INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.	BIDDER NAME
BID NUMBER: OT906210 / OPENING DATE (1:00 p.m.): MARCH 1, 2010	STREET ADDRESS ☐ Check if remit address is different and list on separate sheet
	CITY / STATE / ZIP
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk	COUNTY / MBE/EDGE CERTIFICATE NUMBER
	TELEPHONE NO. ( ) / TOLL FREE NO. 1 - ( )
	CONTACT PERSON / FAX NO. ( )
REQ./INDEX NO. DPS025 / BID NOTICE DATE FEBRUARY 2, 2010	CONTRACTOR'S E-MAIL ADDRESS

SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)

☐ E-Mail ☐ Fax

In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%,10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, ____Days, Net 30 Days

PARTICIPATING AGENCY(IES): OHIO DEPARTMENT OF PUBLIC SAFETY

THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:

Transportation of Goods, including BMV Materials, for the Ohio Department of Public Safety

TERM OF CONTRACT: This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning 03/15/10 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 02/28/13 unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency.

INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 10-01-07, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.

By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.

Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.ohio.gov/procure. All questions should be submitted a minimum of five (5) working days prior to the bid opening date.

PRINTED/TYPED SIGNATURE	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE

The ORIGINAL signed Bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder NOT sign their bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

REQUIRED CERTIFICATION FOR BIDDING

Those bidders claiming preference for Domestic Source End Products and/or the Ohio preference, pursuant to Revised Code Sections 125.09 and 125.11 and Administrative Code Section 123:5-1-06 must complete the following information. Bidders who qualify as an "Ohio" bidder (offer an Ohio product or who have significant Ohio economic presence) or who qualify as a Border State bidder are eligible to receive a five percent (5%) preference over non-Ohio/Border state bidders. The state reserves the right to clarify any information during the evaluation process. **BIDDERS MUST COMPLETE THIS CERTIFICATION TO RECEIVE THE PREFERENCE.**

A. DOMESTIC PREFERENCE (BUY AMERICA): [Not applicable to "Excepted Products"]

1. Where is each product/services being offered mined, raised, grown, produced or manufactured?

   ☐ United States: _____(State) ☐ Canada ☐ Mexico (Go to B-1)

   ☐ Other: (Specify Country)_____ (Go to A-2)

2. End product is manufactured outside the United States and at least 50% of the cost of its components are produced, mined, raised, grown or manufactured within the United States. The cost of components may include transportation costs to the place of manufacture and, in the case of components of foreign origin, duty whether or not a duty free entry certificate is issued.

   ☐ Yes (Go to Section B-1) ☐ No (Go to Section A-3)

3. The Bidder hereby certifies that each end product, except the products listed below, is a domestic source end product as defined in the Buy America Act and that components of unknown origin have been considered to have been mined, produced, grown or manufactured outside the United States.

   _____(Item) _____(Country of Origin)

   _____(Item) _____(Country of Origin)

A domestic end source product is deemed to be excessively priced if it exceeds the cost of the foreign product by more than 6%. Pursuant to FAR, Part 25, the state of Ohio does not acquire supplies or services that cannot be imported lawfully into the United States. The contractor, their subcontractor(s) and any agent of the contractor or subcontractor must not acquire any supplies or services originating from sources within, or that were located in or transported from or through Cuba, Iran, Iraq, Libya, North Korea, Sudan Territory of Afghanistan controlled by the Taliban, or Serbia (excluding the territory of Kosovo).

B. OHIO PREFERENCE (BUY OHIO):

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.

   ☐ Yes (Go to C) ☐ No (Go to B-2)

2. Bidder has significant economic presence within the state of Ohio. ☐ Yes (Answer a, b, c, d below) ☐ No (Go to B-3)

   a) Bidder has paid the required taxes due the state of Ohio ☐ Yes ☐ No

   b) Bidder is registered with the Ohio Secretary of State

      ☐ Yes (Charter/Registration No.: _____) ☐ No

      Questions regarding registration should be directed to (614) 466-3910 or visit their web site at: http://www.sos.state.oh.us/

   c) Bidder has ten or more employees based in Ohio or border state. ☐ Yes ☐ No (Go to B-2d)

   d) Bidder has seventy-five percent or more employees based in Ohio or border state. ☐ Yes ☐ No (Go to B-3)

3. Border state bidder:

   ☐ Yes (Specify which state then go to B-2c): ☐ KY ☐ MI ☐ NY ☐ PA ☐ IN) ☐ No (Go to B-4)

4. Border state bidder: mined products mined in respective border state ☐ Yes ☐ No ☐ Not Applicable

C. E.D.G.E. DESIGNATION

Bidder is certified E.D.G.E. business ☐ Yes ☐ No

For information on E.D.G.E. designation, please visit the DAS Equal Opportunity Division website at:
http://www.das.ohio.gov/Divisions/EqualOpportunity/tabid/80/Default.aspx

D. DECLARATION REGARDING MATERIAL ASSISTANCE/NON-ASSISTANCE TO A TERRORIST ORGANIZATION (DMA)

The Bidder being awarded this Contract must:

1. review the Terrorist Exclusion List at http://www.publicsafety.ohio.gov/links/terrorist_exclusion_list.pdf
2. complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form http://www.publicsafety.ohio.gov/links/HLS0038.pdf and submit this with your bid response.

Failure to complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form may result in the bidder being deemed not responsive and/or may invalidate any Contract award. If not submitted with the bid response, the bidder will have seven (7) calendar days, after notification, to submit the form.

SPECIAL TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

SPECIFICATION QUESTIONS: Through the indicated inquiry closure date, Bidders may visit the State Purchasing website to post Bid related questions at <www.ohio.gov/procure>. Answers to all Bidder questions will be posted on the State Purchasing website and linked to the bid number. The State will make every effort to respond to website inquires within forty-eight (48) hours of receipt. The State will not respond to any verbal or written questions received through any other medium. No prospective Bidder shall respond to any verbal instructions or changes to this Bid. Only communications issued by the Department of Administrative Services, State Purchasing in the form of an addendum, will be considered valid.

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

DESCRIPTIVE LITERATURE: The Bidder may be required to submit descriptive literature of the supplies or services being offered. If requested, the literature will be used in the evaluation process to determine the lowest responsive and responsible Bidder. If not provided as part of the Bid response, the Bidder must provide said literature within ten (10) calendar days after request/notification by the Office of Procurement Services to do so. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the Bid (e.g. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any contract and will be disregarded by the State of Ohio. Failure of the Bidder to furnish descriptive literature either as part of their Bid response or within the time specified herein will deem the Bidder not responsive.

USAGE REPORTS: Every six (6) months the Contractor must submit a report (written or on disk) indicating sales generated by this Contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this Contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, and Attn: Rob Rounds.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The Contract prices(s) will remain firm for the first six (6) months duration of the Contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to Provision I.C. “Termination/Suspension” and Provision II. of the “Contract Remedies:” of the “Standard Contract Terms and Conditions”.

TEMPORARY FUEL ADJUSTMENT: No request for a temporary fuel adjustment may be requested for the first six (6) months duration of the Contract. Thereafter, should a statewide or national increase in the cost of fuel occur, that is greater than 20% of the cost for fuel in place at the time of Contract award, the Contractor may petition DAS to increase the Contract price(s). The Contractor will be required to provide a cost breakdown of each item to indicate the portion of their product cost that is attributed to fuel. If approved, the Contractor will be permitted to adjust the price(s) by the exact amount of the fuel increase. The increase will be effective seven (7) calendar days after approval. Future requests for fuel cost adjustment will be considered in six (6) month intervals, for the duration of the Contract, under the above conditions. Should a statewide or national decrease in the cost of fuel occur, that is greater than 20% of the cost of fuel at the time of Contract award or approved increase, the Contractor will advise Procurement Services of said decrease and the Contract will be adjusted accordingly. Said decrease will become effective seven (7) calendar days after notification. Failure of the Contractor to notify Procurement Services of a decrease will be considered as a default and the Contractor will be responsible to reimburse the State for any overpayments. Said increases or decreases will be effective on all orders placed on or after the approval date of the adjustment.

SITE VISIT: A site visit will be held on **February 17, 2010** at Lebanon Correctional Institution, Ohio Penal Industries (OPI), 3791 State Route 63, Lebanon, Ohio, 45036 to survey the facility and discuss the requirements of the Bid. The site visit will commence promptly at **9:00 AM**, barring an unforeseen circumstance that results in a delay of the site visit. Attendance will be taken. The State will not be responsible to a Bidder for their failure to obtain information discussed during the site visit due to their failure to attend and/or arriving after the site visit has convened.

If attending the above stated site visit, please contact Renee Green no later than 2:00 PM **February 12, 2010** at RMGreen@dps.state.oh.us or (614) 752-7573 during regular business hours to make arrangements for authorization to enter the facility.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the State will: sum the Trailer Pick Up (TPU) Charge plus the sum of the Evaluated Mileage Charge (cost per mile times the average distance to the Deputy Registrar (DR) times the average number of destinations per TPU) and the sum of the Charge per Pallet per Delivery (Charge per Pallet per Delivery times the Average Pallets per Delivery) for each delivery origin to determine the average cost per shipment. The average cost per delivery per shipping origin will be multiplied by the estimate usage to determine the estimated annual cost per shipping origin. The cost per The annual shipping charge per origin will be added together to determine the low lot total.

CONTRACT AWARD: The Contract will be awarded to the lowest responsive and responsible Bidder by low lot total. Failure to bid all items may result in the Bidder being deemed not responsive.

CARGO LIABILITY: Each Bidder shall carry a minimum of fifty thousand ($50,000.00) dollars per occurrence and two-hundred thousand ($200,000.00) dollars annual aggregate of cargo liability. A certificate of insurance showing the types of coverage should be submitted with the Bid. If not, the Bidder must provide the said certificate within five (5) business days, after notification, to the Office of State Purchasing. Furthermore, accompanying the certificate of insurance, providing the Bidder does not currently carry the amount of coverage specified above, shall be a letter from the insurance company stating that the Bidder's coverage will be increased to the specified amounts upon award of the ensuing contract. Failure to provide the certificate and coverage increase letter, as applicable, within the stated time period will result in the Bidder being deemed as not responsive and the Bid response will be immediately disqualified with no further consideration given for potential awarding of the contract.

CERTIFICATION OF PUCO INTRASTATE AUTHORITY: Public Utilities Commission of Ohio. Each Bidder is to submit with the Bid response a notarized list of all existing authorities to perform the types of services required in this Bid. This list shall include at a minimum the applicable PUCO authority certificates and/or permit number(s) and a description of the type of services that the Bidder is authorized to provide under each PUCO approval. The Bidder shall also indicate any additional PUCO approvals being sought or required to enable the Bidder to perform the services listed in the Bid or as required by any contract awarded as a result of this Bid. Upon awarding of a contract, the successful Contractor shall provide within thirty (30) calendar days, a notarized list of these additional approvals to the Office of State Purchasing. As deemed necessary, the State reserves the right to submit any documentation to the PUCO for verification of approvals. All approvals shall remain in effect for the duration of the awarded Contract and any extension(s) thereto. Failure to provide the information requested and/or failure to maintain proper authorities may result in the Bid being deemed non-responsive and/or any contract being immediately canceled.

SCOPE OF WORK

I. BACKGROUND

The purpose of this Bid and any subsequent contract is to secure a Contractor to perform the transportation of goods and supplies for the Ohio Department of Public Safety (ODPS). These goods include, but are not limited to consumables and vehicular oriented Bureau of Motor Vehicles (BMV) registration items (license plates, temporary tags, plastic handicap placards and registration stickers). These BMV items will henceforth be called "supply chain" items.

There are two (2) distribution centers; one in Columbus and the other in Lebanon with more than 95% of these shipments normally originating from the Lebanon. The location addresses are as follows:

Lebanon Correctional Institution (LeCI)
Ohio Penal Industries (OPI)
3791 State Route 63
Lebanon, OH 45036

Ohio Department of Public Safety (ODPS)
Alum Creek Facility (ACF)
1583 Alum Creek Drive
Columbus, OH 43209

II. SCOPE OF WORK

There are two (2) shipment and multiple destination locations ODPS is requesting:

A. Lebanon location involves the delivery of supply chain items and Goods from Ohio Penal Industries (OPI) Lebanon to ODPS and Deputy Registrar(DR) locations.

B. Alum Creek Location

1. Delivery of supply chain items and Goods (furniture, equipment and office consumables) from ODPS Alum Creek to ODPS Facilities (see Attachment A) and OPI.

2. Delivery of Goods from ODPS Alum Creek to ODPS Facilities and other government and non-government locations.

C. Destination Locations include Deputy Registrars, International Registration Plan, and Ohio State Highway Patrol Offices. During the term of this Contract, office locations are subject to change. A listing of current locations is available by selecting the following links:

1. Deputy Registrar Offices: http://bmv.ohio.gov/county_lst.stm

2. International Registration Plan Offices: http://bmv.ohio.gov/international_registration_plan.stm

3. Ohio State Highway Patrol Post Offices: http://statepatrol.ohio.gov/counties.stm

III. DESCRIPTION OF LOAD

A. The license plates are nickel-zinc plated steel and are packed in cardboard cartons and stacked on 4-way heavy duty (40" x 48") pallets. License plate pallets, loaded with cartons, weigh approximately 1,918 lbs. and are 16.25" high. Pallets can be double stacked for forklift loading, unloading and transport.

B. The stickers are made of plastic type reflective sheeting with a waxed paper backing and are placed in cardboard cartons and stacked on 4-way heavy-duty (40" x 48") pallets. Stickers are shipped in random quantities with weights that vary between 1,000 and 2,000 lbs. Temporary license plates are cardboard, shrink wrapped and placed in cardboard containers. Temporary tags are transported on 4-way heavy-duty (40" x 48") pallets that weigh approximately 1,450 lbs. and are 55" tall. Pallets containing Stickers or Temporary Tags cannot be used as a base for the purpose of double stacking any other product(s). Pallets, loaded with boxes, weight approximately 1540 lbs. and are approximately 60"high.

C. Much of the materials transported by the Contractor for the BMV used in conjunction with vehicle registrations. The Contractor shall be responsible for the security of the shipment from either ODPS or OPI to the consignee's location. The Contractor must have the ability to pick up shipments from ODPS or OPI within twenty-four (24) hours after being contacted by phone.

D. All loose items will be shipped in corrugated cardboard boxes and/or on stretch wrapped four-way wooden pallets. All shipments will be marked with destination information and include delivery documents that include specific consignee information.

E. The majority of shipments are Less than Truck Load (LTL) and ODPS and OPI reserve the right to ship more or less frequently based on operational needs.

F. A typical license plate order to a Deputy Register will be one (1) to two (2) pallets. This average can vary depending on the activity occurring at the time (new specialty plate distribution, new state plate change over which can occur at least once in a three (3) to five (5) year period.

G. Any DR office that is closed due to local reasons (street location closed off because of Homecoming Celebration and parade, Founders Day Celebration, etc.) will have their delivery time extended one day.

IV. STANDARD PROCEDURES FOR PICKUPS

A. The ODPS/OPI will contact the Contractor to arrange for pickups.

1. Loads shall be picked up by the end of the next business day.

2. The loads are to be delivered within three (3) business days after pick up.

3. All items must be picked up and loaded between 8:00 a.m. and 2:30 p.m., Monday through Friday, except on State holidays. (Refer to “Section V” for special procedures at the Lebanon location).

4. All items must be delivered and unloaded between 8:00 a.m. and 4:00 p.m., Monday through Friday, except on State holidays.

5. The Contractor will provide two (2) hours free unloading time without charging demurrage fees.

B. All shipments shall require “inside delivery” for the consignee. The bill of lading will be stamped with the inside delivery requirement. The Contractor may furnish a conveyor to expedite unloading and must have the ability to provide a driver plus additional staff to expedite the delivery.

1. “Inside delivery" is defined as goods and supplies being delivered by the Contractor to a designated point inside the building. All locations within buildings will be at ground level**.** Consignment invoices and bill of lading shall be given to the office manager.

2. ”Inside delivery” shall be considered as a specification of the Bid. No additional charges shall be allowed for inside delivery.

C. The Contractor must have the ability to deliver shipments to at least twelve (12) ODPS locations each day and within a three (3) day time period after pick up excluding weekends and State holidays. The Contractor will be required to contact the consignee at least twenty-four (24) hours in advance to notify them of a pending delivery and to establish a mutually agreeable date and time for the Contractor to deliver the shipment to the consignee. The Contractor must have capacity to hold shipments securely up to three (3) days until delivery at the mutually agreed upon date and time.

D. Certain situations may require expedited delivery service. Expedited delivery will require the Contractor to complete the delivery the following business day after notification. The ODPS/OPI will contact the listed Contractor representative directly to make arrangements for the expedited service. The bill of lading will be marked with the service requirement and no advance notification to the consignee is required for expedited delivery.

E. It will be the responsibility of the Contractor to notify the management of the ODPS/OPI of any shortages or overages on any shipment. The notification of the discrepancy shall be made within twenty-four (24) hours of its discovery or not later than the next regular business day.

F. In case of a major mis-shipment, when the consignee has received the wrong goods or supplies, a determination will be made as to who is at fault. If it is the Contractor's error, they will be responsible to pick up and transport the goods to the proper consignee at no charge to ODPS or OPI. If it is the error of ODPS or OPI, the Contractor will be paid for the pick-up and delivery of the goods to the proper consignee. In all cases, the Contractor must take care of the mis-shipment within 48 hours and notify the receiving ODPS facility of the correction.

V. SPECIAL PROCEDURES FOR OPI LEBANON

A. The driver and the vehicle will be subject to the regulations of the Lebanon Correctional Institution, including search (Attachments B and C).

