

ATTACHMENT 1

QUOTATION / COST SUMMARY

Offerors will complete the Quotation / Cost Summary Page and identify all costs associated with performing the work.

The selected Contractor will travel to and destroy materials at locations identified below and in Attachment 3.

Site Locations	Estimated Trips per Year	Estimated Pounds per Trip	Estimated Time to Destroy Estimated Pounds	Cost Per minute To destroy Commingled Materials	Total Estimated Cost	Minimum Trip Charge Per Collection/Destruction Site
District 1 Parma, OH 44130	6	2,000		\$	\$	\$
District 1 Massillon, OH 44646	6	473		\$	\$	\$
District 2 Lancaster, OH 43130	6	307		\$	\$	\$
District 2 Columbus, OH 43209 (ACF Warehouse)	4	5,050		\$	\$	\$
District 3 West Chester, OH 45069	4	1,200		\$	\$	\$
District 3 Lebanon Correctional Institution Lebanon, OH 45036	6	1,245		\$	\$	\$
District 4 Findlay, OH 45840	4	1,200		\$	\$	\$
TOTAL					\$	

Field District Service Offices: The Registrar of the BMV may change the location of a District's Field Service Office (FSO) during the length of the contract. If a FSO is relocated, the Contractor and the ODPS may negotiate new service rates for the location.

The Offeror will provide the following information for the Shredder(s) / Grinder(s) to be used in the performance of this Contract. If the Contractor changes the Shredder/Grinder with different equipment, they will provide the following information for approval by ODPS/BMV.

Manufacturer: _____ Model: _____

Particle Size: _____

ATTACHMENT 2
PERCENTAGE BREAKDOWN OF COST ELEMENTS

Breakdown of Contractor Cost Elements as a Percentage of Cost Per site location Duplicate this page as necessary		
	Percentage of Per Minute Destruction Cost	Percentage of Per Trip Charge Cost
Transportation Costs	%	%
Labor Costs	%	%
Fuel Costs	%	%
Equipment Costs	%	%
Other (List)	%	%
Other (List)	%	%
Total	100%	100%

Additional Information (not evaluated for award): _____.

Destruction Method for non-micro media material (shred, grinding, etc.) _____.

Maximum size of destroyed non-micro media material _____.

Maximum size of destroyed micro material specified in Section II-D _____.

Destruction Method for destroyed micro-media material specified in Section II-D _____.

Disposal method (landfill, recycled, etc) _____.

Disposal location (e.g. Franklin Co landfill, name of recycling co, etc.) _____.

Location 1 (Dist.1) Parma _____.

Location 2 (Dist. 1) Massillon _____.

Location 3 (Dist. 2) Lancaster _____.

Location 4 (Dist. 2) ACF Warehouse Columbus _____.

Location 5 (Dist. 3) West Chester _____.

Location 6 (Dist. 3) Lebanon Correctional institution _____.

Location 7 (Dist. 4) Findlay _____.

**ATTACHMENT 3
DESTRUCTION SCHEDULE**

The Contractor shall provide on-site destruction services per the destruction schedule shown below. The Contractor shall coordinate with each Collection/destruction site in advance to schedule a mutually agreeable time of arrival within the hours of operation listed in the schedule for each site. Upon mutual agreement, the Contractor will provide ODPS destruction services on an as-needed basis at the same rates/minimum Trip charge established in the Contract. The ODPS will contact the Contractor to schedule a mutually agreeable time and date for as-needed Material destruction services. Changes or additions to the collection/destruction sites and materials to be destroyed may be made to the Contract upon mutual agreement. The State may consider off site destruction of license plates outside the Contract.

