

YOUR PRISONER TRANSPORTATION PARTNER

Who We Serve:

State Departments of Correction
Probation and Parole Agencies
Federal Law Enforcement Agencies

Prosecutor's Offices
Police Departments
Juvenile Justice Agencies

Sheriff's Offices
Public Defenders

Proposal To West Virginia Department of Administration for West Virginia Division of Corrections

RFQ No. COR61494 Inmate Transport Services

Due: December 21, 2011 / 1:30 PM

P.O. Box 121591
Nashville, Tennessee 37212
Phone: (866) 388.8488 Fax: (615) 352.9737
Website: www.prisonertransport.net

RECEIVED

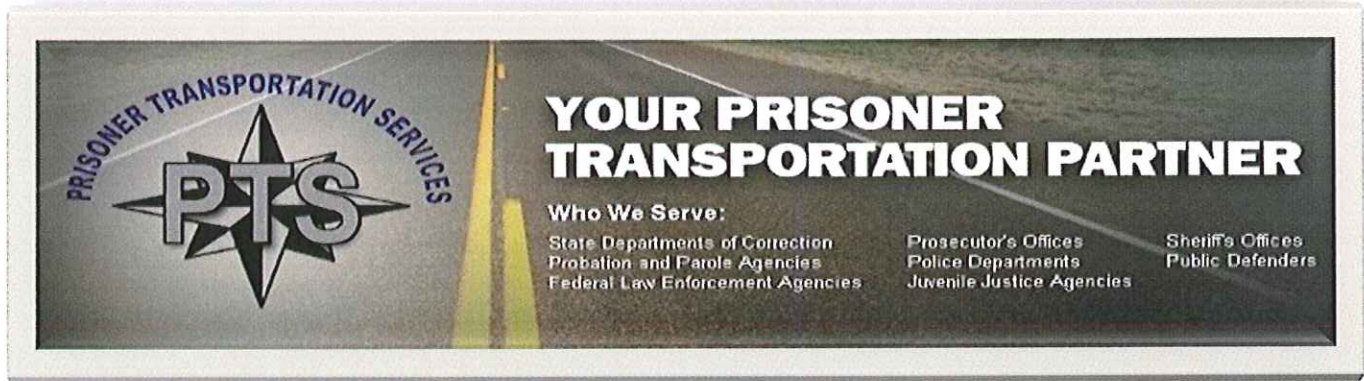
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ADMINISTRATIVE DIVISION
STATE OF WV

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Prisoner Transportation Services of America Overview

PTS of America's goal is to provide safe, secure and reliable prisoner transportation services. From the comprehensive training we provide our agents to the meticulous attention we give to the maintenance of our vehicles, PTS makes every effort to reach this goal. We continue to refine our operations, vehicle fleet configuration and training programs to ensure we remain not just the largest prisoner transportation company in the U.S, but also the best in quality and reputation.

About the Company

PTS of America is the largest provider of prisoner transportation and extradition services in the U.S. PTS is headquartered in Nashville, TN and was founded in 2001. During the past ten years, PTS has transported over 200,000 detainees at all security levels. PTS has experience in transporting males and females, adults and juveniles, by both ground and commercial aircraft.

PTS employs more than 80 transportation personnel, including specially trained extradition agents, logistics professionals, mechanics, training staff and trip planners. Operating a fleet of over 28 specially-modified and equipped vehicles, PTS uses a nationwide ground network to move prisoners from coast to coast.

PTS handles all types of extraditions, including court appearances, Form VI and Governor's Warrants. We transport adults and juvenile offenders of all classifications, including high-risk security moves, special needs medical transports, and mass moves.

Prices for ground transportation services provided by PTS are based on the direct mileage between pick-up and drop-off points. Mileage for moves within the nationwide network is determined by the computer program PC*MILER/STREETS.

PTS transports prisoners nationwide under the authority of the United States Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA). PTS' USDOT number is 1106950. PTS' MC number is MC-689407. PTS complies with all requirements for limits of travel, hours and miles as governed by the Department of Transportation. PTS also complies with all regulations governed by the Interstate of Dangerous Criminal Acts of 2000 (Jenna's Act).



Transportation Equipment

All prisoners are restrained with standard restraining devices to include, double locking handcuffs, waist chains, and double locking leg restraints. Prisoners are interconnected for additional security. PTS agents are also trained in the application of Hobble Restraints for special situations.



PTS agents are completely trained in the use and application of restraints. Agents are also instructed on proper escort procedures. Restraints are utilized immediately upon acceptance of an inmate into PTS' custody. All prisoners remain completely restrained during their transport. Agents are instructed in the proper handling and utilization of the chemical agent, Vexor (Oleoresin/Capsicum Spray), in accordance with PTS policy.

Documentation

When PTS Agents take custody of an inmate a Prisoner Status Form is completed. This form includes demographics, description, medical status, and property inventory. Updated reports of medications distributed, meals, restroom breaks and housing status are also recorded on this form.

Property

Prisoner property will be transported with the prisoner and delivered to the destination point. Property is logged on the Prisoner Status Form and it is signed by the prisoner at time of pick up and drop off. Property no larger than 12 x 12 is accepted. Electronic equipment such as televisions, radios, cell phones, etc., will not be transported with inmate.