B. A trailer shall be backed up to the loading dock and loaded by OPI personnel. (Low Boy, moving trailers, or trailers with outside compartments are not permitted).

C. A trailer must be dropped and parked at the distribution shop whenever a full trailer is picked up. OPI will have the ability to process and load orders straight from the shops on hand inventory for the subsequent day's shipment. Since the trailer will be parked inside of the shop, special security measures must be taken.

1. The OPI will check to insure no tampering has occurred prior to the trailer being released though the institution gate.

2. At the ODPS/OPI option, pick up may occur at LeCI warehouse outside the fenced in enclosure.

D. Each carton is sealed with tape and secured to the pallet by stretch film and the trailer is sealed by OPI. The Contractor, within one day, or at first opportunity, will break the seal and verify shipments with the bills of lading and load out. The Contractor will contact Mark Mechley at (513) 932-1211 (ext. 2346) or Jeff Shadburn at (614) 466-2890 immediately of any load out discrepancies. The Contractor will be held responsible for any lost cartons/pallets that occur after the shipment is verified.

E. All trailer pick ups within the prison security gates must occur at 6:45 am due to prison constraints. If 6:45 am is not applicable for a particular day or time, a mutually agreed upon time will be required a minimum of one (1) day in advance. If pickup occurs at the warehouse outside, time frame may vary.

F. Upon inclement weather, traffic conditions, or prison induced restrictions (lockdown emergencies) rescheduling will be coordinated upon mutual consent.

G. A procedure guide describing the LTL pick up process at LeCI is provided as Attachment D.

VI. GENERAL REQUIREMENTS

A. Missed or Late Deliveries

1. If the Contractor misses a delivery, the State will not pay for that delivery.

2. A delivery will be considered late if the Contractor does not provide delivery within three (3) full business days (excluding Saturday, Sunday and State observed holidays) of the pickup from the point of origin. The State will apply liquidated damages of ten percent (10%) of the delivery charge for each day the delivery is late.

B. Subcontracting: The Contractor may not subcontract any of its duties under this Contract.

C. Interlining is permissible, with the State's prior written approval. The Contractor must maintain full responsibility for all goods shipped, to include but not limited to tracing capabilities, claims management and payment of all claims made by the ODPS/OPI against any shipment made.

D. In case of a labor strike involving a Contractor, the State may select another Contractor to provide the services listed herein during the term of the labor strike.

E. The Registrar of the BMV may add, move, or remove DR locations in any county at any time during the Contract at the Registrar's discretion. The ODPS reserves the right to add, change, or delete Facilities.

F. The majority of shipments are less than a truck load.

G. The ODPS/OPI reserves the right to ship more of the less frequently based shipments according to operational needs.

H. All items must be shipped in weatherproof trailers.

I. The Contractor shall establish separate billing accounts/shipper numbers for shipments made on behalf of the BMV, Administration, and the OSHP, and submit separate invoices for each account. Each invoice shall individually list orders and include their pickup date, pickup location, delivery date, delivery location, bill of lading number, total weight, total packages, invoice rate, and total cost. Upon mutual agreement on the format, the Contractor may provide the invoice and detailed information to the ODPS electronically. Invoices shall be directed to:

State of Ohio
Ohio Department of Public Safety
Attn: Fiscal Services (ODPS)
P.O. Box 182081
Columbus, OH 43218-2081

J. The Contractor shall maintain a tracking system to provide the status of an order to the State within eight (8) hours of receiving an inquiry. Tracking information shall include acknowledgement of order pickup, the number of packages on order, time of pickup, location of shipment within Contractor's system, and delivery confirmation. The Contractor shall promptly respond to inquiries from the State about lost or missing packages from shipments and work with the State to resolve expeditiously.

K. The Contractor must furnish to the ODPS an industry approved three part blank bill of lading form at the Contractor's expense. The ODPS/OPI may, at its option, utilize computer generated bill of lading forms.

VII. RETURN OF PALLETS

A. The Contractor will return pallets to their originator point within two (2) weeks after delivery of the shipment. These pallets will be specially stenciled "BMV" or "ODPS". Each bill of lading will indicate the number of pallets included with the shipment that must be returned by the Contractor.

B. When making a delivery to an ODPS Facility, the Contractor shall unload the stenciled pallets and return them to the Contractor's facility. The Contractor will then store these stenciled pallets and deliver them back to either the ODPS/OPI facility.

C. The ODPS/OPI will not accept unstenciled pallets as replacements and the Contractor will be charged $12.00 per pallet for each pallet not returned within two (2) weeks of shipment.

VIII. CONTRACTOR QUALIFICATIONS

A. The Contractor must have the ability to spot up to five (5) trailers for a forty-eight (48) hour period for distribution preparation and loading purposes. Each trailer should have the weight capacity to hold 42,000 pounds. Response time for spotting the trailer(s) shall be within twelve (12) hours of the Contractor being notified.

B. The Contractor must have the capacity of tracking shipments.

C. The Contractor must provide a certificate that lists the equipment and personnel available to meet the requirements specified in this Bid. The certificate must be on business or corporate letterhead paper and be signed by duly authorized representatives of the company.

D. The Contractor must provide proof of having five (5) consecutive years experience providing similar services as described within this Bid.

E. The Contractor's fleet must include vehicles that can support delivery to all the ODPS facilities. Some facilities can not accommodate semi-tractor trailers due to limited space for unloading, varying dock heights, or no loading docks.

F. The Contractor must submit three (3) references with transportation services similar in size and scope to that listed herein. The references must include customer name, address, company contact person, telephone number, email address and years servicing the account. Failure of the Bidder to furnish above referenced information as part of their Bid response, or within the time specified herein will be deemed not responsive.

G. All references must be available and willing to talk to the Bid evaluator or the Bid may be found not responsive with any further consideration for award given.

H. Drivers utilized must hold a valid Commercial Drivers License (CDL) along with any required endorsement(s) to operate the equipment/vehicles involving this Contract, and wear a company uniform (bearing the company's name) that is standard to the industry (i.e. matching pants, shirts, hat and identification (ID) badge). Vehicles owned or leased by the Contractor shall be properly marked with company logo/name.

I. OPI Department of Rehabilitation and Correction (DRC) Code of Conduct Rules will take precedence. The Contractor recognizes the security requirements for entering Agency's facilities and acknowledges receipt of the "Standards of Conduct for Contractor" (DRC 4376) (Refer to "Attachment B" for special procedures.) The Contractor agrees to comply with these standards and with safety rules and procedures. Due to institutional security requirements, the Agency staff may require the Contractor to document when the Contractor or any subcontractor is on State property.

J. Firearms are prohibited on DR agency premises. FIREARM, DEADLY WEAPON, AND DANGEROUS ORDNANCE PROVISIONS. The 125th Ohio General Assembly has adopted House Bill (H.B.) 12, effective April 8, 2004, (Refer to "Attachment C") which permits certain persons to obtain a license and to carry a concealed handgun under certain circumstances. Even with this license, the law prohibits licensees from carrying concealed handguns in certain facilities and places. In accordance with this statute and other provisions of the Revised Code, it is illegal to carry a firearm, deadly weapon, or dangerous ordnance anywhere on the DR agency premises.

K. The Contractor must provide toll-free telephone and internet inquiry access (agency choice) for purposes of invoice resolution, tracking shipment and other issues relating to the services stipulated herein.

IX. APPLICATION OF RATES AND WEIGHTS

Charges shall consist of three (3) components: Trailer Pick-Up Charge, Mileage Charge, and Pallet Delivery Charge. Each component is described as follows:

A. Trailer Pick-Up Charge (TPU): A charge for each of the two (2) originating points (LeCI and ACF) with the appropriate charge assessed for each loaded trailer picked up at the origin.

B. Mileage Charge: A distance charge calculated for each individual order as if it were individually transported from the origin to its destination. A minimum distance charge of five (5) miles shall apply to each order. Mileage is calculated by using the appropriate 5 digit zip codes, entered into the "directions" screen at www.mapquest.com with no street or street number identification used. Current distances are calculated for current DR and International Registration Plan (IRP) offices and will remain valid until such time as the distance is known to have changed (Attachment E).

C. Pallet Delivery Charge: A charge for each pallet delivered.

D. Shipment of Empty Pallets from ACF to LeCI. The State will pay a per shipment charge for return of empty pallets (330 pallets – 22 pallets stacked 15 high) from the ODPS ACF to OPI Lebanon. One (1) estimated shipment per year.

E. Expedited Delivery Cost. Expedited delivery cost per hundred weight (Not included in the evaluation). See IV, Standard Procedures for Pickups, Part D. for details.

X. SUMMARY OF ATTACHMENTS

A. The LeCI originating orders are also summarized by county within the map in Attachment D.

B. Attachment F summarizes the data contained in Attachments G, H, and I.

C. Attachments G, H, I, and J provide historical data to assist in estimating costs.

1. Attachment G summarizes the orders from July 1, 2008 to June 30, 2009, sorted by the four (4) weight ranges built into the cost tables. Detailed listing of each order follows the summary sheet is supplied for reference.

2. Attachment H lists each individual Less than Truck Load (LTL) pick up from July 1, 2008 to June 30, 2009 along with the number of orders included with each pick up.

3. Attachment I lists each bulk shipment of temporary tags shipped from LeCI to ACF for later Dealer consignment. These shipments are generally one (1) origin, one (1) destination deliveries and should be taken into account when completing cost tables.

4. Attachment J consists of four (4) maps showing each weekly planned delivery area. While some deliveries may occur outside of these groupings, such occurrences are rare.

ESTIMATED USAGE: The estimated number of shipments per year is based upon historical calendar year usage. These usages may not be accurate for the proposed Contract. The estimated hundred weights per shipment are the same for each zip code. These estimates are primarily used for the evaluation of this Bid and may not be accurate for the proposed Contract.

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BID PRICE PAGE

Origin	Charge per Trailer Pick Up (TPU)	Wt. Range (pounds)	Charge per Mile per Destination	Charge per Pallet per Delivery
Lebanon Correctional Institution (LeCI) Ohio Penal Industries (OPI) 3791 State Route 63 Lebanon, OH 45036	$	500-1,199	$	$
		1,200-2,499	$	$
		2,500-4,999	$	$
		5,000-42,000	$	$
Ohio Department of Public Safety (ODPS) Alum Creek Facility (ACF) 1583 Alum Creek Drive Columbus, OH 43209	$	500-1,199	$	$
		1,200-2,499	$	$
		2,500-4,999	$	$
		5,000-42,000	$	$

Per shipment charge of empty pallets (up to 330 Pallets per Truckload) stored at the ODPS ACF to OPI Lebanon (one (1) estimated shipment per year). (Not included in the evaluation).	$

Expedited delivery cost per hundred weight (Not included in the evaluation). See IV, Standard Procedures for Pickups, Part D. for details.	$

Cost Allocation: In order to qualify for consideration of any price increases during the life of this Contract the Bidder must include the items below. In the spaces below Bidders are required to provide their cost allocation of items indicated. (Shall be shown as percentage of cost allocated to these items). Failure to provide pricing allocation for items indicated may result in the Bidder being deemed as non-responsive and the Bid response may be disqualified with no further consideration given for potential awarding of the Contract.

FUEL COST: _____%

LABOR COST _____%

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COST SUMMARY EVALUATION

AVERAGE COST PER SHIPMENT

Alum Creek Facility (ACF) Origin													
Wt. Range (pounds)	**BID HERE Charge per Trailer Pick Up (TPU)**	**BID HERE Charge per Mile per Destination**		Evaluated Distance (average distance to DR)		Weighting / Ratio of Destinations per TPU		Evaluated Mileage Charge	**BID HERE Charge per Pallet per Delivery ***		Weighting / Ratio Pallets per TPU		Evaluated Delivery Charge per Weight Range
500-1,199	$	$	X	144	X	12.3	=	$	$	X	12.3	=	$
1,200-2,499		$	X	144	X	3.2	=	$	$	X	3.2	=	$
2,500-4,999		$	X	144	X	0.3	=	$	$	X	0.4	=	$
5,000-42,000		$	X	144	X	0.1	=	$	$	X	1.5	=	$
TOTAL ACF	$							$					$

Lebanon Correctional Institution (LeCI) Origin													
500-1,199	$	$	X	143	X	12.3	=	$	$	X	12.3	=	$
1,200-2,499		$	X	122	X	3.2	=	$	$	X	3.2	=	$
2,500-4,999		$	X	122	X	0.3	=	$	$	X	0.4	=	$
5,000-42,000		$	X	84	X	0.1	=	$	$	X	1.5	=	$
TOTAL LeCI	$							$					$

* Inside delivery rates shall be included in the Bid price.

Evaluation Summary		Alum Creek Facility (ACF) Origin	Lebanon Correctional Institution (LeCI) Origin
Charge per Trailer Pick Up		$	$
Total Evaluated Mileage Charge	+	$	$
Total Evaluated Delivery Charge per Weight Range	+	$	$
Total per Location	=	$	$
Estimated shipments Per Year	X	3	57
Total cost (combined cost from above)	=	$	$

This Cost Summary Evaluation Sheet will be used for the evaluation. Bidders are not required to turn in this sheet.

ATTACHMENT A

DEPUTY REGISTRAR AND INTERNATIONAL REGISTRATION PLAN

Agency Number	Address	City	Zip
0103	923 SUNRISE AVE BOX 172	WEST UNION	45693
0212	2302 HARDING HWY	LIMA	45804
0215	2010 SPENCERVILLE RD	LIMA	45801
0302	502 CLAREMONT AVE	ASHLAND	44805
0411	660 E MAIN ST	GENEVA	44041
0413	4 W WALNUT ST	JEFFERSON	44047
0414	527 LAKE AVE	ASHTABULA	44004
0503	182 W UNION ST	ATHENS	45701
0607	604 S BLACKHOOF ST BOX 15	WAPAKONETA	45895
0705	318 HOWARD ST	BRIDGEPORT	43912
0706	51560 NATIONAL RD	ST CLAIRSVILLE	43950
0707	130 W MAIN ST	BARNESVILLE	43713
0808	924 S MAIN ST	GEORGETOWN	45121
0901	3232 ROOSEVELT BLVD	MIDDLETOWN	45044
0915	530 L WESSELL RD	FAIRFIELD	45014
0918	1720 S ERIE BLVD A	HAMILTON	45011
0921	4887 SMITH RD	WEST CHESTER	45069
0944	138 N BROOKWOOD AVE	HAMILTON	45013
1010	155 W MAIN ST	CARROLLTON	44615
1108	1512 STATE ROUTE 68	URBANNA	43078
1213	1221 SUNSET AVE	SPRINGFIELD	45505
1214	430 N MAIN ST	NEW CARLISLE	45344
1215	1109 N BECHTEL AVE	SPRINGFIELD	45504
1305	457 W. MAIN ST AVE BOX 470	BATAVIA	45103
1311	641 LOVELAND MADEIRA RD	LOVELAND	45140
1313	1007 LILA AVE	MILFORD	45150
1450	180 E SUGARTREE ST STE 200	WILMINGTON	45177
1508	15655 ST ROUTE 170 STE G	EAST LIVERPOOL	43920
1520	7556 ST RTE 45	LISBON	44432
1525	200 E 2ND ST STE B	SALEM	44460
1604	275 DOWNTOWNER PLAZA	COSHOCTON	43812
1703	1653 MARION RD	BUCYRUS	44820
1804	22312 LAKESHORE BLVD	EUCLID	44123
1809	12771 STATE RD	NORTH ROYALTON	44133
1811	12000 SNOW RD STE 12	PARMA	44130
1812	3345 EDGECLIFF TERRACE	CLEVELAND	44111
1817	4620 RICHMOND RD STE 296	WARRENSVILLE	44128
1820	14000 BROADWAY AVE	GARFIELD HTS	44125
1826	6901 ROCKSIDE RD	INDEPENDENCE	44131
1829	9200 WADE PARK AVE	CLEVELAND	44106
1836	1261 SUPERIOR AVE NE	CLEVELAND	44114
1839	15133 PEARL RD	STRONGSVILLE	44136
1846	2765 E 55TH ST	CLEVELAND	44104

ATTACHMENT A (CONT)

DEPUTY REGISTRAR AND INTERNATIONAL REGISTRATION PLAN (CONT)

Agency Number	Address	City	Zip
1851	13912 CEDAR RD	UNIVERSITY HEIGHTS	44118
1855	6339 OLDE YORK RD	PARMA HTS	44130
1856	7000 BIDDULPH RD	BROOKLYN	44144
1861	1593 GOLDENGATE PLAZA	MAYFIELD HTS	44124
1890	5410 NORTHFIELD RD	MAPLE HTS	44137
1896	5085 GREAT NORTHERN SHOPPING CTR	NORTH OLMSTED	44070
1905	641 WAGNER AVE STE A	GREENVILLE	45331
2011	999 PROCOM DR STE 103	DEFIANCE	43512
2172	2079 US RT23N RD SUITE 2	DELAWARE	43015
2207	1050 CLEVELAND RD	SANDUSKY	44870
2214	4660 LIBERTY AVE	VERMILION	44089
2301	980 LIBERTY DR STE 500	LANCASTER	43130
2307	473 HILL RD N	PICKERINGTON	43147
2436	105 E EAST ST	WASHINGTON CH	43160
2503	5133 E MAIN ST	COLUMBUS	43213
2509	4503 KENNY RD	COLUMBUS	43220
2511	4182 WESTLAND MALL	COLUMBUS	43228
2512	17 CHERRI PARK SQ	WESTERVILLE	43081
2519	3066 SOUTHWEST BLVD	GROVE CITY	43123
2524	45 GREAT SOUTHERN BLVD	COLUMBUS	43207
2528	415 AGLER RD	GAHANNA	43230
2541	1979 CLEVELAND AVE	COLUMBUS	43211
2543	2222 DIVIDEND DR	COLUMBUS	43228
2561	2970 HAYDEN RD	COLUMBUS	43235
2562	4740 CEMETERY RD	HILLIARD	43026
2565	117 SOUTHLAND MALL	COLUMBUS	43207
2566	55 COUNTRY RD	WHITEHALL	43213
2572	267 S THIRD ST	COLUMBUS	43215
2580	1970 W BROAD ST	COLUMBUS	43223
2586	112 DILLMONT DR	COLUMBUS	43235
2590	1472 MORSE RD	COLUMBUS	43229
2608	152 S FULTON ST STE 105	WAUSEON	43567
2705	499 JACKSON PIKE STE B	GALLIPOLIS	45631
2812	12628 CHILLICOTHE RD UNIT A	CHESTERLAND	44026
2817	602 SOUTH ST	CHARDON	44024
2818	15065 KINSMAN RD UNIT 1	MIDDLEFIELD	44062

