

# 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 <u>OT902113</u>	OPENING DATE (1:00 p.m.) <u>AUGUST 17, 2012</u>	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY	STATE ZIP
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ( )	TOLL FREE NO. 1 - ( )
		CONTACT PERSON	FAX NO. ( )
REQ./INDEX NO. COM002	BID NOTICE DATE JULY 31, 2012	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)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> 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): DEPARTMENT OF COMMERCE, 6606 Tussing Road, Reynoldsburg, Ohio 43068			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:			
<b>ADVERTISING AND/OR PUBLISHING NOTICE OF UNCLAIMED FUNDS</b>			
<p><b>TERM OF CONTRACT:</b> 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 <u>08/20/12</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>02/28/13</u> 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.</p>			
<p><b>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS,</b> Revised 02/2011, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: <a href="#">Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions</a>. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.</p>			
<p>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.</p>			
<p>Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at <a href="http://www.procure.ohio.gov/">www.procure.ohio.gov/</a>. All questions should be submitted a minimum of five (5) working days prior to the bid opening date.</p>			
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"]

- 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)
- 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)
- 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):**

- The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.   
 Yes (Go to C)     No (Go to B-2)
- Bidder has significant economic presence within the state of Ohio.     Yes (Answer a, b, c, d below)     No (Go to B-3)
  - Bidder has paid the required taxes due the state of Ohio     Yes     No
  - 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/>
  - Bidder has ten or more employees based in Ohio or border state.     Yes     No (Go to B-2d)
  - Bidder has seventy-five percent or more employees based in Ohio or border state.     Yes     No (Go to B-3)
- Border state bidder:  
 Yes (Specify which state then go to B-2c):  KY     MI     NY     PA     IN     No (Go to B-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:

- review the Terrorist Exclusion List at [http://www.publicsafety.ohio.gov/links/terrorist\\_exclusion\\_list.pdf](http://www.publicsafety.ohio.gov/links/terrorist_exclusion_list.pdf)
- 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 CONTRACT 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.

**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

**CONTRACT AWARD:** The contract will be awarded to the lowest responsive and responsible bidder by low lot total.

**FIRM FIXED-PRICE CONTRACT:** The contract is a Firm Fixed-Price Contract. The Contractor(s) is required to provide to the using agency supplies or services at the listed price(s) for the duration of the contract, and any extensions thereto.

**USAGE REPORTS:** Every twelve (12) 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, Attn: Nicole Erb, CPPB.

**NOTICE ON THE USE OF SOCIAL SECURITY NUMBERS AS FEDERAL TAX IDENTIFICATION NUMBERS:** The Department of Administrative Services (Department) requires vendors and contractors wishing to do business with the State to provide their Federal Taxpayer Identification Number to the Department. The Department does this so that it can perform statutorily required "responsibility" analyses on those vendors and contractors doing business with the State and, under limited circumstances, for tax reporting purposes. If you are a vendor or contractor using your Social Security Number as your Federal Taxpayer Identification Number, please be aware that the information you submit is a public record, and the Department may be compelled by Ohio law to release Federal Taxpayer Identification Numbers as a public record. If you do not want to have your Social Security Number potentially disclosed as a Federal Taxpayer Identification Number, the Department encourages you to use a separate Employer Identification Number (EIN) obtained from the United States Internal Revenue Service's to serve as your Federal Taxpayer Identification Number.

#### **INSURANCE REQUIREMENTS:**

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 Sub Contractor 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.

#### **DISCLOSURE OF SERVICE PROVIDERS (See Standard Contract Terms and Conditions, Section [Roman Numeral] V. General Provisions:, Paragraph G.):**

Bidders seeking to enter into a service contract shall disclose the following:

- a) Principal location of business for the contractor (Name/City/State/Country)
-

**SPECIAL CONTRACT TERMS AND CONDITIONS Cont'd**

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, 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. Failure to complete this page may deem your bid not responsive.

**EXPENDITURE OF PUBLIC FUNDS ON OFFSHORE SERVICES:** The Contractor affirms to have read and understands Executive Order 2011-12K and shall abide by those requirements in the performance of this Contract. Notwithstanding any other terms of this Contract, the State reserves the right to recover any funds paid for services the Contractor performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights and remedies provided the State in this Contract.

