

LEGAL NOTICE

Fulton County Job & Family Services is Requesting Qualification for a Process Server for the Fulton County Child Support Enforcement Agency. FCJFS wishes to contract with an experienced community provider for personal service at various locations outside Fulton County. All statements of qualifications and resumes must be received in the Board of Commissioners Office located at 152 S. Fulton Street, Suite 270, Wauseon, Ohio 43567 before 9:00 a.m. on Friday October 23, 2026, at which time they will be opened and reviewed.

It is our understanding that we are to provide for open competition for professional services whereby, at a minimum, competitors' qualifications are evaluated, and once a firm is tentatively selected; fair and reasonable compensation is negotiated. We are, therefore, inviting interested individuals and firms located within a reasonable distance to us to submit evidence of their professional qualifications, and related information, as follows:

- (1) Provide service of process at various locations outside Fulton County including those specified by the Child Support Enforcement Agency (e.g. residence, employer, public buildings and recreational facilities).**
- (2) Provide report on a monthly basis which lists the total number of out-of-county service papers executed broken down by county. Report will include number of process papers returned due to bad address, process papers served in a month, and the number of papers forwarded to next month for service.**
- (3) Provide for filing of return of service with the appropriate Clerk of Courts and the Child Support Enforcement Agency within 24 hours of completing successful service.**
- (4) Provide extensive documentation of unsuccessful services attempts which may aid in future location of party by Child Support Enforcement Agency.**
- (5) Provide his/her own motor vehicle; Fulton County Job and Family Services shall not be responsible for maintenance of or liability/collision coverage for Provider or for any vehicle he/she may be operating.**

It is our intent to give reasonable consideration to at least three firms and/or individuals based on their qualifications so as to have one or several alternative consultants which could be asked to enter into negotiations, if negotiations with the preferred consultant are not satisfactory.