Meals, Housing, Restroom Breaks

As mandated by the American Correctional Association Standard 4-44328, prisoners are provided three nutritionally adequate meals each day during transport. Each meal is consumed in the vehicle. All efforts are made to insure meals meet dietary needs and / or religious preference. PTS agents record each meal provided on the Prisoner Status Form.

The periodic housing of inmates while in transit is part of our nationwide, ground network. Prisoners are housed in a secure detention facility and are provided a bed, shower and meals during the time they are in the facility.

Restroom breaks are taken at secure locations, mainly local jails. Restroom breaks are also provided at locations where PTS agents are picking up or dropping off prisoners.

Employee Uniforms and Identification



All PTS employees involved in the transport of prisoners are required by PTS policy to wear company-issued uniforms bearing the company logo and to carry identification that includes company name, employee name, photograph, and signature. This identification must be displayed properly when requested by the law enforcement agency prior to release of an inmate.

Security, Control, and Acceptance

PTS' standard policy and procedure for agent to prisoner ratio is three (3) agents for every one (1) to twelve (12) prisoners. PTS policy requires that every effort be made to transport female inmates with a female agent on board.

PTS shall assume custody of prisoners from authorized agents of the State and shall surrender custody of such prisoners to the law enforcement agency designated by the Department.



In the event of unusual incidents, emergencies, medical or controversial situations, PTS of America's standard policy is to immediately notify appropriate Department personnel. The unusual incident, emergency, or controversial situation may include any act of violence by prisoners or other passengers, any escape or attempted escape, breach of security, any use of excessive force, excessive delay in the transportation of a prisoner, any medical condition, any prisoner requiring medical treatment, mechanical failure, or any refusal of law enforcement agencies to release a prisoner to PTS as authorized or directed by the Department.

PTS reserves the right to refuse to transport any individual whose condition or behavior would be detrimental to the safety of the vehicle or aircraft, or to other passengers. Once this behavior or condition has been deemed dangerous and routine ground transportation has been prohibited, PTS will notify the Department immediately.

Air Transports

PTS maintains a comprehensive nationwide ground network, although we do offer special transport alternatives. These alternatives include dedicated ground transports and transports via commercial air. Transports outside the normal ground system will be discussed with the Department and the decision to utilize air or dedicated ground services will be made in with the Department's approval.



Medical Criteria and Emergencies



PTS reserves the right to refuse to transport prisoners with medical conditions when there is a risk of the medical condition worsening as a result of motor vehicle transport. PTS provides safe and effective methods of travel for inmates with special needs/ medical conditions and communicable diseases. Certain diseases will not allow the inmate to be transported with other inmates and can also pose a problem in housing that inmate throughout their transport. In the event this occurs, the inmate may be transported via commercial air or transported alone in a special needs vehicle. If this is needed, the various options and costs associated with the special move will be discussed with the Department first. These transports may present a greater exposure to medical expenses and other related costs which PTS attempts to minimize as much as possible. These transports are quoted on a case-by-case basis.

Medical conditions which exclude prisoners from PTS ground transport eligibility include, but shall not be limited to the following:

- Cardiovascular problems requiring medication or prescribed procedures
- Diabetics whereby prescribed medication shall be injected and/or refrigerated
- Epilepsy whereby seizure activity is not adequately controlled.
- Pregnancy
- Fractured bones requiring casts/braces designed to immobilize injured areas
- Critical Wounds
- Communicable diseases or any other medical conditions which have the potential to place the prisoner, transport personnel or other passengers at risk

All prisoner medical costs, including but not limited to, the costs of transportation from the location of the on-set of the emergency to the nearest medical facility shall be paid by the Department. PTS shall be authorized to obtain emergency and/or routine medical treatment for prisoners whenever deemed necessary. The circumstances, to include time, location, costs, etc., surrounding such expenditures shall be itemized and reported immediately to the Department in written form.

Employment, Training, and Staff



PTS employs more than 80 transportation personnel, including specially trained extradition agents, logistics professionals, mechanics, training staff and trip planners.

All PTS agents are properly trained to lawfully and effectively perform the duties required. Agent candidates must meet established age, education and literacy requirements. Candidates are preferred to have two (2) years previous military, corrections, security or law enforcement experience, and must undergo and pass a comprehensive background check, vehicle records check, fingerprint-based search, credit report check, physical examination, controlled substance test and personal interview. In addition candidates must pass an initial drug test and are subject to random drug screening throughout their employment with PTS.

The primary function of PTS is to transport prisoners in the most safe and secure environment possible. We achieve this by providing a comprehensive training program that includes classroom instruction, as well as extensive hands on application.

Following is an outline of the areas of emphasis covered in the Initial Basic Agent Training:

- Proper use and application of restraints
- Search of Prisoners
- Use of Force
- CPR and First Aid
- Driver Safety
- Harassment/EEOC/Sexual Harassment
- Professionalism/Code of Conduct
- Map Reading
- Defensive Driving
- PTS Policy and Procedures
- Blood/Airborne Pathogens
- Chemical Agents



The Customer Service department is responsible for taking orders and verifying the information received. In addition they commute any issues that may develop with a prisoner to the customer.