Collection / Destruction Sites	Service Frequency	Estimated Weight per visit	Destruction Schedule	Service Hours	Vendor Container Requirements	License Plates	Ribbons and Laminates	Other Items
Location 1 BMV District 1 Field Office 12000 Snow Rd., Unit #10 Parma, OH 44130	Once every 8 weeks	2,000	TBD	9:00 AM – 3:00 PM	7 secured containers in locked cage.	1,800	100	100
Location 2 BMV District 1 Field Office 1972 Wales Rd., NE Massillon, OH 44646	Once every 8 weeks	473		8:00 AM – 3:00 PM	3 secured portable containers (currently on site by vendor)	190	10	273
Location 3 BMV District 2 Field Office 980 Liberty Drive, Suite 400 Lancaster, OH 43130	Once every 8 weeks	307		8:00 AM – 3:00 PM	3 secured portable containers (currently on site by vendor)	123	7	177
Location 4 District 2 ODPS Warehouse (ACF) 1583 Alum Creek Drive Columbus, OH 43209	Quarterly	5,050	TBD As Scheduled	7:00 AM – 12:00 PM	None	4500*	480	70
Location 5 BMV District 3 Field Office 2950 East Crescentville Rd. West Chester, OH 45069	Quarterly	1,200	TBD	9:00 AM – 3:00 PM	3 secured portable containers (currently on site by vendor)	500	400	300
Location 6 District 3 Lebanon Correctional Institution (LeC) 3791 State Route 63 Lebanon, OH 45036	Bi-Monthly	1,245	TBD AS Scheduled	9:00 AM – 12:00 PM	Not required Material on pallets	1245*	0	0
Location 7 BMV District 4 Field Office Hancock City Vehicle Center Suite F, 8210 CR 140 Findlay, OH 45840	Quarterly	1,200	TBD – Quarterly as it fits in schedule	8:00 AM – 4:00 PM	1200 lb capacity	300	500	400

ATTACHMENT 6

OFFEROR CUSTOMER REFERENCE FORM

Reference No. One	
Company Name:	Telephone:
Contact Name:	Extension:
City, State, & Zip:	
Program Name:	
Dates of Service:	
Description of Related Service Provided:	

Reference No. Two	
Company Name:	Telephone:
Contact Name:	Extension:
City, State, & Zip:	
Program Name:	
Dates of Service:	
Description of Related Service Provided:	

Reference No. Three	
Company Name:	Telephone:
Contact Name:	Extension:
City, State, & Zip:	
Program Name:	
Dates of Service:	
Description of Related Service Provided:	

**ATTACHMENT 7
CONTRACT PERFORMANCE**

The Offeror must provide the following information for this section for the past seven years. Please indicate yes or no in each row.

Yes/No	Description
	Whether the Offeror has had a contract terminated for default or cause. If so, the Offeror must submit full details, including the other party's name, address, and telephone number.
	Whether the Offeror has been assessed any penalties in excess of five thousand dollars (\$5,000), including liquidated damages, under any of its existing or past contracts with any organization (including any government entity). If so, the Offeror must provide complete details, including the name of the other organization, the reason for the penalty, and the penalty amount for each incident.
	Whether the Offeror was the subject of any governmental action limiting the right of the Offeror to do business with that entity or any other governmental entity.
	Whether trading in the stock of the company has ever been suspended with the date(s) and explanation(s).
	Whether the Offeror, any officer of the Offeror, or any owner of a 20% interest or greater in the Offeror has filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding.
	Whether the Offeror, any officer of the Offeror, or any owner with a 20% interest or greater in the Offeror has been convicted of a felony or is currently under indictment on any felony charge.

If the answer to any item is affirmative, the Offeror must provide complete details about the matter. While an affirmative answer to any of these items will not automatically disqualify an Offeror from consideration, at the sole discretion of the evaluation committee, such an answer and a review of the background details may result in a rejection of the Offeror's Quotation. The committee will make this decision based on its determination of the seriousness of the matter, the matter's possible impact on the Offeror's performance on the project, and the best interests of the State.

ATTACHMENT 8

**A CONTRACT BETWEEN
THE OHIO DEPARTMENT OF PUBLIC SAFETY
AND**

(CONTRACTOR)

THIS CONTRACT, which results from RFQ #FY16 Secure Field Shredding, is between the State of Ohio, Department of Public Safety (the "State"), and _____ (the "Contractor").

If this RFQ results in a contract award, the Contract will consist of this RFQ including all attachments, written amendments to this RFQ, the Contractor's quotation, and written, authorized amendments to the Contractor's quotation. It will also include any materials incorporated by reference in the above documents and any purchase orders and change orders issued under the Contract. The form of the Contract is this one page attachment to the RFQ, which incorporates by reference all the documents identified above. The terms and conditions for the Contract are contained in this RFQ. If there are conflicting provisions between the documents that make up the contract, the order of preference for the documents is as follows:

1. This RFQ, as amended;
2. The documents and materials incorporated by reference in the RFQ;
3. The Contractor's quotation, as amended, clarified, and accepted by the State; and
4. The documents and materials incorporated by reference in the Contractor's quotation.

Notwithstanding the order listed above, purchase orders, change orders, and amendments issued after the contract is executed may expressly change the provisions of the contract. If they do so expressly, then the most recent of them will take precedence over anything else that is part of the contract.