The bidder must complete the attached Contractor/Subcontractor Affirmation and Disclosure form attachment to abide with Executive Order 2011-12K, affirming no services of the Contractor or its subcontractors under this Contract will be performed outside the United States. During the performance of this Contract, the Contractor must not change the location(s) of the country where the services are performed, change the location(s) of the country where the data are maintained, or made available unless a duly signed waiver from the State has been attained to perform the services outside the United States.

**Standard Affirmation and Disclosure Form – Must complete Attachment A.**

## **SCOPE OF WORK AND SPECIFICATIONS**

### **OVERVIEW:**

On behalf of the Superintendent of the Division of Unclaimed Funds, the Contractor shall provide comprehensive services to assist the Division in designing, developing, preparing, drafting, editing, updating, processing, and implementing newspaper advertisement notices of unclaimed funds as required pursuant to ORC section 169.06 for ads/notices to be prepared and/or published by the Division on or after August 20, 2012 through February 28, 2013. Services shall include advice and consultation, planning, information processing, laser printout of page proofs, photo-typesetting, composition, printing, packaging, scheduling, delivery, placement and all other tasks related to the professional completion and publication of newspaper print advertisement notices of unclaimed funds accounts.

Publication expectations are documented within Attachment B of this Supplemental Bid.

### **REQUIREMENTS:**

Under the terms of the Contract, the Contractor shall do the following and meet the following standards:

- a. Contractor will schedule an initial meeting with the Agency (Dept. of Commerce) immediately after award and meet regularly throughout the term of the Contract, as determined by the agency in the initial meeting.
- b. Assign a coordinator to be the primary contact for the Agency.
- c. Advertising notices for unclaimed funds are to be prepared for publication according to the advertising schedule (see sample, Attachment B) beginning with the counties scheduled in September 2012.
- d. Material to be published shall include selected accounts identified by the Division pursuant to Chapter 169 of the Revised Code.
- e. Assist the Division in performing all phases of advertisement and notice design, development, and publication, including editorial preparation, design and layout, typesetting, editing, updating, printing, packaging, scheduling, delivering, publishing, and communication with newspapers and/or media entities.
- f. With approval of the agency, the contractor will identify an appropriate English language newspaper within each county in which to publish the annual notice of unclaimed funds.
- g. Ads will run 1 time in each of the counties listed on Attachment B.
- h. Contractor will negotiate publication space and pricing with the appropriate English language newspaper.
- i. A file (Word or pdf) of the names of the unclaimed property owners is emailed to the vendor. The art for the front and back of the tab ads, director's message, if included, and other copy are also provided by email from Commerce Communications.
- j. The text, style and design of the advertisement will be specified by the Agency. At a minimum the Agency will provide to the Contractor the art work and text to be placed in each advertisement. Each advertisement will be preapproved by the Agency before publication. The contractor is responsible for ensuring that each advertisement is compatible with the selected newspaper.
- k. Ad sizes vary from a few column inches to a multiple page tabloid. The size of the ad will depend on the amount of names that need to be listed for that particular county. The largest ad in recent history was a 92-page tab insert in 2012 for Cuyahoga County. See Attachment C.
- l. The majority of the advertisements will be black and white but some advertisements will also have color elements as determined by the Agency. (Usually the cover sheet and back of the tab sheet)
- m. Font size may not be less than 7 point.
- n. Contractor will receive invoices from newspapers, verify and pay for ad placements.
- o. Contractor will provide monthly report to the Agency documenting ad placements and details of expenditures.
- p. Contractor will bill agency monthly for ad placements and contractor's activities. Verification of payment must accompany billings for ad placements. The format of the bill will be solidified at the initial meeting.

**PRICE SCHEDULE**

<b>DESCRIPTION</b>	
Price for Contractor's Services Only (To include all work to be performed as listed on Page 5 in the Scope Of Work and Specifications, <b>except</b> the price of newspaper advertisements. Newspaper advertisements will be detailed on the contractor's invoice on a separate line and not included in this amount.	\$ _____

The contract will be awarded to the lowest responsive and responsible bidder by low lot total. While bidders are to provide the annual price, the awardee will be expected to bill expenses as they occur on a monthly invoice.