Special Needs staff helps communicate and oversee any medical issues that develop while a prisoner is in our network.

Trip Managers provide around the clock oversight and support to PTS agents on the road. They ensure that pick up, housing and destination facilities receive appropriate notice of arrivals and activities. PTS employees are available 24 hours a day, 7 days a week, and 365 days a year to customers with any questions regarding prisoner tracking.



Accounting staff reconcile manifests and accurately bill customers for transport service rendered. Additional office staff support these functions and the day to day operations of the company.

Transport Vehicles



PTS maintains a fleet of over 28 specially equipped vehicles. All vehicles are in excellent operating condition. PTS meets all DOT requirements for pre- and post-trip inspections.

Each PTS vehicle is fully equipped for each transport trip. All vehicles are equipped with restraints, First Aid kits, CPR shields, fire extinguishers, disposable gloves, emergency roadside triangles, prisoner clothing, and blankets.



All PTS vehicles are customized to:

- Separate and secure the agents from the prisoners.
- Have operational heat and air conditioning.
- Welded steel screens to cover the windows.
- Windows and doors are unable to be open from the inside of the prisoner section.
- Compartmentalized to separate male and female prisoners.
- Have tinted windows.
- Are equipped with mobile communication.

Each PTS van is custom built in our facility to accommodate eight (8) prisoners in the back and four (4) inmates in the front. Having separate compartments allows for the transportation of male and female prisoners in the same vehicle. In addition, the front has



a segregation gate to isolate a disruptive or high-risk prisoner. Each van is equipped with a dual air conditioning system.

Online Ordering

PTS features a component that brings benefit and convenience to customers. Through our website (www.prisonertransport.net) registered customers can access the online system to get quotes and to place orders. This secure online ordering system is a convenient way for PTS customers to place orders and email different departments throughout PTS.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/27/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Frank E. Neal & Co., Inc. 2223 Eighth Avenue, South P.O. Box 40507 Nashville TN 37204		CONTACT NAME: PHONE (A/C, No. Ext): (615) 383-8874 FAX (A/C, No): (615) 383-8939 E-MAIL ADDRESS:															
INSURED PTS Of America, LLC 1854 Airplane Drive Suite 20 Nashville TN 37210		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Lexington Insurance Co.</td> <td>19437</td> </tr> <tr> <td>INSURER B: National Continental Ins Co</td> <td>10243</td> </tr> <tr> <td>INSURER C: Admiral Insurance Co.</td> <td>24856</td> </tr> <tr> <td>INSURER D: ACE American Insurance Co.</td> <td>22667</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Lexington Insurance Co.	19437	INSURER B: National Continental Ins Co	10243	INSURER C: Admiral Insurance Co.	24856	INSURER D: ACE American Insurance Co.	22667	INSURER E:		INSURER F:	
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COVERAGES **CERTIFICATE NUMBER:** 10-21-11/12 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			012432580	10/21/2011	10/21/2012	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 0
	<input checked="" type="checkbox"/> PROFESSIONAL LIABILITY						PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 3,000,000
POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>							PRODUCTS - COMP/OP AGG \$ 3,000,000
B	AUTOMOBILE LIABILITY			858941016	10/16/2011	10/16/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,500,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
C	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			EX00001268401	10/21/2011	10/21/2012	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 1,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			1218275	10/16/2011	10/16/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

-----S A M P L E C E R T I F I C A T E-----

CERTIFICATE HOLDER PTS OF AMERICA, LLC; PTS SECURITY, LLC 1854 AIRPLANE DRIVE SUITE 20 NASHVILLE, TN 37210	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Andrew Davidson/RITA <i>Andrew Davidson</i>
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USDOT Number MC/MX Number Name

Enter Value: PTS OF AMERICA LLC

Company Snapshot

PTS OF AMERICA LLC
USDOT Number: 1106950

[ID/Operations](#) | [Inspections/Crashes In US](#) | [Inspections/Crashes In Canada](#) | [Safety Rating](#)

Carriers: If you would like to update the following ID/Operations information, please complete and submit form [MCS-150](#) which can be obtained [online](#) or from your State FMCSA office. If you would like to challenge the accuracy of your company's safety data, you can do so using FMCSA's [DataQs](#) system.

Other Information for this Carrier

[SMS Results](#)

[Licensing & Insurance](#)

Carrier and other users: FMCSA provides the Company Safety Profile (CSP) to motor carriers and the general public interested in obtaining greater detail on a particular motor carrier's safety performance than what is captured in the Company Snapshot. To obtain a CSP please visit the [CSP order page](#) or call (800)832-5660 or (703)280-4001 (Fee Required).

For help on the explanation of individual data fields, click on any field name or for help of a general nature go to [SAFER General Help](#).

The information below reflects the content of the FMCSA management information systems as of 12/15/2011.