This contract has an effective date of the later of _____, 201_, or the occurrence of all conditions precedent specified in the Terms and Conditions.

IN WITNESS WHEREOF, the parties have executed this Contract as of the dates below.

CONTRACTOR

STATE OF OHIO
DEPARTMENT OF PUBLIC SAFETY

By:

By: John Born, Director

Title:

Ohio Department of Public Safety

Date:

Date:

STANDARD AFFIRMATION AND DISCLOSURE FORM
EXECUTIVE ORDER 2011-12K

Governing the Expenditure of Public Funds on Offshore Services

All of the following provisions must be included in all invitations to bid, requests for proposals, state term schedules, multiple award contracts, requests for quotations, informal quotations, and statements of work. This information is to be submitted as part of the response to any of the procurement methods listed.

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 subcontractors 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 a part of any Contract that Contractor may enter into with the State and is incorporated therein.

By: _____
Contractor

Print Name: _____

Title: _____

Date: _____



FACILITY ACCESS REQUEST (NON STATE EMPLOYEE)

A record check will be performed on all contractors requesting facility access to Ohio Department of Public Safety (ODPS) facilities / Ohio Department of Transportation (ODOT) cafeteria. The check will be limited to only those addresses provided as well as to BMV records. A complete Computerized Criminal History (CCH) check of LEADS databases will only be performed for contractors who are requesting access to ODPS facilities.

INFORMATION ON INDIVIDUAL REQUIRING FACILITY ACCESS (to be completed by individual requiring facility access)

LAST NAME	FIRST NAME	MIDDLE INITIAL	ALIASES AND / OR MAIDEN NAME	
DATE OF BIRTH / /	SOCIAL SECURITY NUMBER - -	DRIVER LICENSE NUMBER / STATE ID / PASSPORT		PHONE NUMBER () -
PRESENT HOME ADDRESS		CITY	STATE	ZIP CODE
List any felony or misdemeanor convictions in the past 10 years and date of conviction.				
List the previous addresses you have lived at in the past 10 years.				
I _____, certify that all of the answers and statements on this form are complete, true, and correct to the best of my knowledge and are made in good faith. I further understand that falsifying information on this form, or tampering with a record, may constitute a criminal offense.				
SIGNATURE				
X				

COMPANY INFORMATION FOR INDIVIDUAL REQUIRING FACILITY ACCESS

NAME OF COMPANY			
CONTACT NAME	PHONE NUMBER () -	EXTENSION	
COMPANY ADDRESS	CITY	STATE	ZIP CODE

ODPS / ODOT EMPLOYEE RESPONSIBLE FOR INDIVIDUAL REQUIRING FACILITY ACCESS

NAME	PHONE NUMBER () -	EXTENSION	
AGENCY (ODPS / ODOT)	DIVISION	SECTION / OFFICE / UNIT	
REQUEST ACCESS BE GRANTED TO (building / location) (CHECK ALL THAT APPLY)			
<input type="checkbox"/> SHIPLEY BLDG <input type="checkbox"/> CENTRE SCHOOL <input type="checkbox"/> ODOT <input type="checkbox"/> OTHER <input type="checkbox"/> LEADS SECURED AREAS <input type="checkbox"/> CRIMINAL JUSTICE INFORMATION			
TYPE OF ACCESS	<input type="checkbox"/> PICTURE ID ACCESS CARD WITH ACCESS RIGHTS <input type="checkbox"/> SIGN IN / SIGN OUT (VISITOR'S BADGE)	START DATE: / /	END DATE: / /

RETURN BACKGROUND APPROVAL / DISAPPROVAL NOTIFICATION TO (to be completed by DPS / ODOT personnel only)

NAME	DATE / /
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ATTACHMENT 11

NONDISCLOSURE AGREEMENT

This Nondisclosure Agreement (“**Agreement**”) is made this ____ day of _____, 20____
by _____ (“**Contractor**”)

WHEREAS, Contractor holds a position of trust relative to the information received during the performance of the work on the project. By executing this Agreement, Contractor acknowledges and recognizes the responsibility entrusted to Contractor and to the State of Ohio in preserving the security and confidentiality of the information.

