

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>OT900016</u>	OPENING DATE (1:00 p.m.) <u>March 18, 2015</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 March 5, 2015	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): OHIO DEPARTMENT OF COMMERCE MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR: ADVERTISING AND/OR PUBLISHING OF NOTICE OF UNCLAIMED FUNDS 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 07 /01/15 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 06/30/18 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 agency. INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS , Revised 10/2013, are a part of this Invitation to Bid. Copies may be downloaded by clicking the link above. 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. INQUIRIES: All inquiries should be submitted a minimum of five (5) working days prior to the bid opening date through the Procurement website, www.procure.ohio.gov . Click "Find it Fast," select "Doc/Bid/Schedule#" in Step 1, enter the Bid Number in Step 2, click "Find it Fast." The "Submit Inquiry" button is at the bottom of the Opportunity Detail page. Bidders will not receive a personalized e-mail response to their question, nor will they receive notification when the question is answered. Responses may be viewed by clicking the "View Q & A" button located beneath the "Submit Inquiry" button.			
		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.

SPECIAL CONTRACT TERMS AND CONDITIONS

MINORITY BUSINESS ENTERPRISE (MBE) SET ASIDE: The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This ITB is being issued as a minority set aside contract in accordance Section 125.081 of the Ohio Revised Code. All bidders must be an Ohio certified MBE as of the Bid due date. If a certification application has been submitted that needs to be expedited to meet the solicitation due/opening date, contact the DAS Equal Opportunity Division at 614-466-8380. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at:
<http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx>.

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. Low lot total will be determined by adding the FY2016, FY2017 and FY2018 cost together to arrive at a total for all items. Failure to bid all items may result in the bidder being deemed not responsive.

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: Jennifer Dammeyer, CPPB.

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 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.

SPECIAL CONTRACT TERMS AND CONDITIONS (cont.)

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)

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.

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 during Fiscal Years 2016, 2017 and 2018, as specified by the Division, and beginning with ads to be published on or after July 21, 2015. 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.

A sample, one-year advertising schedule showing the Ohio counties in which the ads must run is attached and made a part hereof as [Attachment B](#). The Contractor must provide and/or meet a like schedule for each year during the term of the Contract and must immediately begin the provision of services upon the Contract's start date.

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 July 21, 2015.
- 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 annually 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 84-page tab insert in 2014 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.
- q. Contractor will provide to the agency an electronic copy of each final ad as it appeared in the newspaper. A copy should also be provided with the invoices.

BID PRICE

DESCRIPTION	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Price for Contractor's Services Only (To include all work to be performed as listed on Page 5 -6 in the Scope Of Work and Specifications, except 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.	\$/ YR	\$/ YR	\$/ YR

The contract will be awarded to the lowest responsive and responsible bidder by low lot total. Low lot total will be determined by adding the FY2016, FY2017 and FY2018 cost together to arrive at a total for all items.

While bidders are to provide the annual price, the awardee will be expected to bill expenses as they occur on a monthly invoice.

All prices must be in U.S. Dollars.

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)

Contractor 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

SAMPLE One-Year Advertising Schedule
(by month & Ohio county)

March 17	Ashtabula, Columbiana, Lake, Mahoning, Medina, Portage, Stark, Summit, Trumbull, Wayne
March 19	Geauga
April 20	Noble
April 21	Ashland, Auglaize, Brown, Carroll, Champaign, Clinton, Coshocton, Crawford, Defiance, Fayette, Fulton, Gallia, Guernsey, Hardin, Henry, Highland, Hocking, Holmes, Jackson, Knox, Lawrence, Logan, Madison, Meigs, Mercer, Monroe, Ottawa, Sandusky, Union, Washington, Williams, Wyandot
April 22	Adams, Darke, Morgan, Morrow, Paulding, Perry, Pike, Preble, Putnam, Shelby, VanWert, Vinton
April 25	Harrison
May 19	Cuyahoga
June 16	Allen, Erie, Hancock, Huron, Lorain, Marion, Richland, Seneca, Wood
June 17	Lucas
July 21	Delaware, Pickaway
July 22	Franklin
Aug 18	Athens, Belmont, Fairfield, Jefferson, Licking, Muskingum, Ross, Scioto, Tuscarawas
Sept 15	Butler, Clark, Clermont, Greene, Hamilton, Montgomery, Warren
Sept 17	Miami