Entity Type:	Carrier		
Operating Status:	REGISTERED	Out of Service Date:	None
Legal Name:	PTS OF AMERICA LLC		
DBA Name:	PTS		
Physical Address:	1877 AIR LANE DRIVE NASHVILLE, TN 37210		
Phone:	(615) 352-9798		
Mailing Address:	PO BOX 121591 NASHVILLE, TN 37212		
USDOT Number:	1106950	State Carrier ID Number:	
MC or MX Number:	MC-689407	DUNS Number:	--
Power Units:	14	Drivers:	49
MCS-150 Form Date:	08/21/2009	MCS-150 Mileage (Year):	3,092,000 (2008)
Operation Classification:			
	<input checked="" type="checkbox"/> Auth. For Hire	<input type="checkbox"/> Priv. Pass. (Non-business)	<input type="checkbox"/> State Gov't
	<input type="checkbox"/> Exempt For Hire	<input type="checkbox"/> Migrant	<input type="checkbox"/> Local Gov't
	<input type="checkbox"/> Private(Property)	<input type="checkbox"/> U.S. Mail	<input type="checkbox"/> Indian Nation
	<input type="checkbox"/> Priv. Pass. (Business)	<input type="checkbox"/> Fed. Gov't	
Carrier Operation:			
	<input checked="" type="checkbox"/> Interstate	<input type="checkbox"/> Intrastate Only (HM)	<input type="checkbox"/> Intrastate Only (Non-HM)
Cargo Carried:			
	<input type="checkbox"/> General Freight	<input type="checkbox"/> Liquids/Gases	<input type="checkbox"/> Chemicals
	<input type="checkbox"/> Household Goods	<input type="checkbox"/> Intermodal Cont.	<input type="checkbox"/> Commodities Dry Bulk
	<input type="checkbox"/> Metal: sheets, coils, rolls	<input checked="" type="checkbox"/> Passengers	<input type="checkbox"/> Refrigerated Food
	<input type="checkbox"/> Motor Vehicles	<input type="checkbox"/> Oilfield Equipment	<input type="checkbox"/> Beverages
	<input type="checkbox"/> Drive/Tow away	<input type="checkbox"/> Livestock	<input type="checkbox"/> Paper Products
	<input type="checkbox"/> Logs, Poles, Beams, Lumber	<input type="checkbox"/> Grain, Feed, Hay	<input type="checkbox"/> Utilities
	<input type="checkbox"/> Building Materials	<input type="checkbox"/> Coal/Coke	<input type="checkbox"/> Agricultural/Farm Supplies
	<input type="checkbox"/> Mobile Homes	<input type="checkbox"/> Meat	<input type="checkbox"/> Construction
	<input type="checkbox"/> Machinery, Large Objects	<input type="checkbox"/> Garbage/Refuse	<input type="checkbox"/> Water Well
	<input type="checkbox"/> Fresh Produce	<input type="checkbox"/> US Mail	

[ID/Operations](#) | [Inspections/Crashes In US](#) | [Inspections/Crashes In Canada](#) | [Safety Rating](#)

US Inspection results for 24 months prior to: 12/15/2011

Total inspections: 0

Note: Total inspections may be less than the sum of vehicle, driver, and hazmat inspections. Go to [Inspections Help](#) for further information.

Inspections:

Inspection Type	Vehicle	Driver	Hazmat
Inspections	0	0	0
Out of Service	0	0	0
Out of Service %	0%	0%	0%

Nat'l Average % (2009- 2010)	20.72%	5.51%	4.50%
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Crashes reported to FMCSA by states for 24 months prior to: 12/15/2011

Crashes:

Type	Fatal	Injury	Tow	Total
Crashes	0	0	1	1

[ID/Operations](#) | [Inspections/Crashes In US](#) | [Inspections/Crashes In Canada](#) | [Safety Rating](#)

Canadian Inspection results for 24 months prior to: 12/15/2011

Total inspections: 0

Note: Total inspections may be less than the sum of vehicle and driver inspections. Go to [Inspections Help](#) for further information.

Inspections:

Inspection Type	Vehicle	Driver
Inspections	0	0
Out of Service	0	0
Out of Service %	0%	0%

Crashes results for 24 months prior to: 12/15/2011

Crashes:

Type	Fatal	Injury	Tow	Total
Crashes	0	0	0	0

[ID/Operations](#) | [Inspections/Crashes In US](#) | [Inspections/Crashes In Canada](#) | [Safety Rating](#)

The Federal safety rating does not necessarily reflect the safety of the carrier when operating in intrastate commerce.

Carrier Safety Rating:

The rating below is current as of: 12/15/2011

Review Information:

Rating Date:	08/27/2010	Review Date:	08/19/2010
Rating:	Satisfactory	Type:	Compliance Review



U.S. Department of Transportation
Federal Motor Carrier Safety Administration

1200 New Jersey Ave., S.E.
Washington, DC 20590

SERVICE DATE
April 23, 2010

CERTIFICATE
MC-689407-C
PTS OF AMERICA LLC
D/B/A PTS
NASHVILLE, TN

This Certificate is evidence of the carrier's authority to engage in transportation as a **common carrier of passengers, in charter and special operations**, by motor vehicle in interstate or foreign commerce.