All costs must be in U.S. Dollars.

The State will not be responsible for any costs not identified.

There will be no additional reimbursement for travel or other related expenses

**ATTACHMENT A**

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**STANDARD AFFIRMATION AND DISCLOSURE FORM**

**EXECUTIVE ORDER 2011-12K**

**Governing the Expenditure of Public Funds on Offshore Services**

By the signature affixed hereto, the Contractor affirms, understands and will abide by the requirements of Executive Order 2011-12K. If awarded a contract, both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States.

The Contractor shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information may subject the Contractor to sanctions. If the Contractor will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Name/Principal location of business of subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

2. Location where services will be performed by Contractor:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

\_\_\_\_\_  
(Address) (Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

Contract also affirms, understands and agrees that Contractor and its subcontracts are under a duty to disclose to the State any change or shift in location of services performed by Contractor or its subcontractors before, during and after execution of any contract with the State. Contractor agrees it shall so notify the State immediately of any such change or shift in location of its services. The state has the right to immediately terminate the contract, unless a duly signed waiver from the State has been attained by the Contractor to perform the services outside the United States.

On behalf of the Contractor, I acknowledge that I am duly authorized to execute this Affirmation and Disclosure form and have read and understand that this form is part of any Contract that Contract may enter into with the State and is incorporated therein.

By: \_\_\_\_\_  
Contractor

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT B**

**Tentative Newspaper Advertising Schedule**

(includes month, newspaper, county, estimated number of names/addresses to be published)

	<b>NEWSPAPER</b>	<b>COUNTY</b>	<b>Approx. names</b>
<b>September 3, 2012</b>	Athens Messenger	Athens	835
	Belmont Co Times Leader	Belmont	714
	Sandusky Register	Erie	1,117
	Norwalk Reflector	Huron	698
	Steubenville Herald Star	Jefferson	808
	Marion Star	Marion	882
	Troy Daily News	Miami	1,170
	Chillicothe Gazette	Ross	698
	Portsmouth	Scioto	822
	Tiffin Advertiser Tribune	Seneca	616
	New Philadelphia Times Reporter	Tuscarawas	1,365
	Lebanon Western Star	Warren	2,620
	Bowling Green Sentinel Tribune	Wood	1,586
<b>October 1, 2012</b>	Lisbon Morning Journal	Columbiana	1,255
	Toledo Blade	Lucas	6,699
	Youngstown Vindicator	Mahoning	5,741
	Canton Repository	Stark	7,525
	Hamilton Journal News	Butler	5,041
	Cincinnati Enquirer	Hamilton	17,297
	Dayton Daily News	Montgomery	9,222

State reserves right to amend to later dates; however advertising shall be published not later than February 28, 2013, as instructed by State.

**ATTACHMENT C**

**Ad sizes per county per year**

<b>County</b>	<b>Year 2010</b>	<b>Year 2011</b>	<b>Year 2012</b>
Allen	4 page tab	4 page tab	8 page tab
Ashtabula	4 page tab	4 page tab	8 page tab
Geauga	4 page tab	4 page tab	8 page tab
Lake	8 page tab	8 page tab	12 page tab
Lorain	8 page tab	12 page tab	12 page tab
Medina	8 page tab	8 page tab	8 page tab
Portage	8 page tab	8 page tab	12 page tab
Summit	24 page tab	24 page tab	36 page tab
Trumbull	8 page tab	8 page tab	12 page tab
Cuyahoga	60 page tab	60 page tab	92 page tab
Adams	ROP 54 column inch	ROP 54 column inch	
Ashland	ROP 81 column inch	ROP 84 column inch	
Auglaize	ROP 76 column inch	ROP 81 column inch	
Brown	ROP 66 column inch	ROP 66 column inch	
Carroll	ROP 41 column inch	ROP 52 column inch	
Champaign	ROP 70 column inch	ROP 78 column inch	
Clinton	ROP 81 column inch	ROP 90 column inch	
Coshocton	ROP 60 column inch	ROP 60 column inch	
Crawford	ROP 75 column inch	ROP 78 column inch	
Drake	ROP 72 column inch	ROP 84 column inch	
Defiance	ROP 62 column inch	ROP 60 column inch	
Fayette	ROP 60 column inch	ROP 68 column inch	
Fulton	ROP 72 column inch	ROP 72 column inch	
Gallia	ROP 58 column inch	ROP 60 column inch	
Guernsey	ROP 66 column inch	ROP 66 column inch	
Hardin	ROP 58 column inch	ROP 64 column inch	
Harrison	ROP 42 column inch	ROP 46.5 column inch	
Henry	ROP 52 column inch	ROP 50 column inch	
Highland	ROP 72 column		

