

**Transportation of Goods, Including BMV Materials, for the Ohio Department of Public
Safety (ODPS)
Invitation to Bid (ITB) OT906014
Non-Mandatory Site Visit
Tuesday, February 18, 2014 at 10:00 AM
Questions and Answers**

Q. What is the weight of the boxes?

A. It depends on what is on the skids. The boxes are shipped as specified in the bid specifications. The Lebanon Correctional Institute (LeCI) will work with the awarded Contractor. All boxes are stamped and all skids are weighed.

The LeCI will send a spread sheet on Friday afternoon for the following week's pick up that occur on Tuesday and Wednesday. The awarded Contractor can change the order of the skids for delivery purposes. The thirteenth week from January 1st is the off week.

There are forty eight (48) of fifty-two (52) weeks for shipments on Tuesday and Wednesday. Shipments occur like clockwork. If a new plate design is issued during this contract, the dates may increase.

Pick up dates will be adjusted to accommodate the holidays outlined in Section IV, Item A, 4.

Q. Are the locations outlined in the bid specifications?

A. Yes, the locations are outlined in Attachments H and I. There are also deliveries to the Alum Creek Facility (ACF) four (4) times a year. This is approximately every three (3) months.

Any skids that are owned by the ODPS are to be returned to the LeCI. The awarded Contractor has three (3) business days to deliver the skids to the Deputy Registrars (DR).

The LeCI is an unusual environment. It is important for the awarded Contractor to stay on a routine

Q. Is there a charge for the skids?

A. Yes, this is outlined in Section VII, Item C of the bid specifications.

Q. Is there an auxiliary building available?

A. Yes, there is. The LeCI can be flexible if there is a small load.

The trailers are typically 90% full.

Q. Is the shipment notification a spread sheet?

A. Yes.

Q. Will there be a bill of lading?

A. Yes.

Q. Will the DRs have a bill of lading as well?

A. Yes, the DRs will sign the packing slip?

Q. Are invoices electronic or paper?

A. All of the information will be on the spread sheets. The LeCI will send the awarded Contractor the spread sheet with the actual shipments.

Q. Is the bill of lading the proof of delivery?

A. Yes, please notate if no bill of lading is received.

Q. What are the payment terms?

A. Net thirty (30) days. This is outlined on page one (1) of the Invitation to Bid (ITB).

Q. How are the DRs contacted?

A. The DRs are contacted by phone. Communicate any issues with the LeCI if you are unable to reach the DRs

Q. What are the delivery expectations?

A. Deliveries are Wednesdays, Thursdays, and Friday. If there are any issues let the LeCI know. The LeCI plans deliveries a day ahead.

Q. Is it possible that license plates could soon be made of plastic?

A. The license plates are nickel-zinc plated steel or other approved materials as outlined in Section III, Item A of the bid specifications.

Q. Will the trailers be returned to the LeCI empty?

A. Yes.

Instructions for Prison Entry:

- Absolutely no weapons will be permitted inside the facility!
- Absolutely no batteries on the trailer! Trailers that have batteries will be rejected upon arrival.
- Cell phones will not be permitted inside the. Cell phones can be left at the sally port.
- Mr. Seeley, the Ohio Penal Institute Industrial Manager, arrives at the LeCI at approximately 6:30 am.
- The vehicle will be shut off at the sally port.
- Trailers will be unlocked at the sally port. The LeCI will lock the trailers. The awarded Contractor will not have a lock.