This authority will be effective as long as the carrier maintains compliance with the requirements pertaining to insurance coverage for the protection of the public (49 CFR 387); the designation of agents upon whom process may be served (49 CFR 366); and schedules (49 CFR 374.305). The carrier shall also render reasonably continuous and adequate service to the public. Failure to maintain compliance will constitute sufficient grounds for revocation of this authority.

Jeffrey L. Secrist, Chief
Information Technology Operations Division

NOTE: Applicant is a nonrecipient of governmental financial assistance.

NOTE: Willful and persistent noncompliance with applicable safety fitness regulations as evidenced by a DOT safety fitness rating of "Unsatisfactory" or by other indicators, could result in a proceeding requiring the holder of this certificate or permit to show cause why this authority should not be suspended or revoked.

CPN



PTS of America, LLC

P.O. Box 121591
 Nashville, TN 37212
 P: (866) 388-8488 / F: (615) 352-9737
www.prisonertransport.net

PTS OF AMERICA, LLC - VEHICLE FLEET

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Vin #</u>	
2008	Chevy	Express Van	1GCHG39K881223543	64
2008	Chevy	Express Van	1GCHG39K681223248	66
2008	Chevy	Express Van	1GCHG39K591166994	67
2009	Chevy	Express Van	1GCHG39K491167103	70
2009	Chevy	Express Van	1GCHG39K791176376	71
2009	Chevy	Express Van	1GCHG39K491174360	72
2009	Chevy	Express Van	1GCHG39KX91175724	73
2009	Chevy	Express Van	1GCHG39K691175994	74
2011	Chevy	Express Van	1GCZG4CG6B1102144	76
2011	Chevy	Express Van	1GCZGUCG5B1101759	77
2011	Chevy	Express Van	1GCZGUCGXB1101613	78
2010	Chevy	Express Van	1GCZGUCG3B1101534	79
2011	Chevy	Express Van	1GCZGUCG7B1102055	80
2011	Chevy	Express Van	1GCZGUCG6B1101382	81
2011	Chevy	Express Van	1GCZGUCG3B1163175	82
2011	Chevy	Express Van	1GCZGUCG0B1162839	83
2011	Chevy	Express Van	1GCZGUCGXB1163089	84
2011	Chevy	Express Van	1GCZGUCG9B1161768	85
2011	Chevy	Express Van	1GCZGUCG1B1163398	86
2011	Chevy	Express Van	1GCZGUCG3B1166514	87
2012	Chevy	Express Van	1GCZGUCG7C1123442	88
2012	Chevy	Express Van	1GCZGUCG4C1123401	89
2012	Chevy	Express Van	1GCZGUCG2C1123655	90
2012	Chevy	Express Van	1GCZGUCG2C1123235	91
2012	Chevy	Express Van	1GCZGUCG2C1122294	92
2012	Chevy	Express Van	1GCZGUCG9C1122924	93
2003	Chevy	Astro	1GNDM19X13B145558	204
2003	Chevy	Astro	1GNELI9X03B104457	205



PTS of America, LLC

P.O. Box 121591
Nashville, TN 37212
(615) 352-9798 – Phone
(615) 352-9737- Fax
www.prisonertransport.net

Key Personnel

Alan R. Sielbeck, Owner

- Founded Service Expert, Inc. in 1990
- Took Public in 1996, NYSE SVE
- As CEO, Grew from \$3 Million to \$600 Million in Revenue
- Sold to Lennox International in 2000

Thor Catalogne, Owner

- Founded Prisoner Transportation Services, Inc. in 2001
- Held Key Management Positions with 3 Prisoner Transport Companies
- Federal Bureau of Prisons, Davidson Co. Sheriff's Office, Tennessee Depart. of Corrections
- B.S. Criminal Justice, Middle Tennessee State; MA Public Administration University of Southern California

Kent D. Wood, Owner

- Founding Member, ImageQuest, LLC, PTS of America, LLC; EBM Solutions, Inc.
- Vice President, First American National Bank
- Certified Public Accountant; Public Accounting, KPMG, LLP
- B.S. Finance, University of Virginia; MBA, Vanderbilt University

Ryan Whitten, Director of Operations

- Eight years logistics and operational management
- Former scheduling manager
- Former extradition agent
- Employed with PTS since 2002

Alan Proctor, Director of Sales and Marketing

- Director Sales and Marketing, TransCor America
- Davidson County Sheriff's Office, Chief of Staff/Director of Community Services
- Graduate, Trevecca University

Andrew Vallely, Operations Manager

- Eight years combined military and agent experience
- Former extradition agent
- Employed with PTS since 2003



PTS of America, LLC

P.O. Box 121591
Nashville, TN 37212
(615) 352-9798 – Phone
(615) 352-9737- Fax
www.prisonertransport.net

Frank Caruso, Director of Agent Operations

- Served in the U.S. Army, Infantry NCO 101st Airborne (8 years)
- Former Extradition Agent
- Operation and Enduring Freedom (OEF) 1 Afghanistan
- Operation Iraqi Freedom (OIF) 1 & 4