ATTACHMENT C

2013 DCOMM Unclaimed Funds Ads Sizes				
Month	County	Insert Page Count	ROP Ad Size	ROP Column Inches
March	Allen	8		
March	Ashtabula	8		
March	Geauga	4		
March	Lake	12		
March	Lorain	16		
March	Lorain	16		
March	Medina	8		
March	Portage	8		
March	Summit	28		
March	Trumbull	12		
April	Adams		5 x 11	55
April	Ashland		5 x 20.5	102.5
April	Auglaize		4 x 21	84
April	Brown		5 x 14	70
April	Carroll		4 x 14	56
April	Champaign		5 x 16	80
April	Clinton		5 x 21	105
April	Coshocton		5 x 13	65
April	Crawford		5 x 19	95
April	Darke		5 x 20	100
April	Defiance		5 x 15	75
April	Fayette		5 x 14	70
April	Fulton		5 x 21	105
April	Gallia		5 x 13	65
April	Guernsey		4 x 20.5	82
April	Hardin		4 x 16	64
April	Harrison		5 x 14	70
April	Henry		4 x 15	60
April	Highland		5 x 21	105
April	Hocking		4 x 17	68
April	Holmes		4 x 14	56
April	Jackson		4 x 15	60
April	Knox	4		
April	Lawrence	4		
April	Logan		5 x 19	95
April	Madison		5 x 21	105
April	Meigs		5 x 15	75
April	Mercer		4 x 13	52
April	Monroe		4 x 13	52

2013 DCOMM Unclaimed Funds Ads Sizes (cont.)

Month	County	Insert Page Count	ROP Ad Size	ROP Column Inches
April	Morgan		5 x 14	70
April	Morrow		5 x 17	85
April	Noble		4 x 12	48
April	Ottawa		5 x 21	105
April	Paulding		4 x 12	48
April	Perry		4 x 16	64
April	Pike		4 x 14	56
April	Preble		5 x 21	105
April	Putnam		4 x 15	60
April	Sandusky		5 x 21	105
April	Shebly		5 x 21	105
April	Union		5 x 19	95
April	VanWert		5 x 12	60
April	Vinton		4 x 13	52
April	Washington	4		
April	Williams		5 x 14	70
April	Wyandot		4 x 14	56
May	Cuyahoga	72		
June	Clark	8		
June	Clermont	12		
June	Fairfield	8		
June	Greene	8		
June	Hancock	4		
June	Licking	8		
June	Muskingum	4		
June	Richland	8		
June	Wayne	8		
July	Delaware	8		
July	Franklin	60		
July	Pickaway	4		
August	Athens	4		
August	Belmont	4		
August	Erie	8		
August	Huron	4		
August	Jefferson	8		
August	Marion	4		
August	Miami	8		
August	Ross	4		
August	Scioto	4		
August	Seneca	4		
August	Tuscarawas	8		
August	Warren	12		

2013 DCOMM Unclaimed Funds Ads Sizes (cont.)				
Month	County	Insert Page Count	ROP Ad Size	ROP Column Inches
August	Wood	8		
September	Columbia	8		
September	Lucas	32		
September	Mahoning	20		
September	Stark	24		
October	Butler	24		
November	Hamilton	52		
December	Montgomery	40		

2014 DCOMM Unclaimed Funds Ads Sizes				
Month	County	Insert Page Count	ROP Ad Size	ROP Column Inches
March	Ashtabula	8		
March	Columbiana	8		
March	Lake	16		
March	Mahoning	12		
March	Medina	12		
March	Portage	12		
March	Stark	20		
March	Summit	32		
March	Trumbull	12		
March	Wayne	8		
March	Geauga	8		
April	Noble		5 x 10	50
April	Ashland		6 x 19	114
April	Auglaize		5 x 14	70
April	Brown		6 x 14	84
April	Carroll		4 x 12	48
April	Champaign		6 x 16	96
April	Clinton		6 x 19	114
April	Coshocton		6 x 12	72
April	Crawford		6 x 17	102
April	Defiance		5 x 13	65
April	Fayette		6 x 12	72
April	Fulton		6 x 15	90
April	Gallia		6 x 13	78
April	Guernsey		6 x 16	96
April	Hardin		4 x 16	64
April	Henry		5 x 13	65
April	Highland		6 x 15	90
April	Hocking		5 x 11	55