NOW THEREFORE, Contractor agrees as follows:

1. The term "**Confidential Information**" shall mean any and all information which is disclosed by the State verbally, electronically, visually, or in a written or other tangible form that is not generally disclosed to the public, including but not limited to, trade secrets, computer programs, software, software manuals and documentation, technology, systems, source code, databases, applications, engine protocols, routines, models, displays and manuals, including, without limitation, the selection, coordination and arrangement of the contents thereof, formulas, data, inventions, methodologies, algorithms, techniques, processes, research activities and plans, marketing and sales plans, strategic plans, forecasts, training materials, pricing and pricing strategies, methods of operation, internal controls, security procedures, third party confidential information, customer lists, unpublished financial information, and personal information such as social security numbers, home addresses, telephone numbers, emergency contact information, and any other personal information.

2. Contractor warrants and agrees to keep Confidential Information in strict confidence and shall not disclose it to any third party. Contractor shall use Confidential Information in a manner consistent with the terms of this Agreement and only in furtherance of the work on the project. Contractor's internal disclosure of Confidential Information shall be only to those employees, contractors or agents having a need to know such information in connection with this Agreement and only insofar as such persons are bound by a nondisclosure agreement consistent with this Agreement. Contractor shall promptly notify the State of any unauthorized disclosure or use of Confidential Information by any person and/or entity. Upon termination of this Agreement, or the State's written request, the Contractor shall cease use of the Confidential Information and immediately return all tangible Confidential Information to the State. With respect to Confidential Information stored in electronic form, the Contractor shall delete all such Confidential Information from its systems and certify in writing to the State that such information has been deleted.

3. This Agreement imposes no obligation upon Contractor with respect to Confidential Information which Contractor can establish by legally sufficient evidence that such information: (a) was, prior to receipt from the State, in the possession of, or was rightfully known by Contractor, without an obligation to maintain its confidentiality; (b) is or becomes generally known to the public without violation of this Agreement or without a violation of an obligation of confidentiality owed to the State; (c) is obtained by Contractor in good faith from a third party having the right to disclose it without an obligation of confidentiality; or (d) is independently developed by Contractor without the use of or reference to the Confidential Information. Contractor may disclose Confidential Information in accordance with valid judicial or other governmental order, provided that Contractor shall have given the State reasonable notice and opportunity to object prior to such disclosure, will seek confidential treatment of the information disclosed, and shall comply with any applicable protective order or equivalent.

4. The Confidential Information is provided “as-is” and the State makes no representation or warranty of any kind, express or implied, with respect to the suitability, accuracy or non-infringement of third party rights.

The State shall at all times retain sole and exclusive title to, ownership of, all rights in and control over the use of all its Confidential Information. Contractor agrees that nothing in this Agreement is intended to grant any rights or license under any intellectual property rights of the State, nor shall this Agreement grant Contractor any rights in or to the Confidential Information, except the limited right to use such information in accordance with this Agreement.

5. Contractor will be liable for the disclosure of Confidential Information whether the disclosure is intentional, negligent, or accidental, and that breach of this Agreement may result in Contractor and Contractor's organization being prohibited from participating in any future work with the Ohio Department of Public Safety.

6. This Agreement constitutes the entire agreement and supersedes all prior understandings and agreements concerning this subject matter. All additions or modifications to this Agreement must be in writing and signed by the authorized representatives of both parties. This Agreement shall be governed by the laws of the State of Ohio, excluding choice of law principles. Contractor acknowledges that monetary damages may not be sufficient remedy for unauthorized use or disclosure of Confidential Information, or for breach of this Agreement, and the State shall be entitled, without waiving any other rights or remedies, to such injunctive or equitable relief as may be deemed proper by a court of competent jurisdiction.

Contractor has read and understands this Nondisclosure Agreement. Contractor's signature below indicates Contractor's agreement to all of the above terms.

BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____



SUPPLIER INFORMATION FORM

Required sections must be completed or the form will not be processed. Incomplete forms will be returned. All Information must be legible. Ensure this is the latest version of the form at www.ohiosharedservices.ohio.gov.