Troy Buchanan, Lieutenant

- Served in the U.S. Army (8 years)
- Extradition Agent for TransCor (9 years)
- Extradition Agent for PTS (5 years)
- Bachelor of Science Degree—Political Science

Damon Sullivan,

- U.S. Army Paratrooper, 82nd Airborne Division (3 years)
- U.S. Army National Guard, 19th & 20th Special Forces Group (3 years)
- Air Extradition Agent for PTS
- Lead Supervisor, JPATS/I.C.E Air Deportation for PTS Security
- Currently Department of Transportation compliance supervisor for PTS

Kenneth Williams, Lieutenant

- Extradition Agent for PTS (3 years)
- Operations and Logistics Management (3 years)
- Communication and Delivery Systems (8 years)

Lawrence Perry, Lieutenant

- Served in the U.S Navy (6 years)
- Vietnam Veteran
- Extradition Agent for PTS (7 years)
- Director of Juvenile Operations

Joseph Hollis, Captain

- Military Police, U.S. Army National Guard (8 years)
- OEF, OIF in Iraq (1.5 years)
- Williamson County, TN Sheriff's Department (4 years)
- Extradition Agent for PTS (6 years)

PTS OF AMERICA LLC.

Agent Basic Training

Course Outline

- 1. AIR EXTRADITIONS** **2:00**
Agents are shown various security procedures involved with the transportation of inmates on commercial aircraft. This includes property restrictions, inmate restroom breaks, and various Agent security requirements.
- 2. BLOOD/AIRBORNE PATHOGENS** **1:30**
The OSHA approved standard course of instruction in prevention of the spread of infectious disease. Agents are shown the various protection measures that should be used when handling inmates that have been exposed to certain diseases. The myths and truths surrounding HIV, TB, MRSA and the various forms of Hepatitis are also covered. A brief question and answer period is included.
- 3. CPR/FIRST AID** **8:00**
The American Safety and Health Institute's course of instruction in Cardio-Pulmonary Resuscitation once every two years and Standard First Aid once every three years.
- 4. DRIVING SAFETY / EMERGENCY PREPAREDNESS** **4.00**
Agents receive various video presentations on safe driving tips and safety habits including map reading review, adverse weather, night driving and various defensive tactics. Emergency Preparedness Power Point presentation is also reviewed.
- 5. SEXUAL HARRASSMENT** **3:00**
This period of instruction covers PTS sexual harassment policy. Included are: interpersonal relations/communications within the company, and interpersonal relations/communications between Agents and prisoners on transportation vehicles.
- 6. INFLAMMATORY AGENTS** **2:00**
Agents are instructed in the proper handling and utilization of Vexor (Oleoresin/Capsicum Spray) in accordance with PTS policy. Before an Agent is certified by the company to carry Vexor on duty they must experience the effects on their person.
- 7. INMATE RIGHTS** **3:00**
Covers the basic rights afforded inmates by Federal laws. Issues such as; medical care, use of force, religion, dietary restrictions and search related topics are discussed as they relate to transportation. The policies that address the way PTS handles juveniles is also covered.

PTS OF AMERICA LLC.

Agent Basic Training

Course Outline

- 8. PAYROLL OVERVIEW AND TRIP DOCUMENTATION** **2:30**

Topics included are: Agent pay structure, per diem and trip manifest procedures. Students are enrolled in the pay system and direct deposit accounts are established.
- 9. POLICY & PROCEDURES** **3:00**

Agents review updates on the Agent Policy and Procedures Manual. All courses of instruction utilize appropriate policy and procedure.
- 10. PROFESSIONALISM/CODE OF CONDUCT** **1:30**

The Code of Conduct on and off duty is covered. Professional distances both physically and emotionally and professional disclosure of information is discussed.
- 11. SEARCH AND RESTRAINT OVERVIEW** **2:00**

Agents receive a recap of search and restraint concerns and procedural updates. Topic covers appropriate situations for searches to be conducted and restrictions to restraints and the application of restraints.
- 12. STRESS MANAGEMENT** **2:00**

Agents receive a block of instruction on various stress relieving techniques. Coping with and identifying job stressors and identifying positive and negative stress outcomes.
- 13. USE OF FORCE** **4:00**

Covers the PTS Use of Force Continuum including situational scenarios for each step. Guidelines, cautionary steps, after action steps, and Agent Policy and Procedures are also discussed.
- 14. INTERPERSONAL COMMUNICATIONS** **1:30**

Students are given a block of instruction on the techniques of listening and reacting, picking out what is really being expressed by the individual and the four basic skills of communicating with others.
- 15. MAP READING AND NAVIGATION** **1:00**

Students are trained on proper use of different types of maps and methods of navigation utilizing mile markers and symbols on maps as well as identifying county seats, etcetera.

PTS OF AMERICA LLC.