2014 DCOMM Unclaimed Funds Ads Sizes (cont.)				
Month	County	Insert Page Count	ROP Ad Size	ROP Column Inches
April	Holmes		5 x 12	60
April	Jackson		5 x 10	50
April	Knox		5 x 20	100
April	Lawrence		6 x 20	120
April	Logan		5 x 18	90
April	Madison		6 x 18	108
April	Meigs		5 x 10	50
April	Mercer		4 x 15	60
April	Monroe		5 x 10	50
April	Ottawa		6 x 21	126
April	Sandusky		6 x 18	108
April	Union		5 x 17	85
April	Washington		5 x 17	85
April	Williams		4 x 13	52
April	Wyandot		5 x 14	70
April	Adams		5 x 19	95
April	Darke		5 x 10	50
April	Morgan		5 x 14	70
April	Morrow	4		
April	Paulding		4 x 11	44
April	Perry		5 x 14	70
April	Pike		4 x 13	52
April	Preble		6 x 15	90
April	Putnam		5 x 11	55
April	Shelby		6 x 16	96
April	VanWert		5 x 12	60
April	Vinton		4 x 9	36
April	Harrison		5 x 11	55
May	Cuyahoga	84		
June	Allen	4		
June	Erie	8		
June	Hancock	8		
June	Huron	4		
June	Lorain	16		
June	Marion	4		
June	Richland	8		
June	Seneca	4		
June	Wood	8		
June	Lucas	24		
July	Delaware	12		
July	Pickaway	4		
July	Franklin	72		

2014 DCOMM Unclaimed Funds Ads Sizes (cont.)				
Month	County	Insert Page Count	ROP Ad Size	ROP Column Inches
August	Athens	8		
August	Belmont	8		
August	Fairfield	8		
August	Jefferson	8		
August	Licking	8		
August	Muskingum	8		
August	Ross	8		
August	Scioto	8		
August	Tuscarawas	8		
Sept	Butler	20		
Sept	Clark	12		
Sept	Clermont	12		
Sept	Greene	12		
Sept	Hamilton	64		
Sept	Montgomery	32		
Sept	Warren	12		
Sept	Miami	8		

2015 DCOMM Unclaimed Funds Ads			
Month	County	Insert Page Count	ROP Ad Size
March	Ashtabula	8	
March	Columbiana	8	
March	Lake	12	
March	Mahoning	12	
March	Medina	8	
March	Portage	12	
March	Stark	16	
March	Summit	24	
March	Trumbull	12	
March	Wayne	8	
March	Geauga	8	
April	Noble		
April	Ashland		
April	Auglaize		
April	Brown		
April	Carroll		
April	Champaign		
April	Clinton		
April	Coshocton		
April	Crawford		
April	Defiance		

2015 DCOMM Unclaimed Funds Ads (cont.)			
Month	County	Insert Page Count	ROP Ad Size
April	Fayette		
April	Fulton		
April	Gallia		
April	Guernsey		
April	Hardin		
April	Henry		
April	Highland		
April	Hocking		
April	Holmes		
April	Jackson		
April	Knox		
April	Lawrence		
April	Logan		
April	Madison		
April	Meigs		
April	Mercer		
April	Monroe		
April	Ottawa		
April	Sandusky		
April	Union		
April	Washington		
April	Williams		
April	Wyandot		
April	Adams		
April	Darke		
April	Morgan		
April	Morrow		
April	Paulding		
April	Perry		
April	Pike		
April	Preble		
April	Putnam		
April	Shelby		
April	VanWert		
April	Vinton		
April	Harrison		
May	Cuyahoga		
June	Allen		
June	Erie		
June	Hancock		
June	Huron		
June	Lorain		
June	Marion		

2015 DCOMM Unclaimed Funds Ads (cont.)			
Month	County	Insert Page Count	ROP Ad Size
June	Richland		
June	Seneca		
June	Wood		
June	Lucas		
July	Delaware		
July	Pickaway		
July	Franklin		
August	Athens		
August	Belmont		
August	Fairfield		
August	Jefferson		
August	Licking		
August	Muskingum		
August	Ross		
August	Scioto		
August	Tuscarawas		
Sept	Butler		
Sept	Clark		
Sept	Clermont		
Sept	Greene		
Sept	Hamilton		
Sept	Montgomery		
Sept	Warren		
Sept	Miami		