SECTION 1 – PLEASE SPECIFY TYPE OF ACTION (REQUIRED)

NEW (W-9 OR W-8ECI FORM ATTACHED) CHANGE OF CONTACT PERSON/INFORMATON

ADDITIONAL ADDRESS

CHANGE OF ADDRESS – (PLEASE PROVIDE OLD ADDRESS BELOW OR ATTACH LETTER)

ADDRESS TO BE REPLACED:

CHANGE OF TIN (W-9 & A CHANGE OF TIN FORM) CHANGE OF NAME (W-9 & A CHANGE OF NAME FORM)

CHANGE OF PAY TERMS CHANGE OF PO DISPATCH METHOD OTHER _____

SECTION 2 – PLEASE PROVIDE SUPPLIER INFORMATION (REQUIRED)

LEGAL BUSINESS OR INDIVIDUAL NAME: (MUST MATCH W-9 OR W-8ECI FORM)

BUSINESS NAME, TRADE NAME, DOING BUSINESS AS: (IF DIFFERENT THAN ABOVE)

FEDERAL EMPLOYER ID (EIN) OR SOCIAL SECURITY NUMBER (SSN)¹:

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SECTION 3 – REMIT TO ADDRESS (REQUIRED)

ADDRESS:

COUNTY:

ADDRESS (CONT.):

CITY:

STATE:

ZIP CODE:

CONTACT NAME:

PHONE:

FAX:

E-MAIL:

SECTION 4 – ADDITIONAL ADDRESS (IF MORE THAN 2 ADDRESSES, INCLUDE A SEPARATE SHEET)

ADDRESS:

COUNTY:

ADDRESS (CONT.):

CITY:

STATE:

ZIP CODE:

SECTION 5 – CONTACT PERSON TO RECEIVE E-MAIL NOTICE OF BID EVENTS - A USER ID & PASSWORD WILL BE SENT TO THE E-MAIL ADDRESS BELOW – (BUSINESSES ONLY)

NAME:

E-MAIL:

TO ADD AN ADDITIONAL OR TO REPLACE THE CURRENT STRATEGIC SOURCING (SS) CONTACT

ADDITIONAL STRATEGIC SOURCING CONTACT

REPLACE SS CONTACT (WILL BE MARKED INACTIVE)

NAME:

E-MAIL:

SECTION 6 – PAYMENT TERMS (PLEASE CHECK ONE – IF NONE IS SELECTED THEN NET 30 WILL APPLY)

Invoices will be paid in 30 days from invoice date unless an alternate pay-term is selected below

2/10 NET 30

NET 30

SECTION 7 – PURCHASE ORDER DISTRIBUTION–OTHER THAN USPS MAIL (ONLY APPLICABLE TO THOSE RECEIVING POs)

E-MAIL OR FAX:

SECTION 8 – PLEASE SIGN & DATE (REQUIRED)

PRINT NAME:

SIGNATURE: (HANDWRITTEN SIGNATURE REQUIRED)

DATE:

SECTION 9 – STATE OF OHIO AGENCY CONTACT PERSON (AGENCY RECEIVING PAYMENTS FROM)

AGENCY CONTACT NAME/E-MAIL/PHONE:

COMMENTS:

Note: This document contains sensitive information. Sending via non-secure channels, including e-mail and fax can be a potential security risk.
¹ Pursuant to 26 USC 6109, the state is required to collect TIN/EIN/Social Security numbers and to use the numbers in its annual report to the IRS the amount the state has paid each supplier.

SELECT ONE OF THE FOLLOWING METHODS FOR DOCUMENT SUBMISSION:

Email: supplier@ohio.gov
Fax: 1 (614) 485-1052
Mail: Ohio Shared Services
Attn: Supplier Operations
P.O. Box 182880 Cols., OH 43218-2880

QUESTIONS? PLEASE CONTACT:

Phone: 1 (877) OHIO - SS1 (1-877-644-6771)
1 (614) 338-4781
Website: www.ohiosharedservices.ohio.gov/
Email: supplier@ohio.gov

Supplement 1

Ohio Revised Code 4501.27 Confidentiality.

(A) Except as provided in division (B) of this section, on and after September 13, 1997, the registrar of motor vehicles, and any employee or contractor of the bureau of motor vehicles, shall not knowingly disclose or otherwise make available to any person or entity any personal information about an individual that the bureau obtained in connection with a motor vehicle record.

(B)(1) On and after September 13, 1997, the registrar, or an employee or contractor of the bureau of motor vehicles, shall disclose personal information, other than sensitive personal information, about an individual that the bureau obtained in connection with a motor vehicle record, for use in connection with any of the following matters to carry out the purposes of any specified federal automobile-related act:

(a) Motor vehicle or driver safety and theft;

(b) Motor vehicle emissions;

(c) Motor vehicle product alterations, recalls, or advisories;

(d) Performance monitoring of motor vehicles and dealers by motor vehicle manufacturers;

(e) Removal of non-owner records from the original owner records of motor vehicle manufacturers.