ATTACHMENT A (CONT)

DEPUTY REGISTRAR AND INTERNATIONAL REGISTRATION PLAN (CONT)

Agency Number	Address	City	Zip
2902	1221 MEADOW BRIDGE DR STE B	BEAVERCREEK	45434
2918	601 LEDBETTER RD	XENIA	45385
2919	1274 N BROAD ST	FAIRBORN	45324
3005	224 DEWEY AVE RM 2	CAMBRIDGE	43725
3105	9997 MONTGOMERY RD	MONTGOMERY	45242
3129	7990 READING RD STE 3	READING	452372112
3141	11177 READING RD STE 203	SHARONVILLE	45241
3143	21 AMERICAN WAY (PLAZA 63)	MONROE	45050
3150	1214 W KEMPER RD	FOREST PARK	45240
3159	138 E COURT ST STE 100	CINCINNATI	45202
3168	10553 HARRISON AVE B	HARRISON	45030
3170	5694 HARRISON AVE	CINCINNATI	45248
3176	5089 GLEN CROSSING WAY	CINCINNATI	45238
3179	10938 HAMILTON AVE	MT HEALTHY	45231
3180	6154 COLERAIN AVE	CINCINNATI	45239
3182	7743 FIVE MILE RD	CINCINNATI	45230
3188	3372 RED BANK RD	CINCINNATI	45227
3191	3461 WARSAW AVE	CINCINNATI	45205
3211	8210 CR 140 STE A	FINDLAY	45840
3243	8210 CR 140 STE B	FINDLAY	45840
3305	1021 W LIMA ST PO STE 101	KENTON	43326
3410	538 N MAIN ST STE D	CADIZ	43907
3503	211 W FRONT ST	NAPOLEON	43545
3628	1575 N HIGH ST STE 500	HILLSBORO	45133
3704	58 W MAIN ST	LOGAN	43138
3805	75 E CLINTON ST STE 103	MILLERSBURG	44654
3917	130 SHADY LANE DR BLDG 5	NORWALK	44857
3920	118 BLOSSOM CENTER	WILLARD	44890
4039	301 HURON ST CRTHSE	JACKSON	45640
4102	301 MARKET ST	STEUBENVILLE	43952
4103	195 MAIN ST BOX 292	RAYLAND	43943
4127	4244 SUNSET BLVD	STEUBENVILLE	43952
4202	671 N SANDUSKY ST	MOUNT VERNON	43050
4305	2736 N RIDGE RD UNIT 7	PAINESVILLE	44077
4327	30170 EUCLID AVE	WICKLIFFE	44092
4328	31517 VINE ST	WILLOWICK	44095
4334	8830 MENTOR AVE UNIT B	MENTOR	44060
4407	2717 S 3RD ST STE A	IRONTON	45638
4408	402 TRENT ST PO BOX 97	PROCTORVILLE	45669
4509	875 E MAIN ST	NEWARK	43055
4510	318 S TOWNSHIP RD	PATASKALA	43062
4512	8103 NICHOLS LN	JOHNSTOWN	43031

ATTACHMENT A (CONT)

DEPUTY REGISTRAR AND INTERNATIONAL REGISTRATION PLAN (CONT)

Agency Number	Address	City	Zip
4606	1365 COUNTY ROAD 32 N STE 3	BELLEFONTAINE	43311
4705	300 BROADWAY AVE	LORAIN	44052
4718	676 N MAIN ST	WELLINGTON	44090
4721	684 AVON BELDON RD STE D	AVON LAKE	44012
4723	229 BROAD ST	ELYRIA	44035
4727	33121 CENTER RIDGE RD	NORTH RIDGEVILLE	44039
4730	205 W 20TH ST STE M-200	LORAIN	44052
4755	2290 KRESGE DR	AMHERST	44001
4807	3016 NAVARRE AVE	OREGON	43616
4811	4460 HEATHERDOWNS BLVD	TOLEDO	43614
4828	2857 AIRPORT HIGHWAY STE F	TOLEDO	43609
4833	1600 MADISON AVE	TOLEDO	43604
4852	4925 JACKMAN RD STE 21	TOLEDO	43613
4857	4900 MCCORD RD	SYLVANIA	43560
4905	294 LAFAYETTE ST BX 63	LONDON	43140
5004	2801 MARKET ST S ANNX BLD	YOUNGSTOWN	44507
5008	2950 MAHONING AVE	YOUNGSTOWN	44509
5023	1020 FIFTH ST	STRUTHERS	44471
5029	3623 MARKET ST	YOUNGSTOWN	44507
5032	229 BOARDMAN CANFIELD RD	BOARDMAN	44512
5047	667 GYPSY LN	YOUNGSTOWN	44505
5103	222 W CENTER ST RM 1123	MARION	43302
5209	972 N COURT ST	MEDINA	44256
5214	123 BROAD ST STE A	WADSWORTH	44281
5312	354 E MAIN ST	POMEROY	45769
5408	320 PORTLAND ST	CELINA	45822
5506	1275 -C EXPERIMENTAL FARM RD	TROY	45373
5507	987 E ASH ST STE 118	PIQUA	45356
5606	201 OAKLAWN AVE	WOODSFIELD	43793
5720	8389 N MAIN ST	DAYTON	45415
5740	1162 E CENTRAL AVE	WEST CARROLLTON	45449
5753	6134 CHAMBERSBURG RD	HUBER HTS	45424
5758	451 W THIRD ST LOBBY	DAYTON	45422
5764	1036 S SMITHVILLE RD	DAYTON	45403
5765	500 E MAIN ST	DAYTON	45426
5772	104 W SPRING VALLEY RD	CENTERVILLE	45458
5806	4676 ST RT 60 N	MCCONNELSVILLE	43756
5904	15 E HIGH ST	MT GILEAD	43338
6010	255 SUNRISE CENTER RD #27	ZANESVILLE	43702
6103	82 OLIVE ST	CALDWELL	43724
6212	220 MADISON ST	PORT CLINTON	43452
6310	831 N WILLIAMS ST	PAULDING	45879
6420	600 W BROADWAY	NEW LEXINGTON	43764

ATTACHMENT A (CONT)

DEPUTY REGISTRAR AND INTERNATIONAL REGISTRATION PLAN (CONT)

Agency Number	Address	City	Zip
6504	141 W MAIN ST STE 200	CIRCLEVILLE	43113
6606	230 WAVERLY PLAZA STE 1200	WAVERLY	45690
6710	444 S MERIDAN ST UNIT 3	RAVENNA	44266
6714	1593 STATE ROUTE 303	STREETSBORO	44241
6715	1597 SOUTHWATER ST UNIT C	KENT	44240
6803	550 N BARRON ST	EATON	45320
6903	275 N HICKORY ST	OTTAWA	45875
7008	15-17 E.TEMPLE CT	MANSFIELD	44902
7009	159 MANSFIELD AVE	SHELBY	44875
7129	475 WESTERN AVE STE N	CHILLICOTHE	45601
7209	500 W STATE ST STE C	FREMONT	43420
7304	4002 GALLIA ST	NEW BOSTON	45662
7312	843 ELEVENTH ST	PORTSMOUTH	45662
7418	304 N MAIN ST STE` 1	FOSTORIA	44830
7419	457 E MARKET ST	TIFFIN	44883
7502	1000 MILLIGAN CT STE 100	SIDNEY	45365
7605	110 CENTRAL PLAZA S STE 160	CANTON	44702
7612	3029 CLEVELAND AVE SW	CANTON	44707
7619	1972 WALES RD NE	MASSILLON	44646
7623	513 E MAIN ST	ALLIANCE	44601
7633	2812 WHIPPLE AVE NW	CANTON	44708
7635	907 30TH ST NE	CANTON	44714
7643	2207 KIMBALL RD SE	CANTON	44707
7690	3187 WHITEWOOD ST NW	NORTH CANTON	44720
7721	2420 WEDGEWOOD DR	AKRON	44312
7726	650 GRAHAM RD STE 100B	CUYAHOGA FALLS	44221
7731	688 WOLF LEDGES PKWY	AKRON	44311
7732	107 5TH ST SE STE 8	BARBERTON	44203
7737	3039 GRAHAM RD	STOW	44224
7742	10333 NORTHFIELD RD UNIT 156	NORTHFIELD	44067
7744	1030 E TALLMADGE AVE	AKRON	44310
7748	2955 W MARKET ST STE L	FAIRLAWN	44333
7760	480 S PORTAGE LAKES DR	AKRON	44319
7832	2027 ELM RD NE	WARREN	44483
7835	5555 YOUNGSTOWN/WARREN RD STE 760	NILES	44446
7840	2750 MAHONING AVE UNIT 9	WARREN	44483
7841	160 HIGH ST NW 1ST FLOOR	WARREN	44481
7842	6965 TRUCKWORLD BLVD	HUBBARD	44425
7901	1260 MONROE ST NW	NEW PHILADELPHIA	44663
7904	125 E HIGH ST ROOM 125	NEW PHILADELPHIA	44663
7914	206 E THIRD ST	UHRICHSVILLE	44683
8014	940 LONDON AVE STE 1200	MARYSVILLE	43040
8107	777 FOX RD STE A	VAN WERT	45891

ATTACHMENT A (CONT)

DEPUTY REGISTRAR AND INTERNATIONAL REGISTRATION PLAN (CONT)

Agency Number	Address	City	Zip
8203	301 W HIGH ST	MCARTHUR	45651
8307	775 READING RD	MASON	45040
8310	245 S MAIN ST STE B	FRANKLIN	45005
8311	19 DAVE AVE UNIT B	LEBANON	45036
8407	1810 WASHINGTON BLVD	BELPRE	45714
8412	148 GROSS ST #D	MARIETTA	45750
8513	1430 W HIGH ST STE 3	ORRVILLE	44667
8514	200 VANOVER ST STE 3	WOOSTER	44691
8603	13065 CO. RD. D50 C	BRYAN	43506
8712	1616 E WOOSTER ST UNIT R	BOWLING GREEN	43402
8713	26611 N DIXIE HIGHWAY STE 125	PERRYSBURG	43551
8812	235 N SANDUSKY AVE	UPPER SANDUSKY	43351

ATTACHMENT B

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION
STANDARDS OF CONDUCT FOR CONTRACTORS/VOLUNTEER

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION

STANDARDS OF CONDUCT FOR CONTRACTORS/VOLUNTEERS

Definition

Non-Employee – Anyone who enters a DRC facility (institution, APA Office, etc.) or representing the Department in other offical capacities who is either: contracted for their professional services, paid for uncontracted services rendered to the institution, or serves as a volunteer (e.g., intern, community group member, etc) and is not an employee of the Ohio Department of Rehabilitation and Correction.

Purpose

The purpose of this document is to provide guidance to non-employees entering the facilities of the Ohio Department of Rehabilitation and Correction as volunteers, contract workers, and vendors.

In view of the nature and purpose of the various facilities of the Ohio Department of Rehabilitation and Correction, it is necessary that all non-staff who enter the facilities understand the rules and security needs. Persons entering a correctional facility have certain obligations under law to insure that the safe and secure operation of the facility is not jeopardized.

Responsibilities

The APA regional, appropriate Section Manager, or Warden of each facility/region has the responsibility to insure that all contractors, volunteers, and vendors understand the guidelines necessary for their safe entrance and operation while in a correctional setting. Staff will be assigned by the APA regional, appropriate Section Manager, or Warden to insure that all such persons are properly trained and supervised.

Volunteers, vendors, contract workers, and other non-employees must realize their responsibility to follow the rules of conduct, ethics, policies, and law relating to their assignments.

The APA regional, appropriate Section Manager, or Warden/designee will approve entrance and training of all such non-employees. The APA regional, appropriate Section Manager, or Warden/designee has the authority to terminate entrance authorization for any such person who has demonstrated an inability to follow the approved guidelines. In addition, violations may result in termination of contracts/services and/or prosecution.

Personal Conduct

It is essential to the orderly operation of a correctional system that all persons conduct themselves in a professional manner. Below are several types of behavior that cannot be tolerated within a Correctional environment. (This is not intended to be an all-inclusive list).

ATTACHMENT B (CONT)

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION
STANDARDS OF CONDUCT FOR CONTRACTORS/VOLUNTEER (CONT)

1. The use, possession, conveyance, or unauthorized distribution of illegal drugs, narcotics, or controlled substances is strictly prohibited at any time. Use of alcoholic beverages while on duty or being under the influence of alcohol or drugs while on duty are prohibited.

2. No person shall, without authorization from the APA regional, appropriate Section Manager, or Warden, allow themselves to show partiality toward , or become emotionally, physically, or financially involved with inmates, parolees, probationers, transitional controls or their families, or establish a pattern of social fraternization with same.

   A. No persons shall offer or give to an inmate, parolee, probationer, transitional control, or a member of his/her family, or to any person known to be associated with him/her, any article, favor, or service which is not authorized in the performance of the person's duties and which conflicts or appears to conflict with the person's assigned duties. Neither shall a volunteer, contract worker, vendor or other non-employee accept any gift, personal service, or favor from an inmate, parolee, probationer, or transitional control, or his/her family, or person known to be associated with him/her which is not authorized in the performance of the person's duties and which conflicts, or appears to conflict, with the person's duties.

   B. The volunteer, contract worker, vendor or non-paid staff shall not visit an inmate, parolee, probationer, or transitional control while such an individual is under the custody and control of the Department unless such a visit is given prior authorization during the contract service period by the volunteer's, contract person's and other non-employee's DRC contact person and Managing Officer of the respective facility or the visit is part of the job duties.

   C. Volunteers, contractors, vendors, or other non-employees who become involved in any set of circumstances as described above, have an affirmative responsibility of notifying their contact person at the correctional institution who will be responsible for notifying the APA regional, appropriate Section Manager, or Warden.

3. No such person shall, without the express authorization of the APA regional, appropriate Section Manager, or Warden, show favoritism or give preferential treatment to an individual under supervision of the Ohio Department of Rehabilitation and Correction to include, but not limited to offering, receiving, or giving of a favor or anything of value.

4. Brutality, physical violence, or intimidation of inmates, and/or their families, but such persons will not be permitted, nor will force be used beyond that necessary to protect any person from physical harm.

5. The use of obscene, threatening, or abusive language by vendors, contractors, volunteers, and other non-employees toward inmates or others will not be tolerated.

Attendance

Due to staffing and security concerns and the nature of services being performed by volunteers, contractors, and other non-employees, it is essential that these people work out a mutually acceptable work schedule with their DRC contact person. Failure to perform services consistent with the mutually agreed upon schedule may be considered failure to fulfill the requirements of the contract/service.

ATTACHMENT B (CONT)

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION
STANDARDS OF CONDUCT FOR CONTRACTORS/VOLUNTEER (CONT)

Responsiveness

1. Inattentiveness to job responsibilities and procedures in a correctional environment can result in escapes, assaults, and other incidents. Therefore, volunteers, contract workers, vendors, and other non-employees must remain fully alert and attentive during the time they are on institution, DRC or APA property.

2. Such persons are to obey the directions of their assigned Staff Supervisor at all times. Following the instruction of the staff in charge is imperative in order to insure the security of the institution or APA Office. On occasion, the instructions of the staff member may be different from the instructions of the contractor's, vendor's, volunteer's, or other non-employee's civilian supervisor. However, they must be carried out as instructed. In the event of such a discrepancy, the staff member's instructions should be adhered to first, and then the civilian supervisor should be contacted.

Confidentiality

1. Some volunteers, contract workers, vendors, or non-paid staff of the Department Of Rehabilitation and Correction may have access to official information, ranging from personal data concerning staff and inmates to information involving security. Because of the various degrees of sensitivity afforded to this information, official information may be disclosed or released only as required in the performance of any volunteer's, contract worker's, vendor's, or non-paid staff's duties upon specific authorization from someone with the delegated authority to release official information. The Director or his designee in the Central Office, the APA Regional or designee, appropriate Section Manager or designee, and the Managing Officers of the institutions are the only persons authorized to release official information.

2. The above shall not be construed as a reason to deny authorized persons access to official records and files. The Department of Rehabilitation and Correction has an obligation to supply official information in response to requests from organizations or individuals upon determining that such individuals are properly identified and acting in an official capacity. To ensure the proper use of official information the following rules of conduct are established:

   A. Volunteers, contract workers, vendors, or non-paid staff will verify the identification and authority of individuals requesting access to information prior to giving or discussing records, personnel files, or other official information.

   B. Authorized persons will not be denied access to official information.

   C. Volunteers, contract workers, vendors, or non-paid staff will not use, or release for use, official information for private purposes unless this information is avail able to the general public.

   D. Volunteers, contract workers, vendors, or non-paid staff will not remove from files, or make copies of records or documents except in accordance with established procedures or upon proper authorization.