Agent Basic Training

Course Outline

16. **PRISONER SEARCHES** 1:30
In depth and fine detail, prisoner searches are covered both “strip searches” and “frisk Searches” being taught explaining the differences and when each is to be utilized.
17. **PRISONER PROPERTY** 1:30
The proper way of identification of property; identification of contraband items and the proper way to list and secure all prisoner property as well as proper documentation.
18. **CONFLICT RESOLUTION** 2:00
An in-depth course in how to diffuse personality conflicts which may occur either between prisoners or Agents. This is a professional level course and extremely helpful.
19. **INTERNAL DOCUMENT TRAINING** 3:00
Training in properly completing all of our internal documents, i.e., transport forms; Medical history; prisoner status; medications; restroom and meal documentation.
20. **VEHICLE OPERATIONS** 1:30
Proper operation of vehicles as well as pre and post trip checks; care and maintenance by Agents; emergency situations as well as driver duties and responsibilities.
20. **EMERGENCY OPERATIONS** 1:30
Comprehensive training for many types of situations, i.e., medical emergencies for Agents as well as inmates. This includes the potential of fire, accidents to name just two.

Agents receive 40 hours of in-service training annually.

A subject matter examination is given at the conclusion of each block of instruction.

Agents must score at least 75% on each examination to retain their OIC status.



PTS of America, LLC

P.O. Box 121591
Nashville, TN 37212
P: (866) 388-8488 / F: (615) 352-9737
www.prisonertransport.net

References

Name of firm: **Wisconsin Department of Corrections**

Business Address: 3099 Washington Avenue
Madison, WI 53707

Contact Person: Sheri Hicks

Telephone: (608) 240-5330

Name of firm: **Georgia Board of Pardon and Parole**

Business Address: 205 Jesse Hill Drive
Atlanta, GA 30334

Contact Person: Truly Linder

Telephone: (404) 657-9668

Name of firm: **State of Michigan Attorney General**

Business Address: P. O. Box 30758
Lansing, MI 48909

Contact Person: Michelle Doerr

Telephone: (517) 373-7223

Name of firm: **Cuyahoga County Prosecutor's Office**

Business Address: 1200 Ontario Street, 9th Floor
Cleveland, OH 44113

Contact Person: Shannon Hall

Telephone: (216) 443-6100

Name of firm: **Buchanan County Sheriff's Department**

Business Address: 501 Faraon Street
St. Joseph, MO 64501

Contact Person: Michele Melkowski

Telephone: (816) 236-8806

COR61494 - Inmate Transport Services

Bid Form

Item #	Description	Estimated Quantity	Unit Price	Extended Amount
1	Inmate Transport Service (inclusive per the specifications)	500 ea	\$1.10 per mile	
	Failure to use this form may result in disqualification			
	Bidder / Vendor Information: PTS of America, LLC			
	Name: Michelle Perkins			
	Address: P.O. Box 121591			
	Nashville, TN 37212			
	Phone No.: 866-388-8488			
	Fax No.: 615-352-9737			
	Email Address: mperkins@prisonertransport.net			
	Please provide the following numbers below:			
	Estimated quantities are for bidding purposes only, more or less may be utilized by the agency.			
	Minimum Trip Fee		\$400.00	
	Court Date, Release Date, Form VI Surcharge:		\$750.00	
	Please see attached Special Needs/Medical pricing form for clarification of Special Needs / Medical pricing.			
	Cost per mile Special Needs / Medical Transport:		\$3.00 per mile, not to exceed \$3,600.00	
	GRAND TOTAL: \$			

Estimated quantities are for bidding purposes only, more or less may be utilized by the agency.

\$400.00

\$750.00

Please see attached Special Needs/Medical pricing form for clarification of Special Needs / Medical pricing.

Cost per mile Special Needs / Medical Transport: \$3.00 per mile, not to exceed \$3,600.00



PRISONER TRANSPORTATION SERVICES OF AMERICA, LLC

SPECIAL NEEDS PROTOCOL

1. PTS of America, LLC reserves the right to refuse to transport persons with medical conditions when there is a risk of acute or chronic medical condition(s) worsening as a result of motor vehicle transport.
2. PTS of America shall provide an alternate transport method either by ground or air for prisoners that do not meet regular transportation requirements.
3. The prisoner shall be able to ride in a vehicle in a sitting position a minimum of 10 hours per day with regular stops for meals, bathroom breaks, etc., made in intervals of approximately two (2) hours.
4. Tuberculosis: **Cost per mile \$3.00 not to exceed \$3,600 per transport.**
If the prisoner has a positive skin test he/she shall have medical authorization of a chest X-ray showing no contagions and a written clearance to travel. Otherwise, other transportation arrangements shall be made.
5. Broken Limbs in Casts: **Cost per mile \$3.00 not to exceed \$3,600 per transport.**
A prisoner with a broken limb in a cast will not be transported in the regular transport system. A wheelchair is not acceptable for regular ground transportation. Other arrangements shall be made to transport the prisoner.
6. Diabetic: **Cost per mile \$3.00 not to exceed \$3,600 per transport.**
A prisoner with Diabetes that is insulin-dependent will not be transported in the regular transport system. Other arrangements shall be made to transport the prisoner.
7. Wounds: **Cost per mile \$3.00 not to exceed \$3,600 per transport.**
A prisoner with an open wound shall be evaluated onsite by PTS Agents and PTS Corporate staff on a case by case basis to determine the severity of the wound. Depending on the seriousness of the wound other transportation arrangements may be made.
8. Suicidal Diagnosis: **Cost per mile \$3.00 not to exceed \$3,600 per transport.**
A prisoner diagnosed suicidal shall be transported only with appropriate medical clearance and other transportation arrangements shall be made.