	inch	ROP 80 column inch	
Hocking	ROP 56 column inch	ROP 58 column inch	
Holmes	ROP 52 column inch	ROP 54 column inch	
Jackson	ROP 58 column inch	ROP 58 column inch	
Knox	ROP 96 column inch	ROP 114 column inch	4 page tab
Lawrence	ROP 108 column inch	ROP 105 column inch	4 page tab
Logan	ROP 84 column inch	ROP 84 column inch	
Madison	ROP 84 column inch	ROP 99 column inch	
Meigs	ROP 41 column inch	ROP 50 column inch	
Mercer	ROP 50 column inch	ROP 58 column inch	
Monroe	ROP 40 column inch	ROP 40 column inch	
Morgan	ROP 38 column inch	ROP 35 column inch	
Morrow	ROP 60 column inch	ROP 62 column inch	
Noble	ROP 33 column inch	ROP 34 column inch	
Ottawa	ROP 81 column inch	ROP 87 column inch	
Paulding	ROP 40 column inch	ROP 46.5 column inch	
Perry	ROP 60 column inch	ROP 62 column inch	
Pike	ROP 54 column inch	ROP 52 column inch	
Preble	ROP 68 column inch	ROP 80 column inch	
Putnam	ROP 52 column inch	ROP 62 column inch	
Sandusky	ROP 78 column inch	ROP 93 column inch	
Shelby	ROP 75 column inch	ROP 78 column inch	
Union	ROP 78 column inch	ROP 81 column inch	
VanWert	ROP 50 column inch	ROP 58 column inch	
Vinton	ROP 36 column inch	ROP 36 column inch	
Washington	ROP 108 column inch	ROP 111 column inch	4 page tab
Williams	ROP 56 column inch	ROP 64 column inch	
Wyandot	ROP 50 column inch	ROP 50 column inch	
Clark	8 page tab	8 page tab	
Clermont	8 page tab	12 page tab	

Fairfield	4 page tab	8 page tab
Greene	8 page tab	8 page tab
Hancock	4 page tab	4 page tab
Licking	8 page tab	8 page tab
Muskingum	4 page tab	4 page tab
Richland	4 page tab	4 page tab
Wayne	4 page tab	4 page tab
Pickaway	ROP 84 column inch	ROP 84 column inch
Delaware	8 page tab	8 page tab
Franklin	56 page tab	60 page tab
Athens	ROP 102 column inch	ROP 108 column inch
Belmont	ROP 93 column inch	ROP 120 column inch
Erie	4 page tab	4 page tab
Huron	ROP 87 column inch	ROP 108 column inch
Jefferson	4 page tab	4 page tab
Marion	4 page tab	4 page tab
Miami	4 page tab	4 page tab
Ross	ROP 96 column inch	ROP 126 column inch
Scioto	ROP 96 column inch	ROP 108 column inch
Seneca	ROP 78 column inch	ROP 96 column inch
Tuscarawas	4 page tab	4 page tab
Warren	8 page tab	8 page tab
Wood	4 page tab	8 page tab
Columbiana	4 page tab	8 page tab
Lucas	16 page tab	20 page tab
Mahoning	8 page tab	12 page tab
Stark	12 page tab	12 page tab
Butler	16 page tab	16 page tab
Hamilton	40 page tab	52 page tab
Montgomery	28 page tab	28 page tab