ATTACHMENT B (CONT)

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION
STANDARDS OF CONDUCT FOR CONTRACTORS/VOLUNTEER (CONT)

E. No volunteers, contract workers, vendors, or non-paid staff will make statements or release official information that could beach the security of the institution/APA district Office or unduly endanger any person.

F. Former volunteers, contract workers, vendors, or non-paid staff will be granted access only to information available to other members of the general public, and will have no greater standing than members of the public, irrespective of their past contractual relationship and/or any associations developed in the course of such relationships.

Illegal Activity

The very nature and purpose of the Department's existence demand that it closely monitors any alleged illegal activity by its employees and non-employees. Should any volunteers, contract workers, vendors, or non-paid staff be arrested for, charged with or convicted of any felony or degree misdemeanor (except for a minor misdemeanor), or is required to be a plaintiff in any court in a criminal matter, that person shall immediately inform his/her DRC contact person. Such information shall be evaluated and may be reason to terminate the contract/service immediately.

Conveying or Trafficking in Contraband

The introduction of contraband into or upon the grounds of any institution/Regional Office, or taking or attempting to take contraband there from, or otherwise trafficking in contraband without the knowledge and consent of the Managing Officer of such institution/Regional Office is prohibited. Contraband is defined as "any" article which is intended for the unauthorized use or possession of any inmate or which is prohibited by law or Department Policy from being carried onto the grounds of an institution or detention facility or APA Office. Examples of contraband, which could be intended for an inmate's/offender's unauthorized possession or use, include letters, stamps, tools, paper, food, messages, and money. Examples of contraband, which are prohibited by law (ORC Section 2921.36), include firearms, knives, explosives, ammunition, drugs, and alcoholic beverages.

Investigations

Every volunteer, contract worker, vendor, or non-paid staff is required to immediately report to the Managing Officer, or his designee, any violation or attempted violation of any law or regulation, and any act or omission by any person which has resulted in a breach of institution security, or jeopardizes the safety of others.

Allegations of misconduct will be investigated by the Appointing Authority or his designee (could be immediate supervisor or anyone else in the chain of command). Where appropriate, investigations will be coordinated and conducted by the Department Chief Inspector and/or other appropriate agency. The Ohio State Highway Patrol is responsible for investigating violations of Ohio laws occurring on institution property.

During the course of an official investigation, contractors, volunteers, vendors, and non-paid staff are to cooperate fully by providing all pertinent information that they may have. Failure by any contractor, volunteer, vendor, or non-paid staff to answer any inquiry fully and to the best of his/her knowledge may be grounds to terminate the contract.

ATTACHMENT B (CONT)

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION
STANDARDS OF CONDUCT FOR CONTRACTORS/VOLUNTEER (CONT)

Government Property

1. All government property, including automobiles, identification badges, supplies, equipment, telephones, and facilities are to be used for official purposes only. Loss, misplacement, theft, damage, or destruction of government property issued to and used by volunteers, contractors, vendors, and non-paid staff must be reported to his/her DRC contact person immediately.

2. Department of Rehabilitation and Correction credentials, identification cards, or badges shall not be used to coerce, intimidate, or deceive others or to obtain any privilege or article not otherwise authorized in the performance of official duties.

Chain of Command

Every contractor, vendor, volunteer, or other non-paid employee will be assigned a Staff Supervisor who will be responsible for informing each person of the rules, policies, and regulations relevant to their work at the institution. In their absence, the contact person shall be the Shift Supervisor, generally know as the Shift Captain or Acting Shift Captain. In cases of emergency, this person will always be available to respond to questions or needs.

Standards of Conduct

Violation of the Standards of Conduct may result in termination of authorization to enter the grounds of the facility, referral to the Ohio State Highway Patrol for criminal investigation, referral to the Warden for investigation, and/or termination of an existing contract with the institution. The following acts are prohibited and considered violations of conduct:

1. Visiting an inmate/offender unless you are a verified immediate family member and/or have been approved by the Warden of the institution per DRC Policy 71-SOC-01 and DRC Policy 76-VIS-01.

2. Deliberate destruction, damage, and/or theft of state property, inmate property, property of visitors, or property of an employee, including state vehicles.

3. Failure to carry out directions of a Staff Supervisor or written directives supplied to you.

4. Commission of a felony or misdemeanor.

5. Interfering with the orderly operation of the institution.

6. Willfully making false, abusive, or obscene statements towards employees, inmates/offenders, or the general public is prohibited.

7. Any acts of discrimination or harassment on the basis of sex, race, color, age, religion, national origin, disability or sexual orientation.

8. Theft.

ATTACHMENT B (CONT)

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION
STANDARDS OF CONDUCT FOR CONTRACTORS/VOLUNTEER (CONT)

9. Misusing official position for personal gain, including soliciting bribes, in the course of carrying out your assigned duties at the institution or APA District Office.

10. Failure to report accidents or unsafe work conditions.

11. Threatening, intimidating, or coercing another for personal gain or satisfaction.

12. Fighting with a fellow worker, employee, visitor, or inmate/offender.

13. Interfering or failing to permit an official search, including searches of your person and of your personal property, or failing to cooperate with any official inquiry or investigation.

14. Distribution, possession, misuse, conveyance, or display of weapons, explosives, money, or other contraband.

15. Loss of control of any instrument that could result in a breach of security and/or jeopardize the safety of others, e.g., to include but not limited to, Class A tools, keys, communication devices, identification badges, etc.

16. Possession or consumption of alcoholic beverages or illegal drugs while on institution/ APA grounds.

17. Reporting to the institution under the influence of intoxicants, alcohol, or illegal drugs.

18. The posting or removal of any matter on a bulletin board without permission.

19. Other actions that could harm or potentially harm others.

20. Use of excessive force or physical abuse towards an inmate/offender.

21. Threatening or intimidating an inmate/offender.

22. Giving preferential treatment to an inmate, the offering, receiving, or giving of a favor or anything of value to an inmate without expressed authorization from DRC.

23. Engaging in unauthorized personal relationships with inmates or their families, including correspondence or phone communications with inmates and their families.

Entry Procedures

Generally, the first time you arrive at the institution or APA Diistrict Office, you will be met by a person assigned as your Staff Supervisor. It is the responsibility of this person to ensure that you are aware of the rules and regulations governing your activities in the institution. A designated administrative staff member must authorize your entrance into the facility. You will note that any person entering is subject to search at any time. This search may include a metal detector search, a frisk search, or a strip search. Failure to comply with any authorized search will result in your being ordered from the institution and possible denial of future entry.

ATTACHMENT B (CONT)

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION
STANDARDS OF CONDUCT FOR CONTRACTORS/VOLUNTEER (CONT)

In all cases, you must show identification to verify that you are the person who has been authorized to enter. Generally, a driver's license or state picture identification is appropriate for this identification process. You will be issued either a temporary badge or a temporary picture identification badge. In any case, these must be turned in at the conclusion of your activities as you leave the facility each day. Such identifications are government property and may only be used at the institution/APA District Office for identification purposes. They must be worn at all times. Do not leave them unattended.

It is standard practice that you will be signed in when you arrive and signed out when you leave. Therefore, it is important that you always leave from the same area from which you entered. As an APA Office or Correctional Institution is a professional law enforcement organization, the institution/APA District Office will have standards of attire. Generally, men should wear a shirt and slacks. Women may wear a dress or pants, and a blouse or sweater. Shoes are required. Sandals, jeans, shorts, short skirts, see-through blouses, men's sleeveless shirts, and clothing with vulgar symbols or statements are examples of items of clothing not permitted.

In some cases, you may be contracted to do maintenance or construction work. In those cases, normal work clothing will be permitted.

You should only bring with you those items that you will need during your activity in the institution/APA District Office. Large sums of money, pocket knives, etc., are discouraged. You will be asked to store the items either in your car or available lockers in the entrance area. If you require medication, take only that amount that is necessary for the day. You must sign the medication log if you require a dosage during your stay at the time you enter. This log will identify your medication and the amounts. The institution cannot be responsible for loss of your property. If you are a tradesman and require tools, all tools must be inventoried and a copy supplied to the Major. The Major may wish to review institution tool control policy and discuss security of your equipment. A written authorization for all tools from the Deputy Warden of Operations or Major will be required before you are authorized to enter the institution.

Your activity may or may not require contact with inmates/offenders. In any case, you should not develop any relationship with inmates outside of your activity. Do not mail letters or make telephone calls to them or for them. If you receive mail or telephone calls from inmates or their families, you should report this to your Staff Supervisor or the Deputy Warden, or APA Administrative Assistant. Never disclose personal information about yourself. Never give an inmate your address, telephone number, or any personal information about your family or friends. There is no instance where sharing such information will serve a useful purpose.

If at any time you have questions, do not hesitate to contact your Staff Supervisor,APA Administrative Assistant, the Shift Captain, or the Deputy Warden of Operations.

I have read and understand the Standards of Conduct for Volunteers, Contract Workers, and Other Non-Employees, including the rules and guidelines listed above. I understand that entering a correctional institution or APA District Office carries responsibilities necessary to ensure safety and security to the facility and will abide by all rules and guidelines contained herein.

Signature:	Date:
Staff Witness:	Classification:

ATTACHMENT C

Sub. H.B. 12
125th General Assembly

FIREARM, DEADLY WEAPON, AND DANGEROUS ORDNANCE PROVISIONS.

- Revises the offense of criminal trespass to prohibit a person, without privilege to do so and being on the land or premises of another, from negligently failing or refusing to leave upon being notified by signage posted in a conspicuous place or otherwise being notified (added by the bill) to do so by the owner or occupant, or the agent or servant of either.
- In the offense of carrying concealed weapons: (1) restructures the prohibition and revises the penalty structure, (2) additionally excepts from the prohibition against carrying a handgun other than a dangerous ordnance a corrections officer who has successfully completed a basic firearms training course and who is authorized to carry a handgun, a person who possesses a valid license to carry a concealed handgun unless the person is in an unauthorized place, and a person who carries or has a handgun in a motor vehicle if certain criteria apply, and removes from the "government official/law enforcement officer" exception the requirement that the person be acting within the scope of duties, (3) creates an additional affirmative defense that the weapon is a handgun and the person would have met all of the requirements for a license had the person applied for a license, (4) prohibits the use of certain affirmative defenses to a charge of carrying concealed weapons in certain subsequent firearms-related prosecutions, and (5) prohibits requiring a person charged with carrying concealed weapons to obtain a license to carry a concealed handgun as a condition for the dismissal of the charge.
- In the offense of illegal possession of a firearm in liquor permit premises: (1) additionally prohibits a person from possessing a firearm in an open air arena for which a D permit has been issued under the Liquor Control Law, (2) revises the exception relating to government officers, agents, or employees to repeal the requirement that the officer, agent, or employee be acting within the scope of their duties, (3) additionally excepts (a) a corrections officer who has successfully completed a basic firearms training course and who is authorized to carry a handgun and (b) the permit holder or a designated employee if the permit holder or designated employee possesses a valid license to carry a concealed handgun, (4) creates an additional affirmative defense that the firearm is a handgun and the person would have met all of the requirements for a license had the person applied for a license, (5) prohibits the use of certain affirmative defenses to a charge of possession of a firearm in liquor permit premises in certain subsequent firearms-related prosecutions, and (6) prohibits requiring a person charged with possession of a firearm in liquor permit premises to obtain a license to carry a concealed handgun as a condition for the dismissal of the charge.
- In the offense of illegal conveyance or possession of a deadly weapon or dangerous ordnance in a school safety zone, additionally excepts a person who, at the time of conveying or attempting to convey a handgun into, or possessing a handgun in, a school safety zone, is carrying a valid license to carry a concealed handgun issued to the person under the bill and is in the school safety zone in accordance with 18 U.S.C. 922(q)(2)(B), unless the person knowingly is in a place in which a licensee is not authorized to carry a concealed handgun.
- In the offenses of illegal conveyance of a deadly weapon or dangerous ordnance into a courthouse and illegal possession or control of a deadly weapon or dangerous ordnance in a courthouse, additionally accepts a person who possesses a license to carry a concealed handgun and who complies with specified handgun "check in" procedures.
- In the offense of improperly handling firearms in a motor vehicle: (1) excepts from the prohibitions related to transporting or possessing a firearm in a motor vehicle a person who possesses a valid license to carry a concealed handgun unless the person is in an unauthorized place and a person who transports a handgun in a motor vehicle if certain criteria apply, (2) creates self defense as an affirmative defense to a charge of discharging a firearm from a motor vehicle and creates an additional affirmative defense to a charge of transporting or possessing a firearm in a motor vehicle that the firearm is a handgun and the person would have met all of the requirements for a license had the person applied for a license, (3) prohibits the use of certain affirmative defenses to a charge of improperly handling firearms in a motor vehicle in certain subsequent firearms-related prosecutions, and (4) prohibits requiring a person charged with improperly handling firearms in a motor vehicle to obtain a license to carry a concealed handgun as a condition for the dismissal of the charge.
- In the offense of improper use or handling of firearms in a vessel: (1) excepts from the prohibitions related to transporting or possessing firearms in a vessel a person who possesses a valid license to carry a concealed handgun unless the person is in an unauthorized place, (2) creates self defense as an affirmative defense to a charge of discharging a firearm while in or on a vessel and creates an additional affirmative defense to a charge of transporting or possessing a firearm in a vessel that the firearm is a handgun and the person would have met all of the requirements for a license had the person applied for a license, (3) prohibits the use of certain affirmative defenses to a charge of improper use or handling of firearms in a vessel in certain subsequent firearms-related prosecutions, and (4) prohibits requiring a person charged with improper use or handling of firearms in a vessel to obtain a license to carry a concealed handgun as a condition for the dismissal of the charge.
- Increases the penalty for having weapons while under disability to a felony of the third degree in all cases.
- Increases from a felony of the fourth degree to a felony of the third degree the penalty for theft of a firearm or dangerous ordnance, creates a presumption in favor of the court imposing a prison term for the offense, and requires the offender to serve a prison term imposed for the offense consecutively to any other prison term or mandatory prison term previously or subsequently imposed upon the offender.

ATTACHMENT D

STEP BY STEP PROCEDURE FOR LTL SHIPMENTS FOR LECI

Deputy Registrar (DR) orders are designed to be shipped (LTL) during 48 of 52 weeks from the LeCI. Orders are generated on Friday mornings proceeding the shipment week. The following is an overview of the weekly processing of:

Friday:

- ODPS prints weekly orders for a particular region (cycle) of Ohio. Please see attached map for a breakdown of weekly regions.
- Once orders are printed and organized the carrier method is determined according to the weight of individual orders.
- A detailed list of orders is created within a spreadsheet and emailed to the LTL carrier that Friday morning (see bottom of page for example of the). Information included in the spreadsheet is amount of orders, weight of each order and the address of the intended DRs. Projected pallet placement within the trailer is indicated by the "**#**" of the order.
- The purpose of the above mentioned email is to give the LTL carrier an opportunity to alter the placement of pallets. The LTL carrier has the option to change any and/or all pallet placement to enhance delivery or preference. The only criteria is to respond to the email with the preferred pallet placement by 10:00am on the following Monday.
- Additionally, this spreadsheet allows the LTL carrier ample time to notify all DRs of when to expect to receive their weekly orders, and to contact all DRs at least 24 hours prior of delivery.
- Some shipping weeks have a smaller amount of pallets being shipped through LTL carrier. If this occurs ODPS may give the LTL carrier the opportunity to bring a smaller (straight) truck if it is beneficial to the LTL carrier.
- Warren County DRs are part of B cycle weeks. These orders are strategically placed at the end of the trailer to allow immediate delivery upon Tuesday morning pick-up.

Tuesday:

- Every Tuesday LTL shipment is picked up at 6:45am. The pick-up time must be 6:45am due to restrictions of Lebanon Correctional.