(2) In addition to the disclosure required under division (B)(1) of this section, on and after September 13, 1997, the registrar, or an employee or contractor of the bureau of motor vehicles, may disclose personal information, other than sensitive personal information, about an individual that the bureau obtained in connection with a motor vehicle record, as follows:

(a) For the use of a government agency, including, but not limited to, a court or law enforcement agency, in carrying out its functions, or for the use of a private person or entity acting on behalf of an agency of this State, another State, the United States, or a political subdivision of this State or another State in carrying out its functions;

(b) For use in connection with matters regarding motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts, and dealers; motor vehicle market research activities, including, but not limited to, survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers;

(c) For use in the normal course of business by a legitimate business or an agent, employee, or contractor of a legitimate business, but only for one of the following purposes:

(i) To verify the accuracy of personal information submitted to the business, agent, employee, or contractor by an individual;

(ii) If personal information submitted to the business, agent, employee, or contractor by an individual is incorrect or no longer is correct, to obtain the correct information, but only for the purpose of preventing fraud, by pursuing legal remedies against, or recovering on a debt or security interest against, the individual.

(d) For use in connection with a civil, criminal, administrative, or arbitral proceeding in a court or agency of this State, another State, the United States, or a political subdivision of this State or another State or before a self-regulatory body, including, but not limited to, use in connection with the service of process, investigation in anticipation of litigation, or the execution or enforcement of a judgment or order;

(e) Pursuant to an order of a court of this State, another State, the United States, or a political subdivision of this State or another State;

(f) For use in research activities or in producing statistical reports, provided the personal information is not published, redisclosed, or used to contact an individual;

(g) For use by an insurer, insurance support organization, or self-insured entity, or by an agent, employee, or contractor of that type of entity, in connection with any claims investigation activity, anti-fraud activity, rating, or underwriting;

(h) For use in providing notice to the owner of a towed, impounded, immobilized, or forfeited vehicle;

(i) For use by any licensed private investigative agency or licensed security service for any purpose permitted under division (B)(2) of this section;

U) For use by an employer or by the agent or insurer of an employer to obtain or verify information relating to the holder of a commercial driver's license or permit that is required under the "Commercial Motor Vehicle Safety Act of 1986," 100 Stat. 3207-170, 49 U.S.C. 2701, et seq., as now or hereafter amended;

(k) For use in connection with the operation of a private toll transportation facility;

(l) For any use not otherwise identified in division (B)(2) of this section that is in response to a request for individual motor vehicle records, if the individual whose personal information is requested completes and submits to the registrar or deputy registrar a form prescribed by the registrar by rule giving express consent to such disclosures.

(m) For bulk distribution for surveys, marketing, or solicitations, if the individual whose personal information is requested complete and submits to the registrar or a deputy registrar a form prescribed by the registrar by rule giving express consent to such disclosures.

(n) For use by a person, State, or State agency that requests the information, if the person, State, or State agency demonstrates that it has obtained the written consent of the individual to whom the information pertains;

(o) For any other use specifically authorized by law that is related to the operation of a motor vehicle or to public safety.

(3)(a) Except as provided in division (B)(3)(b) of this section, the registrar, or an employee or contractor of the bureau of motor vehicles, may disclose sensitive personal information about an individual that the bureau obtained in connection with a motor vehicle record, only if either of the following conditions are satisfied:

(i) The individual whose personal information is requested completes and submits to the registrar or deputy registrar a form prescribed by the registrar by rule giving express consent to such disclosure;

(ii) The disclosure is for one or more of the purposes described in division (B)(2)(a), (d), (g), or U) of this section.

(b) Division (B)(3)(a) of this section does not apply to the disclosure of sensitive personal information that is subject to section 4501.15 or 4507.53 of the Revised Code.

(C) On and after September 13, 1997, an authorized recipient of personal information about an individual that the bureau of motor vehicles obtained in connection with a motor vehicle record, other than a recipient under division (B)(2)(1) or (m) of this section, may resell or redisclose the personal information only for a use permitted under division (B)(1), (B)(2)(a) to (k), (B)(2)(n), or (B)(2)(o) of this section. On and after September 13, 1997, an authorized recipient of personal information about an individual under division (8)(2)(1) of this section may resell or redisclose the information for any purpose. On and after September 13, 1997, an authorized recipient of personal information under division (B)(2)(m) of this section may resell or redisclose the information as specified pursuant to that division. On and after September 13, 1997, an authorized recipient of personal information about an individual under division (B) of this section, other than a recipient under division (8)(2)(1) of this section, that resells or rediscloses any personal information covered by this section must keep for a period of five years a record that identifies each person or entity that receives any of the personal information and the permitted purpose for which the information is to be used, and must make all such records available to the registrar of motor vehicles upon the registrar's request.

