutions wishing to submit a proposal will be sent an electronic bidder’s packet. Please contact one of the following Auditor’s Office employees to obtain the packet:

Contacts: **Dena Darrow, Finance Director**
 208-446-1665
 Fax: 208-446-1259 or 208-446-1661
 Email: ddarrow@kcgov.us

or

Keith Taylor, Deputy Finance Director
 208-446-1669
 Fax: 208-446-1662 or 208-446-1661
 Email: ktaylor@kcgov.us

The proposals must to be delivered to the Kootenai County Board of Commissioners, Kootenai County Administration Building, Third Floor, 451 N. Government Way, P.O. Box 9000, Coeur d’Alene, Idaho 83816-9000, no later than 2pm, Monday, October 2, 2017. The Board of County Commissioners may be reached by telephone at (208) 446-1600. Proposals shall be publicly opened by the Board of County Commissioners at the office of the Board of County Commissioners, Commissioners’ Board Room, Third Floor, Kootenai County Administration Building, 451 N. Government Way, Coeur d’Alene, Idaho, on Tuesday, October 3rd, at 2pm.

All proposals shall be submitted under a condition that they cannot be withdrawn or revoked by the proposer for a period of thirty (30) days from and after the date of the proposal opening.

The Board of County Commissioners reserves the right to accept or reject any or all proposals or portions thereof and to waive informalities or irregularities of proposals received if this is to the advantage of the County. The Board reserves the right to engage in a subsequent procurement process which may include but shall not be limited to: an Invitation for Bids, a sole source contract, or separate contracts on any aspect of the work.

Dated this day, September 6, 2017.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

Marc Eberlein, Chairman

ATTEST:
JIM BRANNON, CLERK

By: _____

Deputy Clerk

Publication Dates: 9/08/17 and 09/15/17