Example of spreadsheet that is sent to trucking company:

#	Customer #	Ship To: (Address)	# of Boxes	# of Pallets on Order	Order Weight
1	**B2503005**	Guernsey Co. Cambridge Deborah S. Carpenter 224 Dewey Avenue	**38**	**1**	**794.00**
2	**B2504107**	Jefferson Co. Steubenville Joan M. Rose 4150 Sunset Boulevard	**40**	**1**	**844.00**
***Note:* Above are two examples of what a typical weekly spreadsheet would look like. There is potential of 22 customers (orders) per scheduled pick up.**					

ATTACHMENT E

SHIPPING MILEAGE CHART

Deputy Number	LeCI Distance ZIP 45036	ACF Distance Zip 43209	ZIP
0103	83	111	45693
0212	99	95	45804
0215	102	98	45801
0302	99	82	44805
0411	265	188	44041
0413	278	201	44047
0414	275	198	44004
0503	150	73	45701
0607	85	92	45895
0705	201	122	43912
0706	165	116	43950
0707	186	106	43713
0808	60	109	45121
0901	12	94	45044
0915	27	107	45014
0918	19	100	45011
0942	24	107	45013
1010	221	141	44615
1108	66	52	43078
1213	56	49	45505
1214	44	66	45344
1215	53	56	45504
1305	39	116	45103
1311	17	95	45140
1313	31	108	45150
1450	24	68	45177
1508	252	172	43920
1520	244	167	44432
1525	246	169	44460
1604	154	75	43812
1703	144	70	44820
1804	238	161	44123
1809	208	131	44133
1811	210	133	44130
1812	216	139	44111

Deputy Number	LeCI Distance ZIP 45036	ACF Distance Zip 43209	ZIP
1817	222	146	44128
1820	219	142	44125
1826	217	140	44131
1829	226	149	44106
1839	205	128	44136
1846	224	147	44104
1851	230	153	44118
1855	210	133	44130
1856	217	140	44144
1861	227	150	44124
1890	221	144	44137
1896	218	141	44070
1905	67	103	45331
2011	164	155	43512
2172	105	30	43015
2207	206	115	44870
2214	196	119	44089
2301	104	27	43130
2307	92	13	43147
2436	50	44	43160
2503	91	5	43213
2509	89	15	43220
2511	82	14	43228
2512	95	14	43081
2519	73	13	43123
2528	90	9	43230
2541	86	9	43211
2543	82	14	43228
2561	91	17	43235
2562	88	17	43026
2565	88	9	43207
2566	91	5	43213
2572	81	5	43215
2580	81	7	43223
2586	91	17	43235

ATTACHMENT E (CONT)

SHIPPING MILEAGE CHART (CONT)

Deputy Number	LeCI Distance ZIP 45036	ACF Distance Zip 43209	ZIP
2590	91	14	43229
2608	172	172	43567
2705	140	111	45631
2812	235	158	44026
2817	244	167	44024
2818	251	174	44062
2902	33	74	45434
2918	25	66	45385
2919	39	66	45324
3005	156	77	43725
3105	10	97	45242
3129	29	104	45237
3141	21	98	45241
3143	9	91	45050
3150	26	105	45240
3159	33	110	45202
3168	42	122	45030
3170	40	120	45248
3176	39	116	45238
3179	30	110	45231
3180	35	112	45239
3182	40	118	45230
3188	27	105	45227
3191	37	116	45205
3211	133	99	45840
3243	133	99	45840
3305	105	68	43326
3410	204	125	43907
3503	160	152	43545
3628	45	82	45133
3704	124	48	43138
3805	168	87	44654
3917	182	105	44857
3920	165	88	44890
4039	109	80	45640

Deputy Number	LeCI Distance ZIP 45036	ACF Distance Zip 43209	ZIP
4127	227	148	43952
4202	133	56	43050
4305	249	172	44077
4327	236	159	44092
4328	238	161	44095
4334	243	166	44060
4407	127	123	45638
4408	174	149	45669
4509	119	39	43055
4510	99	20	43062
4512	106	25	43031
4606	84	62	43311
4705	216	139	44052
4718	183	106	44090
4721	212	135	44012
4723	207	130	44035
4755	201	124	44001
4807	148	149	43616
4811	175	146	43614
4828	176	147	43609
4833	176	146	43604
4852	180	151	43613
4857	182	153	43560
4905	63	31	43140
5008	250	173	44509
5023	258	181	44471
5029	253	177	44507
5032	257	181	44512
5047	255	178	44505
5103	128	53	43302
5209	194	117	44256
5214	192	115	44281
5312	146	92	45769
5408	105	112	45822
5506	48	84	45373

ATTACHMENT E (CONT)

SHIPPING MILEAGE CHART (CONT)

Deputy Number	LeCI Distance ZIP 45036	ACF Distance Zip 43209	ZIP
5507	57	93	45356
5606	206	126	43793
5720	36	78	45415
5740	20	87	45449
5753	35	69	45424
5758	27	79	45422
5764	29	74	45403
5765	36	83	45426
5772	14	85	45458
5806	162	83	43756
5904	129	52	43338
6010	132	55	43701
6103	177	98	43724
6212	199	131	43452
6310	142	163	45879
6420	132	52	43764
6504	80	33	43113
6606	97	68	45690
6710	224	147	44266
6714	224	147	44241
6715	218	141	44240
6803	41	100	45320
6903	124	124	45875
7008	146	69	44902
7009	154	77	44875
7129	80	51	45601
7209	180	112	43420
7304	103	99	45662
7312	103	99	45662
7418	150	101	44830
7419	159	93	44883
7502	67	88	45365
7612	208	131	44707
7619	200	123	44646
Notes:			

Deputy Number	LeCI Distance ZIP 45036	ACF Distance Zip 43209	ZIP
7623	227	150	44601
7633	207	130	44708
7635	212	135	44714
7643	208	131	44707
7690	215	138	44720
7721	208	131	44312
7726	208	135	44223
7731	204	128	44311
7732	199	122	44203
7737	215	138	44224
7742	214	137	44067
7744	208	132	44310
7748	201	124	44333
7832	256	179	44483
7835	250	173	44446
7840	256	179	44483
7842	258	181	44425
7901	197	118	44663
7914	193	114	44683
8014	90	39	43040
8107	124	146	45891
8203	111	69	45651
8307	10	91	45040
8310	11	89	45005
8311	5	84	45036
8407	183	106	45714
8412	201	122	45750
8513	188	111	44667
8514	176	99	44691
8603	166	177	43506
8712	158	128	43402
8713	168	138	43551
8812	146	72	43351

1- Distance is determined by using 5 digit zip to 5 digit zip calculations from www.mapquest.com.
2 - Minimum distance used is 5 miles (same 5 digit zip to same 5 digit zip).
3 - Additional shipping locations shall use the same 5 digit zip directions to determine mileage.
4 - All mileage is rounded up to next highest mile.

ATTACHMENT F

FISCAL YEAR 2009 LTL SUMMARIZATION (07/01/2008 - 06/30/2009)

Shipment Summary from LeCI	
Yearly Pick-Ups	57
Total Number of Pallets	1,019
Total Number of Orders	1,029
Average Weight Per Order	986
Average Number of Boxes Per Order	45
Average Number Orders	17
Median # of Orders	21

Orders from LeCI to Deputy Registrars	
1 Pallet Per Order	928
2 Pallets Per Order	8
3 Pallets Per Order	0
Total	944

Orders from Lebanon to Alum Creek Facility	
Total Orders	6
Totals Number Of Boxes	4,379
Average Number of Boxes per Pick-Up	1,015
Average (Mean) Number of Pallets per Pick-Up	12
Median Number of Order (Pallets)	12.5

The totals document shipments originating from Lebanon Correctional Institution primarily to DRs (but also including other ODPS facilities). Information includes yearly totals of pallets delivered, with mean and median values.

ATTACHMENT G

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009)

The information shown below summarizes the shipment information contained in the remainder of Attachment G.

SUMMARY				
Weight	Number Of Pallets	Cumulative Order Weight	Cumulative Number Of Boxes	Cumulative Distance in Miles
UP TO 1,199 POUNDS	737	596,292	27,466	104,888
FROM 1,200 POUNDS TO 2,499 POUNDS	194	288,459	14,201	23,186
FROM 2,500 POUNDS TO 4,999 POUNDS	24	46,182	2,076	1,835
FROM 5,000 POUNDS TO 42,000 POUNDS	111	129,590	3,567	504
TOTAL	1,066	1,060,523	47,310	130,413
Average	1	1,922	44	137.6

Pallets per Order	Number of Orders
1	931
2	10
≥3	7
Total Orders	948

ATTACHMENT G

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009)

This information documents the origin of shipment, number of pallets for each order, total weight of order (pallet), number of boxes per order (pallet), intended destination (Deputy Registrar), and distance from the Lebanon Correctional Institution (LeCI) and Alum Creek Facility (ACF). Shipments originating from ACF are highlighted.

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCI	1	244	6	ACF Warehouse	84
LeCI	1	726	31	ACF Warehouse	84
LeCI	1	592	28	0103	83
LeCI	1	694	31	0103	83
LeCI	1	478	20	0212	99
LeCI	1	890	47	0212	99
LeCI	1	1182	58	0212	99
LeCI	1	690	31	0215	102
LeCI	1	876	39	0215	102
LeCI	1	1142	53	0215	102
LeCI	1	572	26	0302	99
LeCI	1	694	35	0302	99
LeCI	1	786	38	0302	99
LeCI	1	514	23	0413	278
LeCI	1	532	23	0413	278
LeCI	1	632	28	0413	278
LeCI	1	688	34	0413	278
LeCI	1	724	37	0413	278
LeCI	1	794	36	0413	278
LeCI	1	752	35	0414	275
LeCI	1	500	22	0503	150
LeCI	1	574	25	0503	150
LeCI	1	658	32	0503	150
LeCI	1	790	36	0503	150
LeCI	1	974	49	0503	150
LeCI	1	1080	51	0503	150
LeCI	1	580	27	0705	201
LeCI	1	890	43	0705	201
LeCI	1	418	19	0706	165
LeCI	1	772	39	0706	165
LeCI	1	822	38	0706	165
LeCI	1	440	21	0808	60

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	444	19	0808	60
LeCl	1	562	28	0808	60
LeCl	1	654	30	0808	60
LeCl	1	756	37	0808	60
LeCl	1	982	48	0808	60
LeCl	1	630	27	0901	12
LeCl	1	810	41	0901	12
LeCl	1	818	37	0901	12
LeCl	1	930	41	0901	12
LeCl	1	1050	46	0901	12
LeCl	1	1152	53	0901	12
LeCl	1	618	26	0913	27
LeCl	1	688	30	0913	27
LeCl	1	768	33	0913	27
LeCl	1	846	39	0913	27
LeCl	1	874	45	0913	27
LeCl	1	1094	48	0913	27
LeCl	1	1166	53	0913	27
LeCl	1	682	32	0918	19
LeCl	1	688	30	0918	19
LeCl	1	740	38	0918	19
LeCl	1	802	35	0918	19
LeCl	1	926	42	0918	19
LeCl	1	998	46	0918	19
LeCl	1	574	30	0942	24
LeCl	1	676	30	0942	24
LeCl	1	758	34	0942	24
LeCl	1	948	44	0942	24
LeCl	1	1062	50	0942	24
LeCl	1	512	23	1007	221
LeCl	1	728	39	1007	221
LeCl	1	1062	51	1108	66
LeCl	1	574	25	1213	56
LeCl	1	642	29	1213	56
LeCl	1	716	31	1213	56

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	726	30	1213	56
LeCl	1	730	32	1213	56
LeCl	1	790	42	1214	44
LeCl	1	564	23	1215	53
LeCl	1	580	25	1215	53
LeCl	1	700	30	1305	39
LeCl	1	966	44	1305	39
LeCl	1	1158	51	1305	39
LeCl	1	1156	53	1311	17
LeCl	1	668	30	1313	31
LeCl	1	742	32	1313	31
LeCl	1	928	42	1313	31
LeCl	1	930	42	1313	31
LeCl	1	958	42	1313	31
LeCl	1	1136	56	1313	31
LeCl	1	528	23	1450	24
LeCl	1	724	33	1450	24
LeCl	1	812	40	1450	24
LeCl	1	864	41	1450	24
LeCl	1	506	21	1508	252
LeCl	1	528	23	1508	252
LeCl	1	990	51	1508	252
LeCl	1	454	20	1520	244
LeCl	1	588	26	1520	244
LeCl	1	1122	60	1520	244
LeCl	1	482	22	1525	246
LeCl	1	490	22	1525	246
LeCl	1	738	32	1525	246
LeCl	1	880	46	1525	246
LeCl	1	450	18	1604	154
LeCl	1	592	27	1604	154
LeCl	1	1052	56	1604	154
LeCl	1	768	36	1701	144
LeCl	1	972	42	1804	238
LeCl	1	520	22	1809	208

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCI	1	540	24	1809	208
LeCI	1	652	30	1809	208
LeCI	1	708	30	1809	208
LeCI	1	510	21	1811	210
LeCI	1	948	44	1811	210
LeCI	1	1096	48	1811	210
LeCI	1	1110	47	1811	210
LeCI	1	1118	49	1811	210
LeCI	1	1134	48	1811	210
LeCI	1	528	23	1812	216
LeCI	1	648	28	1812	216
LeCI	1	768	32	1812	216
LeCI	1	794	37	1812	216
LeCI	1	814	36	1812	216
LeCI	1	828	38	1812	216
LeCI	1	856	38	1812	216
LeCI	1	942	41	1812	216
LeCI	1	650	27	1817	222
LeCI	1	844	37	1817	222
LeCI	1	590	25	1820	219
LeCI	1	618	26	1820	219
LeCI	1	678	29	1820	219
LeCI	1	684	31	1820	219
LeCI	1	712	31	1820	219
LeCI	1	810	35	1820	219
LeCI	1	892	39	1820	219
ACF	1	1139	69	1820	142
LeCI	1	560	24	1826	217
LeCI	1	596	27	1826	217
LeCI	1	674	31	1826	217
LeCI	1	1192	54	1826	217
LeCI	1	510	20	1829	226
LeCI	1	548	23	1829	226
LeCI	1	604	26	1829	226
LeCI	1	692	29	1829	226

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	724	32	1829	226
LeCl	1	728	30	1829	226
LeCl	1	822	36	1846	224
LeCl	1	842	36	1846	224
LeCl	1	894	41	1846	224
LeCl	1	902	40	1846	224
LeCl	1	910	39	1846	224
LeCl	1	972	41	1846	224
LeCl	1	1018	44	1846	224
LeCl	1	1056	46	1846	224
LeCl	1	1066	45	1846	224
LeCl	1	1154	50	1846	224
LeCl	1	570	24	1851	230
LeCl	1	578	25	1851	230
LeCl	1	898	39	1851	230
LeCl	1	652	29	1855	210
LeCl	1	732	32	1855	210
LeCl	1	760	33	1855	210
LeCl	1	764	33	1855	210
LeCl	1	786	35	1855	210
LeCl	1	1018	49	1855	210
LeCl	1	638	26	1856	217
LeCl	1	786	32	1856	217
LeCl	1	810	34	1856	217
LeCl	1	838	37	1856	217
LeCl	1	864	37	1856	217
LeCl	1	910	42	1856	217
LeCl	1	982	42	1856	217
LeCl	1	1066	46	1856	217
LeCl	1	1088	46	1856	217
LeCl	1	538	23	1861	227
LeCl	1	768	32	1861	227
LeCl	1	1002	48	1861	227
LeCl	1	1158	55	1861	227
LeCl	1	1040	46	1887	210

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	704	30	1890	221
LeCl	1	796	34	1890	221
LeCl	1	990	42	1890	221
LeCl	1	1006	43	1890	221
LeCl	1	1030	45	1890	221
LeCl	1	1052	48	1890	221
LeCl	1	1056	46	1890	221
LeCl	1	1072	47	1890	221
LeCl	1	1096	51	1890	221
LeCl	1	966	43	1896	218
LeCl	1	1094	49	1896	218
LeCl	1	558	25	1905	67
LeCl	1	672	38	1905	67
LeCl	1	796	37	1905	67
LeCl	1	872	42	2011	164
LeCl	1	694	32	2108	99
LeCl	1	754	35	2108	99
LeCl	1	830	37	2136	99
LeCl	1	602	27	2144	99
LeCl	1	828	36	2144	99
LeCl	1	594	26	2172	105
LeCl	1	652	29	2172	105
LeCl	1	720	32	2172	105
LeCl	1	722	32	2172	105
ACF	1	1184	73	2172	30
LeCl	1	540	23	2207	206
LeCl	1	576	29	2207	206
LeCl	1	622	27	2207	206
LeCl	1	828	38	2207	206
LeCl	1	734	34	2214	196
LeCl	1	566	25	2301	104
LeCl	1	784	35	2301	104
LeCl	1	864	37	2301	104
LeCl	1	892	39	2301	104
LeCl	1	968	52	2301	104

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	1070	49	2301	104
LeCl	1	1110	51	2301	104
LeCl	1	1114	51	2301	104
LeCl	1	588	28	2307	92
LeCl	1	764	35	2307	92
LeCl	1	776	37	2307	92
LeCl	1	612	30	2436	50
LeCl	1	670	31	2436	50
LeCl	1	524	23	2503	91
LeCl	1	894	42	2503	91
LeCl	1	1046	46	2503	91
LeCl	1	1098	48	2503	91
LeCl	1	1142	51	2503	91
LeCl	1	1192	53	2503	91
LeCl	1	560	27	2509	89
LeCl	1	1046	47	2509	89
LeCl	1	564	24	2511	82
LeCl	1	702	31	2511	82
LeCl	1	790	36	2511	82
LeCl	1	896	41	2511	82
LeCl	1	998	46	2511	82
LeCl	1	1160	52	2511	82
LeCl	1	518	24	2512	95
LeCl	1	1028	65	2512	95
LeCl	1	634	32	2519	73
LeCl	1	690	37	2519	73
LeCl	1	394	17	2528	90
LeCl	1	848	39	2528	90
LeCl	1	864	41	2528	90
LeCl	1	904	41	2528	90
LeCl	1	962	43	2528	90
LeCl	1	1012	45	2528	90
LeCl	1	1016	46	2528	90
LeCl	1	1048	48	2528	90
LeCl	1	1162	52	2528	90

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	1162	52	2528	90
LeCl	1	1000	84	2543	82
LeCl	1	1000	84	2543	82
LeCl	1	1026	84	2543	82
LeCl	1	1058	84	2543	82
LeCl	1	432	18	2546	85
LeCl	1	980	48	2546	85
LeCl	1	744	34	2561	91
LeCl	1	886	41	2561	91
LeCl	1	928	42	2561	91
LeCl	1	1042	45	2561	91
LeCl	1	480	20	2562	88
LeCl	1	650	28	2562	88
LeCl	1	1002	51	2562	88
LeCl	1	810	36	2565	88
LeCl	1	1032	45	2565	88
LeCl	1	1144	54	2565	88
LeCl	1	1170	53	2565	88
LeCl	1	492	21	2566	91
LeCl	1	992	44	2566	91
LeCl	1	1128	50	2579	84
LeCl	1	1162	52	2579	84
LeCl	1	1168	51	2579	84
LeCl	1	1196	53	2579	84
LeCl	1	998	44	2580	81
LeCl	1	566	24	2586	91
LeCl	1	888	39	2586	91
LeCl	1	1100	49	2590	91
LeCl	1	1036	51	2606	172
LeCl	1	444	20	2705	140
LeCl	1	462	20	2705	140
LeCl	1	660	30	2705	140
LeCl	1	662	33	2705	140
LeCl	1	766	36	2705	140
LeCl	1	1068	52	2817	244