(D) The registrar may establish and carry out procedures under which the registrar or the registrar's agents, upon receipt of a request for personal information on or after September 13, 1997, that does not satisfy any of the criteria for disclosure of the information that are set forth in division (8)(1) or (2) of this section, may notify the individual about whom the information was requested, by regular mail, that the request was made. Any procedures so adopted shall provide that, if the registrar or an agent of the registrar mails the notice to the individual, the registrar or agent shall include with the notice a copy of the request and conspicuously shall include in the notice a Statement that the information will not be released unless the individual waives the individual's right to privacy regarding the information that is granted under this section.

(E) The registrar of motor vehicles may adopt any forms and rules, consistent with but no more restrictive than the requirements of Public Law No. 130-322 , Title XXX, 18 U.S.C. 2721-2725, that are necessary to carry out the registrar's duties under this section on and after September 13, 1997.

(F) As used in this section:

(1) "Motor vehicle record" means a record that pertains to a motor vehicle driver's or commercial driver's license or permit, a motor vehicle certificate of title, a motor vehicle registration or motor vehicle identification license plates, or an identification card issued by the bureau of motor vehicles.

(2) "Person" has the same meaning as in section 1.59 of the Revised Code and does not include this State, another State, or an agency of this State or another State.

(3) "Personal information" means information that identifies an individual, including, but not limited to, an individual's photograph or digital image, social security number, driver or driver's license identification number, name, telephone number, or medical or disability information, or an individual's address other than the five-digit zip code number. "Personal information" does not include information pertaining to a vehicular accident, driving or traffic violation, or driver's status.

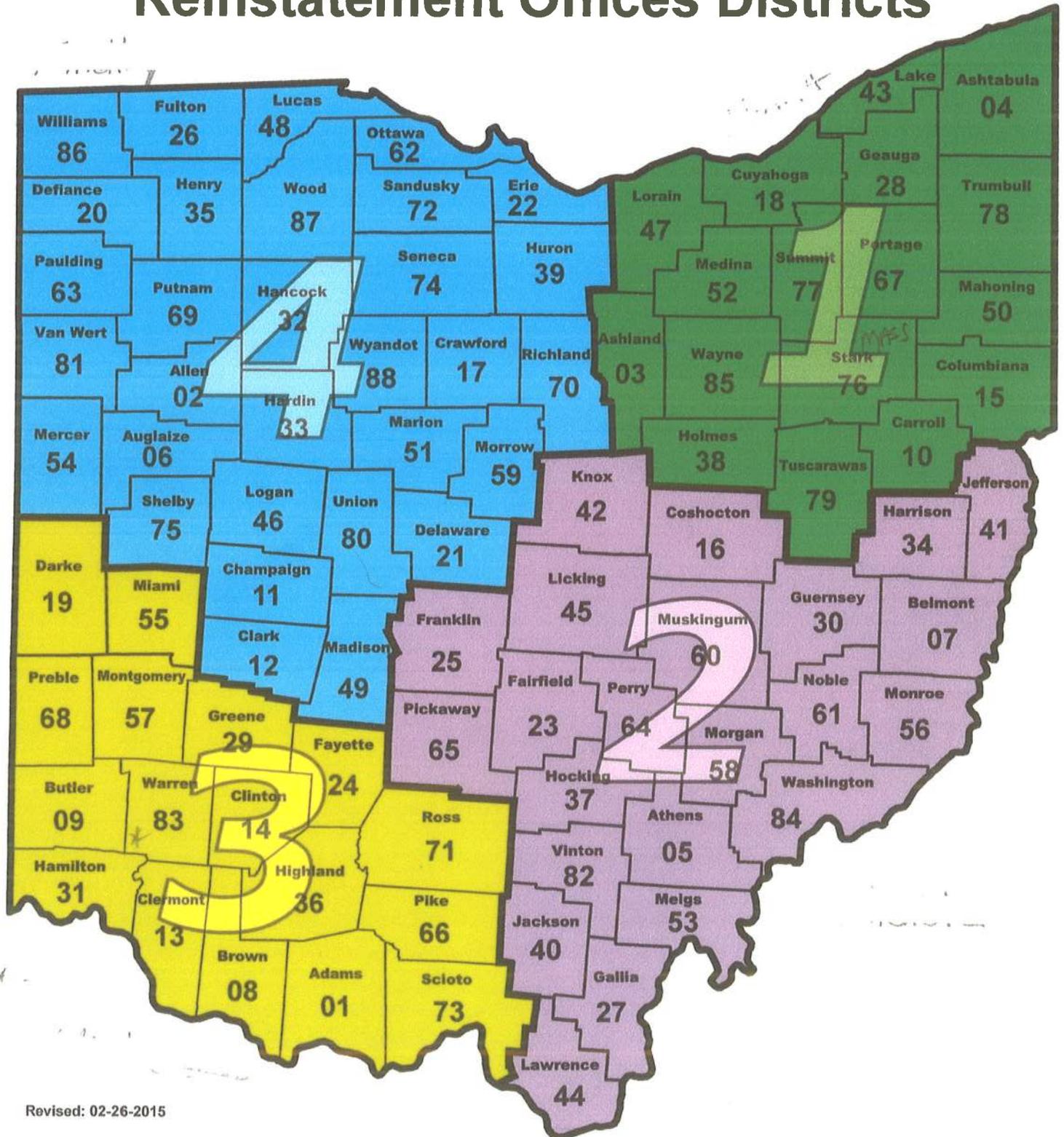
(4) "Specified federal automobile-related act" means the "automobile information disclosure act," 72 Stat. 325, 15 U.S.C. 1231-1233, the "Motor Vehicle Information and Cost Saving Act," 86 Stat. 947, 15 U.S.C. 1901, et seq., the "National Traffic and Motor Vehicle Safety Act of 1966," 80 Stat. 718, 15 U.S.C. 1381, et seq., the "Anti-car Theft Act of 1992," 106 Stat. 3384, 15 U.S.C. 2021, et seq., and the "Clean Air Act," 69 Stat. 322, 42 U.S.C. 7401, et seq., all as now or hereafter amended.