9. **Nervous Disorders / Seizures: Cost per mile \$3.00 not to exceed \$3,600 per transport.**
A prisoner with any type of nervous disorder shall receive appropriate medical clearance, be mentally stable, non-violent and provided sufficient medication for transporting. Depending on the severity of the nervous disorder other transportation arrangements may be made.
10. **Hepatitis: Cost per mile \$3.00 not to exceed \$3,600 per transport.**
A prisoner with Hepatitis will not be transported in the regular transport system. Others arrangements shall be made to transport the prisoner.
11. **HIV / AIDS: Cost per mile \$3.00 not to exceed \$3,600 per transport.**
A prisoner with HIV or AIDS will not be transported in the regular transport system. Others arrangements shall be made to transport the prisoner.
12. **Cardiac Conditions: Cost per mile \$3.00 not to exceed \$3,600 per transport.**
A prisoner with cardiac conditions shall receive medical clearance and be stable for the transport. Also, appropriate medication shall be provided.
13. **Urinary Conditions: Cost per mile \$3.00 not to exceed \$3,600 per transport.**
A prisoner with a urinary condition requiring the use of bags will not be transported in the regular transport. Others arrangements shall be made to transport the prisoner.
14. **Pregnancy: Cost per mile \$3.00 not to exceed \$3,600 per transport.**
A pregnant prisoner will not be transported in the regular transport system. Others arrangements shall be made to transport the prisoner.
15. **Surgery: Cost per mile \$3.00 not to exceed \$3,600 per transport.**
A prisoner that has undergone recent surgery will not be transported in the regular transport system. Others arrangements shall be made to transport the prisoner.
16. **Oxygen:**
PTS cannot transport any prisoner that requires the use of a portable oxygen system.



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
COR61494

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**TARA LYLE
 304-558-2544**

VENDOR

*615141425 615-352-9798
 PTS OF AMERICA LLC
 PO BOX 121591
 NASHVILLE TN 37212

SHIP TO

~~DIVISION OF CORRECTIONS~~
 617 LEON SULLIVAN WAY
 CHARLESTON, WV 25301 304-558-8045

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/16/2011				

BID OPENING DATE: **12/21/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		952-20		
<p>INMATE TRANSPORT SERVICES</p> <p>OPEN-END CONTRACT</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WV DIVISION OF CORRECTIONS, IS SOLICITING BIDS TO PROVIDE INMATE TRANSPORT SERVICES PER THE ATTACHED SPECIFICATIONS.</p> <p>INQUIRIES:</p> <p>WRITTEN QUESTIONS WILL BE ACCEPTED UNTIL CLOSE OF BUSINESS ON 12/06/2011. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</p> <p>TARA LYLE DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305</p> <p>FAX: 304-558-4115 EMAIL: TARA.L.LYLE@WV.GOV</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Tara Lyle</i>	TELEPHONE 866-388-8488	DATE 12/19/2011
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TITLE Marketing Coordinator	FEIN 57-1183449	ADDRESS CHANGES TO BE NOTED ABOVE
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WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
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<p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICE SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>M. Perkin</i>	TELEPHONE 866-388-8488	DATE 12/19/2011	
TITLE Marketing Coordinator	FEIN 57-1183449	ADDRESS CHANGES TO BE NOTED ABOVE	

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<p>ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009</p> <p>EXHIBIT 4</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>W. Muller Perkins</i>	TELEPHONE 866-388-8488	DATE 12/19/2011
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TITLE Marketing Coordinator	FEIN 57-1183449	ADDRESS CHANGES TO BE NOTED ABOVE
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<p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</p> <p>REV. 3/88</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>THIS TEAM EXHIBIT HAS BEEN REPLACED BY THE ONLINE VERSION WHICH IS AVAILABLE HERE: HTTP://WWW.STATE.WV.US/ADMIN/PURCHASE/VRC/VENPREF.PDF</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Michelle Perkins</i>	TELEPHONE 866-388-8488	DATE 12/19/2011	
TITLE Marketing Coordinator	FEIN 57-1183449	ADDRESS CHANGES TO BE NOTED ABOVE	

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				2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130		
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID BUYER:-----TL/32----- RFQ. NO.:-----COR61494----- BID OPENING DATE:-----12/21/2011----- BID OPENING TIME:-----1:30 PM----- PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 615-352-9737 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): Michelle Perkins -----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Michelle Perkins</i>	TELEPHONE 866-388-8488	DATE 12/19/2011
TITLE Marketing Coordinator FEIN 57-1183449	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATUREVendor's Name: PTS of America, LLCAuthorized Signature: *Mullen Perkins* Date: 12/16/2011State of TennesseeCounty of Cheatham, to-wit:Taken, subscribed, and sworn to before me this 16th day of December, 2011.My Commission expires 6-19-2012, 2012.

AFFIX SEAL HERE

NOTARY PUBLIC *Mary E Newland*