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	708	35	2818	251
LeCl	1	588	25	2902	33
LeCl	1	640	28	2902	33
LeCl	1	772	40	2902	33
LeCl	1	846	38	2902	33
LeCl	1	1082	54	2902	33
LeCl	1	1196	56	2902	33
LeCl	1	512	23	2918	25
LeCl	1	584	25	2918	25
LeCl	1	640	32	2918	25
LeCl	1	730	33	2918	25
LeCl	1	950	49	2918	25
LeCl	1	1064	49	2918	25
LeCl	1	426	19	2919	39
LeCl	1	702	31	2919	39
LeCl	1	842	37	2919	39
LeCl	1	844	39	2919	39
LeCl	1	444	20	3005	156
LeCl	1	544	23	3005	156
LeCl	1	558	27	3005	156
LeCl	1	650	30	3005	156
LeCl	1	818	43	3005	156
LeCl	1	1008	48	3005	156
LeCl	1	520	22	3129	29
LeCl	1	626	29	3129	29
LeCl	1	628	28	3129	29
LeCl	1	818	36	3129	29
LeCl	1	872	38	3129	29
LeCl	1	832	39	3141	21
LeCl	1	536	42	3143	9
LeCl	1	1100	49	3150	26
LeCl	1	1116	49	3150	26
LeCl	1	774	34	3159	33
LeCl	1	928	41	3159	33
LeCl	1	1036	46	3159	33

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	1082	47	3159	33
LeCl	1	1110	51	3159	33
LeCl	1	440	18	3170	40
LeCl	1	544	22	3170	40
LeCl	1	606	30	3170	40
LeCl	1	758	34	3170	40
LeCl	1	764	36	3170	40
LeCl	1	614	26	3176	39
LeCl	1	800	36	3176	39
LeCl	1	802	39	3176	39
LeCl	1	838	36	3176	39
LeCl	1	960	42	3176	39
LeCl	1	826	37	3180	35
LeCl	1	890	41	3182	40
LeCl	1	616	28	3188	27
LeCl	1	650	34	3188	27
LeCl	1	996	46	3188	27
LeCl	1	1014	44	3188	27
LeCl	1	1014	44	3188	27
LeCl	1	1052	47	3188	27
LeCl	1	1068	48	3191	37
LeCl	1	598	26	3211	133
LeCl	1	634	31	3211	133
LeCl	1	680	29	3211	133
LeCl	1	680	30	3211	133
LeCl	1	804	40	3211	133
LeCl	1	826	44	3211	133
LeCl	1	914	42	3211	133
LeCl	1	938	45	3211	133
LeCl	1	1018	47	3211	133
LeCl	1	1064	48	3211	133
LeCl	1	526	42	3243	133
LeCl	1	464	21	3628	45
LeCl	1	680	34	3628	45
LeCl	1	776	40	3628	45

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	910	43	3628	45
LeCl	1	554	28	3704	124
LeCl	1	488	21	3805	168
LeCl	1	896	49	3805	168
LeCl	1	540	27	3917	182
LeCl	1	684	31	3917	182
LeCl	1	446	21	4039	109
LeCl	1	558	29	4039	109
LeCl	1	656	32	4039	109
LeCl	1	682	31	4039	109
LeCl	1	844	40	4039	109
LeCl	1	938	43	4039	109
LeCl	1	670	30	4127	228
LeCl	1	734	36	4127	228
LeCl	1	1126	54	4127	228
LeCl	1	396	18	4202	133
LeCl	1	630	28	4202	133
LeCl	1	632	30	4202	133
LeCl	1	720	32	4202	133
LeCl	1	756	35	4202	133
LeCl	1	870	39	4202	133
LeCl	1	600	27	4305	249
LeCl	1	602	26	4305	249
LeCl	1	616	27	4305	249
LeCl	1	868	38	4305	249
LeCl	1	884	38	4305	249
LeCl	1	890	39	4305	249
LeCl	1	892	43	4305	249
LeCl	1	968	48	4305	249
LeCl	1	1048	47	4305	249
LeCl	1	676	30	4327	236
LeCl	1	680	29	4327	236
LeCl	1	718	30	4327	236
LeCl	1	728	31	4327	236
LeCl	1	878	42	4327	236

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	882	39	4327	236
LeCl	1	922	39	4327	236
LeCl	1	976	46	4327	236
LeCl	1	1020	44	4327	236
LeCl	1	1184	53	4327	236
LeCl	1	616	27	4328	238
LeCl	1	634	27	4328	238
LeCl	1	680	31	4328	238
LeCl	2	1104	49	4328	238
LeCl	1	1198	54	4328	238
LeCl	1	550	25	4334	243
LeCl	1	1150	53	4334	243
LeCl	1	640	28	4407	127
LeCl	1	644	27	4407	127
LeCl	1	720	36	4407	127
LeCl	1	814	37	4407	127
LeCl	1	868	39	4407	127
LeCl	1	914	46	4407	127
LeCl	1	1176	54	4407	127
LeCl	1	528	26	4408	174
LeCl	1	484	22	4509	119
LeCl	1	518	25	4509	119
LeCl	1	860	36	4509	119
LeCl	1	954	45	4509	119
LeCl	1	976	45	4509	119
LeCl	1	1020	46	4509	119
LeCl	1	1064	47	4509	119
LeCl	1	1124	54	4509	119
LeCl	1	1136	51	4509	119
LeCl	1	1146	51	4509	119
LeCl	1	1174	53	4509	119
LeCl	1	448	20	4510	99
LeCl	1	556	25	4510	99
LeCl	1	1192	65	4510	99
LeCl	1	602	33	4512	106

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	812	36	4705	216
LeCl	1	1052	49	4721	212
LeCl	1	694	30	4723	207
LeCl	1	972	43	4723	207
LeCl	1	976	45	4723	207
LeCl	1	990	44	4723	207
LeCl	1	1124	48	4723	207
LeCl	1	1140	49	4723	207
LeCl	1	602	26	4726	201
LeCl	1	604	26	4726	201
LeCl	1	640	30	4726	201
LeCl	1	760	33	4802	148
LeCl	1	896	41	4802	148
LeCl	1	922	40	4802	148
LeCl	1	1086	49	4802	148
LeCl	1	908	43	4807	148
LeCl	1	998	50	4807	148
LeCl	1	558	29	4811	175
LeCl	1	774	33	4811	175
LeCl	1	848	37	4811	175
LeCl	1	1034	45	4811	175
LeCl	1	1036	47	4811	175
LeCl	1	852	38	4828	176
LeCl	1	710	30	4830	182
LeCl	1	796	34	4830	182
LeCl	1	618	26	4833	176
LeCl	1	852	39	4833	176
LeCl	1	880	37	4833	176
LeCl	1	952	43	4833	176
LeCl	1	960	46	4833	176
LeCl	1	654	27	4852	180
LeCl	1	658	30	4852	180
LeCl	1	692	34	4852	180
LeCl	1	938	42	4857	182
LeCl	1	1012	52	4857	182

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	754	35	4905	63
LeCl	1	906	49	4905	63
LeCl	1	638	27	5008	250
LeCl	1	846	41	5008	250
LeCl	1	870	42	5008	250
LeCl	1	884	37	5008	250
LeCl	1	912	41	5008	250
LeCl	1	962	43	5008	250
LeCl	1	976	43	5008	250
LeCl	1	1008	47	5008	250
LeCl	1	1014	44	5008	250
LeCl	1	466	20	5023	258
LeCl	1	516	22	5023	258
LeCl	1	970	49	5023	258
LeCl	1	478	20	5029	253
LeCl	1	578	24	5029	253
LeCl	1	612	27	5029	253
LeCl	1	660	29	5029	253
LeCl	1	994	47	5029	253
LeCl	1	652	32	5032	257
LeCl	1	656	28	5032	257
LeCl	1	686	31	5032	257
LeCl	1	758	34	5032	257
LeCl	1	776	35	5032	257
LeCl	1	848	37	5032	257
LeCl	1	956	43	5032	257
LeCl	1	464	21	5047	255
LeCl	1	586	27	5103	128
LeCl	1	622	27	5103	128
LeCl	1	634	27	5103	128
LeCl	1	670	32	5103	128
LeCl	1	694	34	5103	128
LeCl	1	754	33	5103	128
LeCl	1	762	34	5103	128
LeCl	1	890	41	5209	194

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	962	41	5209	194
LeCl	1	1000	44	5209	194
LeCl	1	1176	52	5209	194
LeCl	1	1198	60	5209	194
LeCl	1	608	31	5214	192
LeCl	1	618	28	5214	192
LeCl	1	654	32	5214	192
LeCl	1	988	48	5408	105
LeCl	1	470	21	5506	48
LeCl	1	658	29	5506	48
LeCl	1	668	30	5506	48
LeCl	1	708	34	5506	48
LeCl	1	832	47	5506	48
LeCl	1	952	43	5506	48
LeCl	1	952	42	5506	48
LeCl	1	1024	47	5506	48
LeCl	1	464	20	5720	36
LeCl	1	1050	46	5720	36
LeCl	1	1132	49	5720	36
LeCl	1	880	39	5740	20
LeCl	1	922	41	5740	20
LeCl	1	938	47	5740	20
LeCl	1	1012	44	5740	20
LeCl	1	1146	51	5740	20
LeCl	1	1184	54	5740	20
LeCl	1	694	31	5753	35
LeCl	1	972	43	5753	35
LeCl	1	1054	47	5753	35
LeCl	1	1136	51	5753	35
LeCl	1	1140	49	5753	35
LeCl	1	1156	58	5753	35
LeCl	1	444	20	5758	27
LeCl	1	540	25	5758	27
LeCl	1	704	31	5758	27
LeCl	1	812	35	5758	27

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	892	39	5758	27
LeCl	1	380	17	5764	29
LeCl	1	686	31	5764	29
LeCl	1	502	22	5772	14
LeCl	1	694	30	5772	14
LeCl	1	706	31	5772	14
LeCl	1	842	36	5772	14
LeCl	1	964	46	5772	14
LeCl	1	1028	46	5772	14
LeCl	1	1070	49	5772	14
LeCl	1	1152	52	5772	14
LeCl	1	826	44	5904	129
LeCl	1	466	21	06010	132
LeCl	1	766	33	06010	132
LeCl	1	776	33	06010	132
LeCl	1	916	41	06010	132
LeCl	1	922	47	06010	132
LeCl	1	982	44	06010	132
LeCl	1	1148	53	06010	132
LeCl	1	1196	53	06010	132
LeCl	1	1136	53	6420	132
LeCl	1	526	23	6504	80
LeCl	1	564	25	6504	80
LeCl	1	1134	62	6504	80
LeCl	1	562	29	6606	97
LeCl	1	632	29	6606	97
LeCl	1	664	32	6606	97
LeCl	1	802	37	6606	97
LeCl	1	492	22	6710	224
LeCl	1	722	34	6710	224
LeCl	1	778	34	6710	224
LeCl	1	848	40	6710	224
LeCl	1	868	40	6710	224
LeCl	1	888	39	6710	224
LeCl	1	912	40	6710	224

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	978	43	6710	224
LeCl	1	980	44	6710	224
LeCl	1	474	20	6714	224
LeCl	1	484	22	6714	224
LeCl	1	938	48	6714	224
LeCl	1	660	32	6715	218
LeCl	1	558	31	6803	41
LeCl	1	558	25	6803	41
LeCl	1	858	40	6803	41
LeCl	1	796	38	6903	124
LeCl	1	684	30	7008	146
LeCl	1	804	35	7008	146
LeCl	1	872	38	7008	146
LeCl	1	984	49	7008	146
LeCl	1	1000	45	7008	146
LeCl	1	1008	45	7008	146
LeCl	1	1050	50	7008	146
LeCl	1	1056	54	7008	146
LeCl	1	700	30	7104	80
LeCl	1	836	38	7104	80
LeCl	1	853	38	7104	80
LeCl	1	898	39	7104	80
LeCl	1	1060	49	7104	80
LeCl	1	1074	49	7104	80
LeCl	1	464	21	7129	80
LeCl	1	826	43	7129	80
LeCl	1	670	31	7209	180
LeCl	1	672	33	7209	180
LeCl	1	622	27	7308	103
LeCl	1	750	33	7308	103
LeCl	1	830	41	7308	103
LeCl	1	898	39	7308	103
LeCl	1	1002	44	7308	103
LeCl	1	1074	49	7308	103
LeCl	1	1112	56	7308	103

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	912	44	7419	159
LeCl	1	562	31	7502	67
LeCl	1	890	41	7502	67
LeCl	1	676	29	7612	208
LeCl	1	1036	51	7612	208
LeCl	1	1122	75	7612	208
LeCl	1	614	29	7619	200
LeCl	1	860	37	7619	200
LeCl	1	860	38	7619	200
LeCl	1	880	39	7619	200
LeCl	1	926	45	7619	200
LeCl	1	936	42	7619	200
LeCl	1	982	49	7619	200
LeCl	1	1090	48	7619	200
LeCl	1	1166	52	7619	200
LeCl	1	500	23	7623	227
LeCl	1	642	28	7623	227
LeCl	1	654	29	7623	227
LeCl	1	658	31	7623	227
LeCl	1	664	29	7623	227
LeCl	1	732	34	7623	227
LeCl	1	866	40	7623	227
LeCl	1	876	42	7623	227
LeCl	1	500	21	7626	207
LeCl	1	556	24	7633	207
LeCl	1	698	31	7633	207
LeCl	1	428	19	7635	212
LeCl	1	464	20	7635	212
LeCl	1	768	34	7635	212
LeCl	1	1004	84	7643	208
LeCl	1	732	32	7690	215
LeCl	1	788	35	7690	215
LeCl	1	912	42	7690	215
LeCl	1	932	47	7690	215
LeCl	1	946	43	7690	215

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	400	18	7721	208
LeCl	1	520	23	7721	208
LeCl	1	710	31	7721	208
LeCl	1	714	30	7721	208
LeCl	1	736	32	7721	208
LeCl	1	936	45	7721	208
LeCl	1	962	41	7721	208
LeCl	1	1010	49	7721	208
LeCl	1	660	28	7726	211
LeCl	1	674	29	7726	211
LeCl	1	784	36	7726	211
LeCl	1	794	36	7726	211
LeCl	1	826	36	7726	211
LeCl	1	1068	46	7726	211
LeCl	1	568	23	7731	204
LeCl	1	832	37	7731	204
LeCl	1	878	37	7731	204
LeCl	1	980	44	7731	204
LeCl	1	1022	44	7731	204
LeCl	1	1044	45	7731	204
LeCl	1	1056	45	7731	204
LeCl	1	1076	47	7731	204
LeCl	1	1092	48	7731	204
LeCl	1	1136	50	7731	204
LeCl	1	478	23	7732	199
LeCl	1	582	25	7732	199
LeCl	1	616	27	7732	199
LeCl	1	648	28	7732	199
LeCl	1	822	36	7732	199
LeCl	1	958	43	7732	199
LeCl	1	826	40	7737	215
LeCl	1	568	25	7742	214
LeCl	1	608	26	7742	214
LeCl	1	632	27	7742	214
LeCl	1	816	38	7742	214

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	934	43	7742	214
LeCl	1	982	44	7742	214
LeCl	1	1058	47	7742	214
LeCl	1	1062	47	7742	214
LeCl	1	1178	54	7742	214
LeCl	1	556	25	7744	209
LeCl	1	738	31	7744	209
LeCl	1	854	37	7744	209
LeCl	1	974	42	7744	209
LeCl	1	990	43	7744	209
LeCl	1	1072	47	7744	209
LeCl	1	1158	51	7744	209
LeCl	1	1166	50	7744	209
LeCl	1	800	35	7748	201
LeCl	1	952	46	7748	201
LeCl	1	632	28	7832	256
LeCl	1	698	31	7832	256
LeCl	1	788	34	7832	256
LeCl	1	598	25	7835	250
LeCl	1	662	29	7835	250
LeCl	1	696	30	7835	250
LeCl	1	708	31	7835	250
LeCl	1	558	24	7840	256
LeCl	1	636	29	7840	256
LeCl	1	668	30	7840	256
LeCl	1	1114	59	7840	256
LeCl	1	474	20	7842	258
LeCl	1	764	41	7842	258
LeCl	1	558	24	7901	197
LeCl	1	728	36	7901	197
LeCl	1	482	22	7914	193
LeCl	1	902	48	7914	193
LeCl	1	694	36	8014	90
LeCl	1	638	29	8307	10
LeCl	1	674	29	8307	10

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

UP TO 1,199 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCI	1	756	33	8307	10
LeCI	1	942	49	8307	10
LeCI	1	942	43	8307	10
LeCI	1	1098	54	8307	10
LeCI	1	1164	53	8307	10
LeCI	1	528	22	8310	11
LeCI	1	752	41	8310	11
LeCI	1	760	37	8310	11
LeCI	1	884	40	8310	11
LeCI	1	580	24	8311	0
LeCI	1	608	31	8311	0
LeCI	1	636	28	8311	0
LeCI	1	698	38	8311	0
LeCI	1	826	38	8311	0
LeCI	1	578	25	8412	201
LeCI	1	610	31	8412	201
LeCI	1	716	31	8412	201
LeCI	1	842	41	8412	201
LeCI	1	882	40	8412	201
LeCI	1	1008	47	8412	201
LeCI	1	1148	58	8412	201
LeCI	1	722	37	8513	188
LeCI	1	618	28	8514	176
LeCI	1	636	29	8514	176
LeCI	1	636	27	8514	176
LeCI	1	644	28	8514	176
LeCI	1	676	29	8514	176
LeCI	1	834	38	8514	176
LeCI	1	866	39	8514	176
LeCI	1	922	43	8514	176
LeCI	1	1102	54	8603	166
LeCI	1	614	27	8712	158
LeCI	1	684	30	8712	158
LeCI	1	770	34	8712	158
LeCI	1	796	40	8712	158
LeCI	1	824	21	8712	158
LeCI	1	826	38	8712	158
LeCI	1	958	43	8712	158
LeCI	1	952	45	8713	168
TOTAL	**737**				**104,888**