(5) "Sensitive personal information" means an individual's photograph or digital image, social security number, or medical or disability information.

Effective Date: 06-01-2000

Ohio Bureau of Motor Vehicles

Field Services, Investigations & Reinstatement Offices Districts



BMV DISTRICT OFFICES

DISTRICT 1

Ms. Pat Szarnicki, Chief
12000 Snow Rd, Unit 10
Parma, OH 44130
440-845-5010
FAX: 440-845-5030

3	Ashland	50	Mahoning
4	Ashtabula	52	Medina
10	Carroll	67	Portage
15	Columbiana	76	Stark
18	Cuyahoga	77	Summit
28	Geauga	78	Trumbull
38	Holmes	79	Tuscarawas
43	Lake	85	Wayne
47	Lorain		

DISTRICT 2

Nicholas Frost, Chief
980 Liberty Dr, Suite 400
Lancaster, OH 43130
740-689-4562
FAX: 740-689-4566

23	Fairfield	45	Licking
25	Franklin	53	Meigs
27	Gallia	56	Monroe
30	Guernsey	58	Morgan
34	Harrison	60	Muskingum
37	Hocking	61	Nobel
40	Jackson	64	Perry
41	Jefferson	65	Pickaway
42	Knox	82	Vinton
44	Lawrence	84	Washington

5	Athens
7	Belmont
16	Coshocton

DISTRICT 3

Mark Mechley, Chief
2950 E. Crescentville Rd.
West Chester, OH 45069
513-771-1177
FAX: 513-326-2352

1	Adams	36	Highland
8	Brown	55	Miami
9	Butler	57	Montgomery
13	Clermont	66	Pike
14	Clinton	68	Preble
19	Darke	71	Ross
24	Fayette	73	Scioto
29	Green	83	Warren
31	Hamilton		

DISTRICT 4

Ms. Jayme Sparks, Chief
Hancock Cty Vehicle Ctr
8210 C.R. 140, Suite F
Findlay, OH 45840

419-429-6210

FAX: 419-429-6214

17	Crawford	59	Morrow
20	Defiance	62	Ottawa
21	Delaware	63	Paulding
22	Erie	69	Putnam
26	Fulton	70	Richland
32	Hancock	72	Sandusky
33	Hardin	74	Seneca
35	Henry	75	Shelby
39	Huron	80	Union
46	Logan	81	Van Wert
48	Lucas	86	Williams
49	Madison	87	Wood
51	Marion	88	Wyandot
54	Mercer		

2	Allen
6	Auglaize
11	Champaign
12	Clark