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

FROM 1,200 POUNDS TO 2,499 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	1348	66	0302	99
LeCl	1	1562	74	0413	278
LeCl	1	1806	86	0901	12
LeCl	1	1850	87	0913	27
LeCl	1	1478	70	0918	19
LeCl	1	1206	63	1213	56
LeCl	1	1230	62	1215	53
LeCl	1	1216	53	1305	39
LeCl	1	1220	52	1305	39
LeCl	1	1308	65	1305	39
LeCl	1	1316	60	1305	39
LeCl	1	1336	72	1305	39
LeCl	1	1574	72	1305	39
LeCl	1	1652	76	1305	39
LeCl	1	1266	67	1313	31
LeCl	1	1288	58	1313	31
LeCl	1	1326	62	1313	31
LeCl	1	2182	110	1313	31
LeCl	1	1482	69	1809	208
LeCl	1	1206	52	1811	210
LeCl	1	1216	54	1811	210
LeCl	1	1360	59	1811	210
LeCl	1	1384	60	1811	210
LeCl	1	1386	60	1811	210
LeCl	1	1646	74	1812	216
LeCl	1	1548	68	1820	219
LeCl	1	1290	56	1829	226
LeCl	1	1470	66	1839	205
LeCl	1	1908	86	1846	224
LeCl	1	1438	66	1855	210
LeCl	1	1934	87	1856	217
LeCl	1	1714	78	1887	210
LeCl	1	1212	52	1890	221
LeCl	1	2178	98	1890	221
LeCl	1	1390	59	1896	218
LeCl	1	1444	64	1896	218

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

FROM 1,200 POUNDS TO 2,499 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCI	1	1560	71	1896	218
LeCI	1	1618	79	1896	218
LeCI	1	1708	82	1896	218
LeCI	1	1824	82	1896	218
LeCI	1	2062	92	1896	218
LeCI	1	1256	63	1905	67
LeCI	1	1292	62	2172	105
LeCI	1	1534	84	2172	105
LeCI	1	1358	64	2207	206
LeCI	1	1420	73	2301	104
LeCI	1	1686	81	2301	104
LeCI	1	1216	56	2503	91
LeCI	1	1258	56	2503	91
LeCI	1	1428	63	2503	91
LeCI	1	1814	83	2503	91
LeCI	1	1254	58	2511	82
LeCI	1	1270	59	2512	95
LeCI	1	1362	66	2519	73
LeCI	1	2306	114	2528	90
LeCI to ACF	2	1678	667	ACF	84
LeCI	1	1390	62	2541	86
LeCI	1	1400	62	2541	86
LeCI	1	1516	69	2541	86
LeCI	1	1272	60	2565	80
LeCI	1	1658	80	2565	80
LeCI	1	1692	77	2565	80
LeCI	1	1222	54	2579	86
LeCI	1	1280	57	2579	86
LeCI	1	1342	60	2579	86
LeCI	1	1330	59	2580	81
LeCI	1	1450	71	2580	81
LeCI	1	1650	71	2580	81
LeCI	1	1712	76	2580	81
LeCI	1	1796	79	2580	81
LeCI	1	1864	83	2580	81

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

FROM 1,200 POUNDS TO 2,499 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	1984	109	2580	81
LeCl	1	1224	57	2586	91
LeCl	1	1428	62	2590	91
LeCl	1	1628	72	2590	91
LeCl	1	1692	75	2590	91
LeCl	1	1902	82	2590	91
LeCl	1	1946	87	2590	91
LeCl	1	2026	99	2590	91
LeCl	1	2088	93	2590	91
LeCl	1	2156	102	2590	91
LeCl	1	2294	103	2590	91
LeCl	1	1382	63	3129	29
LeCl	1	1222	55	3150	26
LeCl	1	1370	59	3150	26
LeCl	1	1442	64	3150	26
LeCl	1	1564	79	3150	26
LeCl	1	1616	73	3150	26
LeCl	1	1628	78	3150	26
LeCl	1	1676	75	3150	26
LeCl	1	1702	77	3150	26
LeCl	1	1208	52	3159	33
LeCl	1	1212	55	3159	33
LeCl	1	1248	55	3159	33
LeCl	1	1370	67	3159	33
LeCl	1	1528	69	3159	33
LeCl	1	1398	67	3170	40
LeCl	1	1212	54	3188	27
LeCl	1	1214	53	3188	27
LeCl	1	1370	62	3188	27
LeCl	1	1764	78	3188	27
LeCl	1	1714	84	3211	133
LeCl	1	1270	62	3917	182
LeCl	1	1572	85	4202	133
LeCl	1	1886	88	4305	249
LeCl	1	1854	86	4327	236

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

FROM 1,200 POUNDS TO 2,499 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	1208	55	4328	238
LeCl	2	1502	64	4328	238
LeCl	1	1306	61	4509	119
LeCl	1	2404	131	4509	119
LeCl	1	1228	58	4606	84
LeCl	1	1202	53	4723	207
LeCl	1	1336	58	4723	207
LeCl	1	1380	71	4723	207
LeCl	1	1512	66	4723	207
LeCl	1	1268	58	4726	201
LeCl	1	1240	56	4802	148
LeCl	1	1300	62	4807	148
LeCl	1	1352	60	4811	175
LeCl	1	1530	72	4811	175
LeCl	1	1692	75	4811	175
LeCl	1	1308	58	4830	176
LeCl	1	1260	57	4833	176
LeCl	1	1270	58	4852	180
LeCl	1	1326	64	4857	182
LeCl	1	1642	83	5008	250
LeCl	1	1458	73	5032	257
LeCl	1	1420	68	5103	128
LeCl	1	1214	53	5209	194
LeCl	1	1234	54	5209	194
LeCl	1	1262	59	5209	194
LeCl	1	1404	62	5209	194
LeCl	1	1542	78	5209	194
LeCl	1	1382	65	5214	192
LeCl	1	1826	88	5506	48
LeCl	1	1200	53	5720	36
LeCl	1	1204	54	5720	36
LeCl	1	1294	65	5720	36
LeCl	1	1360	62	5720	36
LeCl	1	1406	64	5720	36
LeCl	1	1564	75	5720	36

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

FROM 1,200 POUNDS TO 2,499 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	1986	93	5720	36
LeCl	1	1276	58	5740	20
LeCl	1	1538	76	5740	20
LeCl	1	1642	77	5740	20
LeCl	1	1260	56	5753	35
LeCl	1	1322	60	5753	35
LeCl	1	1588	80	5753	35
LeCl	1	1732	81	5753	35
ACF	1	1501	99	5753	69
LeCl	1	1408	65	5772	14
LeCl	1	1410	68	5772	14
LeCl	1	1262	63	6010	132
LeCl	1	1650	78	6010	132
LeCl	1	1960	104	6710	132
LeCl	1	1368	69	6803	41
LeCl	1	1252	57	7008	146
LeCl	1	2064	98	7008	146
LeCl	1	1238	62	7129	80
LeCl	1	1454	70	7129	80
LeCl	1	1340	66	7209	180
LeCl	1	1236	57	7308	103
LeCl	1	1296	62	7502	67
LeCl	1	1248	57	7619	200
LeCl	1	2226	119	7619	200
LeCl	1	1472	80	7623	227
LeCl	1	1340	68	7633	207
LeCl	1	1240	64	7635	212
LeCl	1	1766	83	7690	215
LeCl	1	1796	92	7721	208
LeCl	1	1486	77	7726	211
LeCl	1	1778	84	7731	204
LeCl	1	1322	75	7732	199
LeCl	1	1472	66	7732	199
LeCl	1	1568	73	7732	199
LeCl	2	1820	78	7742	214

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

FROM 1,200 POUNDS TO 2,499 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCl	1	2080	107	7742	214
LeCl	1	1206	57	7744	209
LeCl	1	1246	58	7744	209
LeCl	1	1304	58	7744	209
LeCl	1	1412	62	7744	209
LeCl	1	2302	125	7744	209
LeCl	1	1394	73	7832	256
LeCl	1	1266	67	7835	250
LeCl	1	1520	88	7901	197
LeCl	1	1296	63	8014	90
LeCl	1	1970	93	8307	10
LeCl	1	1482	72	8310	11
LeCl	1	1506	72	8311	0
LeCl	1	1718	95	8514	176
LeCl	1	1766	84	8712	158
TOTAL	**194**				**23,186**

ATTACHMENT G (CONT)

FISCAL YEAR 2009 SHIPMENT INFORMATION (07/01/2008 - 06/30/2009) (CONT)

FROM 2,500 POUNDS TO 4,999 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
LeCI	1	2674	129	1305	39
LeCI	1	2578	119	1811	210
LeCI	2	2834	126	1896	218
LeCI	1	3396	159	1896	218
LeCI	1	2598	127	2503	91
LeCI to ACF	4	4494	145	ACF	84
LeCI	2	3042	136	2565	80
LeCI	2	2632	118	2580	81
LeCI	2	4426	202	2580	81
LeCI	2	3994	181	2590	91
LeCI	1	2942	136	3150	26
LeCI	1	2552	116	3159	33
LeCI	1	2518	119	4723	207
LeCI	2	2624	125	4857	182
LeCI	1	2878	138	5209	194
TOTAL	**24**				**1,835**

FROM 5,000 POUNDS TO 42,000 POUNDS					
Origin	Number Of Pallets	Order Weight	Number Of Boxes	Destination Deputy Number	Distance in Miles
ACF	22	19500	300 pallets	LeCI	84
ACF	22	19500	300 pallets	LeCI	84
LeCI to ACF	7	8622	280	ACF	84
LeCI to ACF	18	23780	1387	ACF	84
LeCI to ACF	20	27600	900	ACF	84
LeCI to ACF	22	30588	1000	ACF	84
TOTAL	**111**				**504**

ATTACHMENT H

ORDER INFO 2008-2009 (CONT)

This documents origin of pick-up, date shipped, and the amount of orders for each LTL shipment from LECI and ACF

Origin	Date Shipped	# of Orders
LeCI	7/1/2008	13
LeCI	7/8/2008	8
ACF	7/10/2008	1
LeCI	7/15/2008	12
LeCI	7/22/2008	13
LeCI	7/29/2008	8
ACF	7/30/2009	1
LeCI	8/12/2008	11
LeCI	8/19/2008	19
LeCI	8/26/2008	15
LeCI	9/2/2008	17
LeCI	9/16/2008	10
LeCI	9/23/2008	8
LeCI	9/30/2008	8
LeCI	10/14/2008	8
LeCI	10/21/2008	8
LeCI	10/28/2008	22
LeCI	11/4/2008	22
LeCI	11/5/2008	22
LeCI	11/12/2008	22
ACF	11/12/2008	22
LeCI	11/18/2008	32
LeCI	11/25/2008	21
LeCI	12/3/2008	22
LeCI to ACF	12/4/2008	20
LeCI	12/9/2008	15
LeCI	12/16/2008	22
LeCI	12/22/2008	22
LeCI	12/31/2008	22
LeCI	1/13/2009	22
LeCI	1/21/2009	22

Origin	Date Shipped	# of Orders
ACF	1/21/2009	22
LeCI	1/27/2009	19
LeCI	2/3/2009	12
LeCI	3/4/2009	9
LeCI	3/10/2009	8
LeCI	3/17/2009	12
LeCI	3/24/2009	22
LeCI to ACF	3/31/2009	22
LeCI	4/1/2009	21
LeCI	4/2/2009	19
LeCI	4/14/2009	22
LeCI	4/15/2009	7
LeCI	4/21/2009	22
LeCI	4/22/2009	22
LeCI	4/28/2009	22
LeCI	4/30/2009	22
LeCI	5/5/2009	21
LeCI	5/7/2009	22
LeCI	5/8/2009	14
LeCI	5/12/2009	22
LeCI	5/13/2009	8
LeCI	5/19/2009	22
LeCI	5/20/2009	8
LeCI	5/27/2009	22
LeCI	5/27/2009	8
LeCI	6/2/2009	22
LeCI	6/9/2009	21
LeCI	6/16/2009	22
LeCI	6/23/2009	22
LeCI	6/30/2009	21
ACF	6/23/2009	1

Total Orders	490
Average Number of Orders	16
Median Number of Orders	17
Smallest Shipment (# of Orders)	1
Largest Shipment (# of Orders)	32

ATTACHMENT I

TEMP TAGS

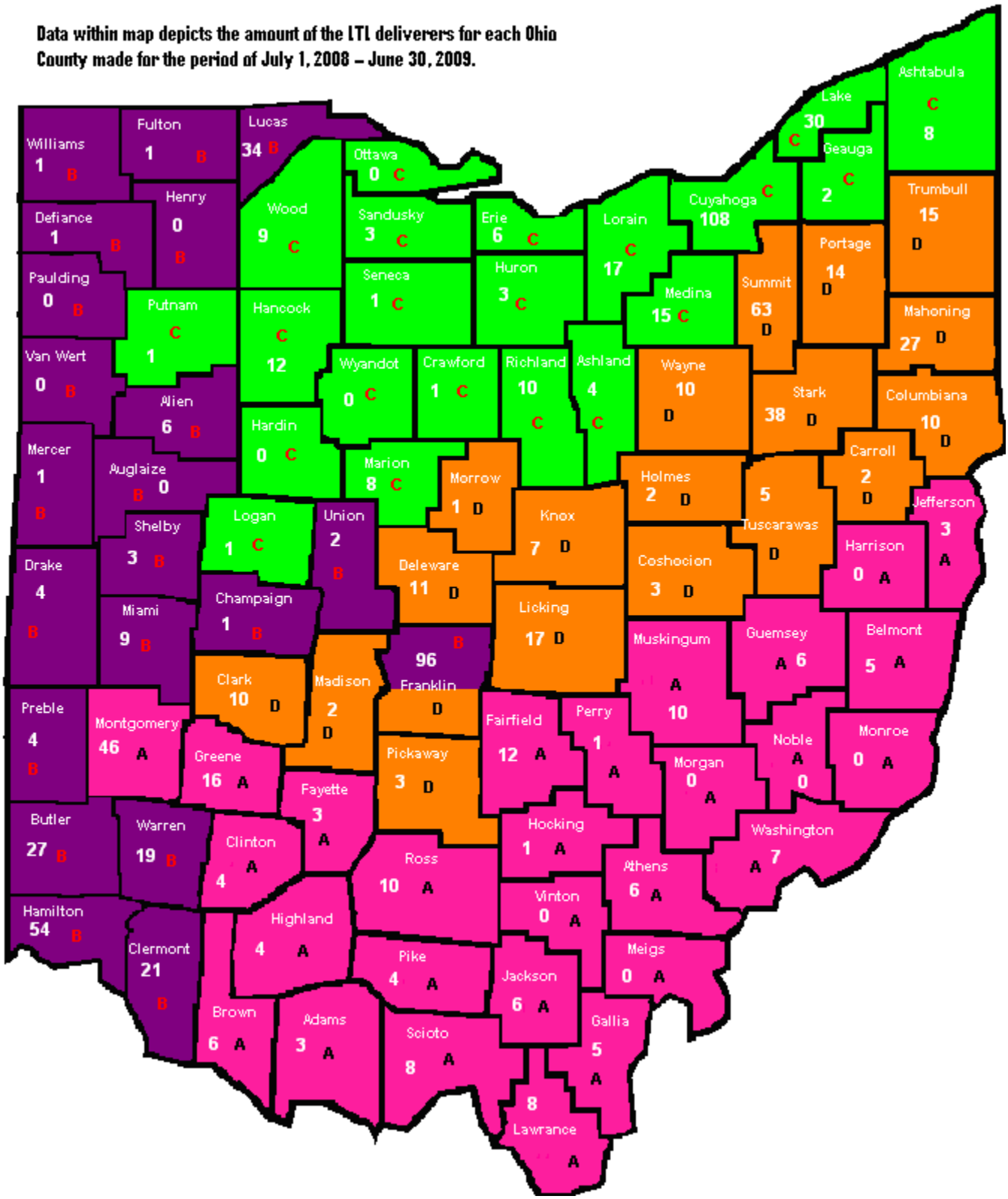
This documents the six shipments of temporary tags that were shipped to ACF (Columbus) to LeCI.

Carriers Name	Date Out Of Shop	Shipment Types	Deputy Number	Num Of Boxes	Num Of Pallets	Order Weight
L&M	7/22/2008	Special Shipment	2532	145	4	4,494
L&M	8/27/2008	Special Shipment	2532	1,387	18	23,780
L&M	9/16/2008	Special Shipment	2532	280	7	8,622
L&M	12/4/2008	Truck-2	2532	900	20	27,600
L&M	3/31/2009	Truck-1	2532	1,000	22	30,588
L&M	5/8/2009	Truck-3	2532	667	2	1,678

Totals	4,379	73	96,762
Average	730	12	16,127
Median	783.5	12.5	16,201

ATTACHMENT J

TYPICAL DELIVERY STATE MAP BY COUNTY



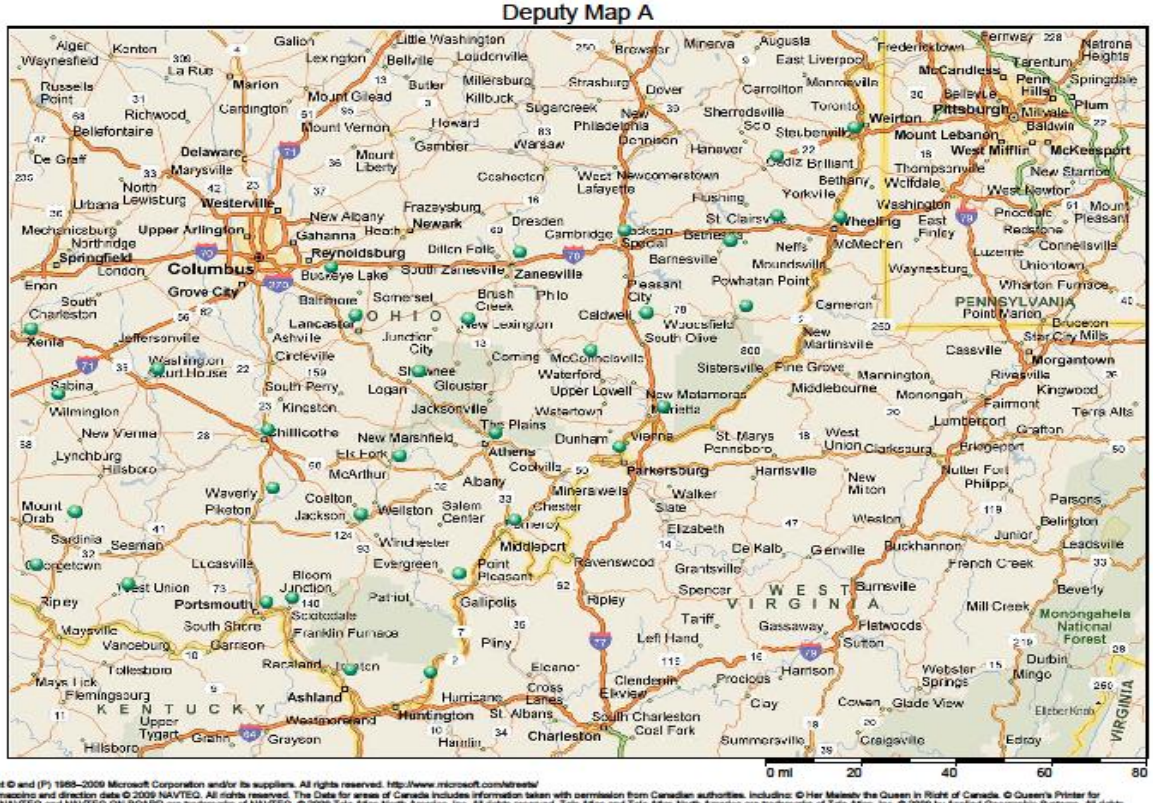
ATTACHMENT J

DEPUTY REGISTRAR LOCATIONS

The four attached maps depict approximate locations for all current Deputy Registrars. Each map shows a single distribution group designated by letters A – D. These maps should be used in conjunction with the map in attachment D for a clearer understanding of the weekly shipping patterns.

While actual locations, additions, and deletions are subject to change, the basic distribution, as depicted by these maps, exhibit little change.

Deputy Map A


Columbus
Pittsburgh
Cincinnati
Cleveland
Toledo
Akron
Dayton
Youngstown
Canton
Zanesville
Chillicothe
Athens
Marietta
Parkersburg
Wheeling
Weirton
Steubenville
Huntington
Charleston
Ashland
Portsmouth
Marion
Mansfield
Lima
Bellefontaine
Delaware
Marysville
Westerville
Upper Arlington
Gahanna
Reynoldsburg
Grove City
Springfield
Xenia
Washington Court House
Lancaster
Newark
Zanesville
Cambridge
Steubenville
Wheeling
Weirton
Morgantown
Fairmont
Clarksburg
Bridgeport
Buckhannon
Elkins
Beckley
Bluefield
Princeton
Logan
Ironton
Gallipolis
Pomeroy
Marietta
Belpre
Ripley
Point Pleasant
Hurricane
Dunbar
Nitro
Kenova
Ashland
Paintsville
Prestonsburg
Pikeville
Hazard
Jackson
Morehead
Grayson
Maysville
Vanceburg
Portsmouth
Chillicothe
Circleville

ATTACHMENT J (CONT)

DEPUTY REGISTRAR LOCATIONS (CONT)

Deputy Map B

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ATTACHMENT J (CONT)

DEPUTY REGISTRAR LOCATIONS (CONT)

Deputy Map C

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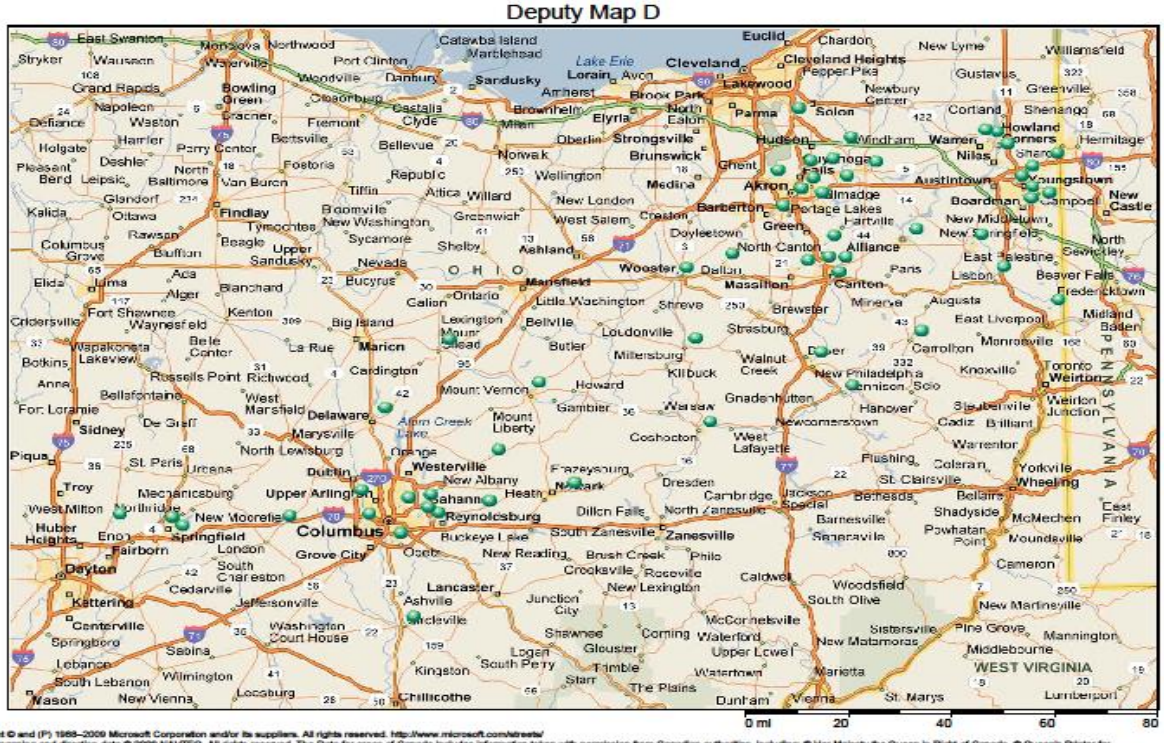
ATTACHMENT J (CONT)

DEPUTY REGISTRAR LOCATIONS (CONT)

Deputy Map D



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AUTOMOBILE LIABILITY INSURANCE REQUIREMENTS AND CHECKLIST

Reference: Supplemental Contract Terms & Conditions – Page 10, Article S-13

Automobile Liability: Automobile Insurance is required for anyone coming onto State Property to deliver goods or to perform services using a vehicle, which is owned, leased or rented by the Contractor. Any Bidder, Broker, or Subcontractor who will be on State Property, but not delivering goods or performing services, is required to carry Automobile Liability insurance that complies with the State and Federal laws regarding financial responsibility.

BID AUTOMOBILE LIABILITY CHECKLIST:

Contractor will indicate, by checking the appropriate box (es) below, which mode of transportation will apply to this Contract.

☐ Bidder/Broker ("The Contractor") or their Subcontractor will make delivery or be performing services using a vehicle that is owned, leased, or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of $500,000.00.

☐ Goods/Services will be delivered via common carrier.

☐ No employee or representative of the Contractor will have cause to be on State Property to make deliveries or to perform services.

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate.

This completed form should be returned as part of the Bid Response. Failure to complete this page may deem your Bid not responsive.

INSURANCE REQUIREMENTS

Bidders should provide with their Bid, documentation of the following insurance coverage required by the Supplemental Contract Terms and Conditions, Articles S-12 and S-13 (refer to the Bid Page One, link to Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions):

1. Ohio Workers' Compensation Certificate.
2. Employer's Liability (Stop Gap) insurance with limits of not less than one million ($ 1,000,000.00) dollars.
3. Automobile Liability with limits in accordance with Federal and State laws.
4. Commercial General Liability (CGL) Insurance:
    a. Limits of $500,000.00 per occurrence.
    b. Limits of $1,000,000.00 annual aggregate.
    c. To be compliant, the CGL policy must include the following three endorsements:
        1) a blanket waiver of subrogation.
        2) a statement that the Contractor's CGL coverage is primary over any other coverage.
        3) designate the State of Ohio as an additional insured.

Notice to Bidders regarding the certificates of insurance: If the Bidder does not currently carry the amounts of coverage and/or the required endorsements specified above, the Bidder should provide a letter from their insurance company stating that the Bidder's coverage will be increased to the specified amounts and/or the required endorsements will be added to the policy upon award of the ensuing Contract. The letter from the insurance company should also be submitted with the Bid.

Failure to submit the compliant insurance certificate or letter, as applicable, with the Bid may deem your Bid not-responsive.

An updated insurance certificate, compliant with the requirements of the Contract Terms and Conditions, must be delivered to the Office of Procurement Services within ten (10) working days after notification of pending award. Failure to provide a compliant certificate within the stated timeframe will cause the State to deem the Bidder not-responsive and no further consideration for award will be given.

CONTRACTOR DISCLOSURE CERTIFICATION

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES (See Page 8, Standard Contract Terms and Conditions, Section V, Item Q): Bidders seeking to enter into a supplies Contract shall disclose the following:

List names of Subcontractors who will be performing work under the Contract.

_____ _____

_____ _____

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of Subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter Subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your Bid not responsive.

DISCLOSURE OF SERVICE PROVIDERS (See Page 8, Standard Contract Terms and Conditions, Section V, Item G): Bidders seeking to enter into a service Contract shall disclose the following:

a) Principal location of business for the Contractor (City/State/Country)

_____

b) Principal location of all Subcontractors (Name/City/State/Country)

_____

_____

c) Location where services will be performed (Name/City/State/Country)

_____

_____

d) Location where any State data, applicable to the Contract, will be maintained or made available (Name/City/State/Country)

_____

_____

By the signature affixed to Page 1 of this Bid, the Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of Subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter Subcontractors, locations where services will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract.

This completed form should be returned as part of the Bid Response. Failure to complete this page may deem your Bid not responsive.

BIDDER DISCLOSURE STATEMENTS:

The Bidder must provide a declarative (yes/no) answer regarding the following questions. If any answer is affirmative, the Bidder must provide full details about the matter. While not an automatic cause for disqualification, an affirmative answer may result in an evaluation of the Bidder's responsibility. A decision will then be made based on the seriousness of the matter, the matter's possible impact on the performance of the Contract, and the best interests of the State.

Within the past five (5) years:

ITEM	DISCLOSURE STATEMENT	YES	NO
A	Has the Bidder and/or subject company had a Contract cancelled for default or cause?		
B	Has the Bidder and/or subject company been assessed any penalties including liquidated damages, under any of its existing or past Contracts with any organization or governmental entity?		
C	Has the Bidder and/or subject company been the subject of any governmental action limiting the right of the Bidder and/or subject company to do business with that entity or any other governmental entity?		
D	Has trading in the stock of the subject company ever been suspended? Give date and explanation.		
E	Has the Bidder and/or subject company previously operated as a like-kind business under any other business name and/or taxpayer identification number?		
F	Has the Bidder and/or subject company, any company officer, or any owner of a twenty (20%) percent interest or greater in the subject company, filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding?		
G	Has the Bidder and/or subject company, any company officer, or any owner of a twenty (20%) percent interest or greater in the company been convicted of a felony or is currently under indictment on any felony charge?		
H	Has the Bidder and/or subject company, any company officer, or any owner of a twenty (20%) percent interest or greater in the company had a finding for recovery action issued by the Ohio Auditor of State for a sum of funds due the State of Ohio?		

By the signature affixed to Page 1 of this Bid, the Bidder hereby certifies that the above information is true and accurate.

This completed form should be returned as part of the Bid Response. Failure to complete this page may deem your Bid not responsive.

STATE OF OHIO – OFFICE OF BUDGET AND MANAGEMENT
CONTRACTOR FORMS REQUIREMENTS

FEDERAL TAXPAYER IDENTIFICATION FORM W-9

Notice to Bidders

All Bidders should download the attached Federal Taxpayer Identification W-9 Form and submit it as part of their Bid Response. The W-9 form must be completed and must display an original signature. Copied or stamped signatures are not acceptable.

To download the W-9 form from your internet explorer:

- type: http://www.obm.ohio.gov/miscpages/forms/default.aspx
- scroll down to Vendor Forms
- from the list of pdf files, select IRS Form W-9
- download, complete the form, submit with the Bid Response

This requirement applies to all Bidders: Bidders who have not previously done business with the State as the awardee of an Office of Procurement Services competitively Bid Invitation to Bid, Request for Proposal, or State Term Schedule, and also to currently awarded Contractors as well. The Office of Budget and Management (OBM) requires that all Contractor W-9 forms be periodically updated by submission of a new form.

This completed form should be returned as part of the Bid Response. Failure to complete this page may deem your Bid not responsive.

CONTRACTOR ACCOUNT INFORMATION FORMS

Notice to Bidders

All Bidders should navigate to the Office of Budget Management (OBM) website at http://www.obm.ohio.gov/miscpages/forms/default.aspx. Scroll down to VENDOR FORMS. Located at this site are several downloadable forms and letters of instruction necessary to either establish or revise Contractor information for input into the new OBM OAKS financial system. Note that if Direct Deposit of State Warrants is desired, this form (OBM-1234 – rev 01/2007) must contain an original signature and must then be mailed directly to the OBM Vendor Compliance Unit.

Download the following, review, and submit as applicable. All forms not required to be sent directly to OBM should be returned as part of the Bid Response. Failure to complete these required forms may deem your Bid not responsive.

FORMS FOR SUBMITTAL	INSTRUCTIONAL NOTICES
EFT – Direct Deposit Form OBM - 1234	Dear State of Ohio Potential Vendor Letter
New Vendor - Information Form OBM - 3456	Instructions for Authorizing Agreement for Direct Deposit
Current Vendor - Information Change Form OBM - 3457	Warrant Changes in OAKS with a Sample Warrant

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AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY
MANDATORY PLAN REGISTRATION

Notice to Bidders

Equal Employment Opportunity: The Contractor will comply with all State and Federal laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111 and all related Executive Orders.

Before a Contract can be awarded or renewed, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the affirmative action requirements. Affirmative Action Verification Forms and approved Affirmative Action Plans can be found by going to the Equal Opportunity Departments web site: http://www.das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx
. Failure to complete these required forms may deem your Bid not responsive.

BID SUBMISSION CHECK LIST

SUBMITTED	SUBMITTAL DESCRIPTION	PAGE REFERENCE
	*** MANDATORY SUBMITTALS TO ACCOMPANY THE BID RESPONSE**	
_____	BID COVER PAGE, SIGNED IN BLUE INK	PAGE 1
_____	BUY OHIO & DOMESTIC PREFERENCES	PAGE 2
_____	BID PRICE PAGE	PAGE 11
	**** SUBMITTALS REQUIRED DURING THE EVALUATION PROCESS**	
_____	ASSISTANCE TO TERRORISTS DECLARATION (DMA)	PAGE 2
_____	SECTION VIII, ITEM D: EXPERIENCE OF 5 YEARS	PAGE 8
_____	SECTION VIII, ITEM F: THREE (3) REFERENCES	PAGE 9
_____	AUTOMOBILE LIABILITY CHECKLIST	PAGE 68
_____	INSURANCE REQUIREMENTS AND ENDORSEMENTS	PAGE 69
_____	CONTRACTOR DISCLOSURE CERTIFICATION	PAGE 70
_____	BIDDER DISCLOSURE STATEMENTS	PAGE 71
_____	FEDERAL TAXPAYER IDENTIFICATION FORM W-9	PAGE 72
_____	OBM CONTRACTOR INFORMATION FORMS	PAGE 72
_____	AFFIRMATIVE ACTION PLAN COMPLIANCE	PAGE 72

* Mandatory submissions must be submitted with the Bid Response. Failure to submit these documents shall deem the Bidder as not responsive and their Bid will be disqualified.

** Required documentation/materials should be submitted with the Bid. If not submitted with the Bid, the Bidder must provide the said documentation/materials within five (5) business days, after notification, to the Office of Procurement Services.

After notification by the State, failure to provide these documents as required, will cause your Bid to be deemed as not-responsive, and no further consideration for award will be given.

This checklist is provided solely for the Bidder's benefit. Submission of the mandatory/required materials does not guarantee that the Bidder will be deemed compliant with all of the specifications and requirements as stated in this Bid. Completing this checklist does not absolve the Bidder’s responsibility to thoroughly review and understand all of the specifications and requirements as stated in this Bid.