



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. COR61548
Inmate Transport Services**

Due: February 07, 2012 / 1:30 PM

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

RECEIVED

2012 FEB 13 AM 9:57

WV
DABC



RFQ No. COR61548



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
COR61548

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

BUYER

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
01/12/2012				

BID OPENING DATE: **02/07/2012** 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 01/30/2012. 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 02/03/2012	
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'

GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.html and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as EQUAL to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.8).

Rev. 11/09/11



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

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BFO NUMBER
COR61548

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

RFQ

*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
01/12/2012				

BID OPENING DATE: **02/07/2012** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<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. Miller</i>	TELEPHONE 866-388-8488	DATE 02/03/2012
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'



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 304-558-2544**

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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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Michelle Perkins</i>	TELEPHONE 866-388-8488	DATE 02/03/2012	
TITLE Marketing Coordinator	FEIN 57-1183449	ADDRESS CHANGES TO BE NOTED ABOVE	

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<p>ANY INDIVIDUAL SIGNING THIS BID IS CERTIFYING THAT: (1) HE OR SHE IS AUTHORIZED BY THE BIDDER TO EXECUTE THE BID OR ANY DOCUMENTS RELATED THERETO ON BEHALF OF THE BIDDER, (2) THAT HE OR SHE IS AUTHORIZED TO BIND THE BIDDER IN A CONTRACTUAL RELATIONSHIP, AND (3) THAT THE BIDDER HAS PROPERLY REGISTERED WITH ANY STATE AGENCIES THAT MAY REQUIRE REGISTRATION.</p> <p>EXHIBIT 4</p> <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:</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>M. Perkins</i>	TELEPHONE 866-388-8488	DATE 02/03/2012
TITLE Marketing Coordinator	FEIN 57-1183449	ADDRESS CHANGES TO BE NOTED ABOVE

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*615141425 615-352-9798
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<p>HTTP://WWW.STATE.WV.US/ADMIN/PURCHASE/VRC/VENPREF.PDF</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER:-----TL/32-----</p> <p>RFQ. NO.:-----COR61548-----</p> <p>BID OPENING DATE:-----02/07/2012-----</p> <p>BID OPENING TIME:-----1:30 PM-----</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p style="text-align: center;">-----615-352-9737-----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Mulla Perkins</i>	TELEPHONE 866-388-8488	DATE 02/03/2012
TITLE Marketing coordinator	FEIN 57-1183449	ADDRESS CHANGES TO BE NOTED ABOVE

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ADDRESS CORRESPONDENCE TO ATTENTION OF
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304-558-2544

RFQ

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

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CONTACT PERSON (PLEASE PRINT CLEARLY):						
Michelle Perkins						

***** THIS IS THE END OF RFQ COR61548 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Michelle Perkins</i>	TELEPHONE 866-388-8488	DATE 02/03/2012
TITLE Marketing Coordinator	FEIN 57-1183449	ADDRESS CHANGES TO BE NOTED ABOVE

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RFQ No. COR61548

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 instrumentally 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 SIGNATURE

Vendor's Name: PTS of America, LLC

Authorized Signature: *Matt Perkins* Date: 1-31-2012

State of Tennessee

County of Cheatham, to-wit:

Taken, subscribed, and sworn to before me this 31st day of January, 2012.

My Commission expires 6-19, 2012.

AFFIX SEAL HERE

NOTARY PUBLIC



Mary E. Newland



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

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ADDRESS CORRESPONDENCE TO ATTENTION GR
TARA LYLE
304-558-2544

RFQ COPY

RFQ COPY

TYPE NAME/ADDRESS HERE
PTS of America, LLC
P.O. Box 121591
Nashville, TN 37212

RFQ COPY

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

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LINE	QUANTITY	UOM	CAT No	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. TO MOVE THE BID OPENING DATE FROM 02/07/2012 TO 02/14/2012.						
2. QUESTIONS AND ANSWERS ARE ATTACHED.						
3. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
END OF ADDENDUM NO. 1						
0001	1	LS		952-20		
INMATE TRANSPORT SERVICES						
***** THIS IS THE END OF RFQ COR61548 ***** TOTAL: 1						

of pages **5**

Date **2/3/12**

From **T. Lyle**

To **Michelle**

Co. Dept.

Phone #

Fax # **304-558-9737**

Post-it Fax Note **7671**

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Michelle Yerkens</i>	TELEPHONE 866-388-8488	DATE 02/07/2012
TITLE Marketing Coordinator	FEIN 57-1183449	ADDRESS CHANGES TO BE NOTED ABOVE

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COR61548
Addendum No. 1

QUESTIONS:

- Q1: Is the State of West Virginia aware that the governing body for prisoner transportation and extradition companies are the US Department of Transportation (USDOT), Federal Motor Carrier Safety Administration (FMCSA), and the US Department of Justice?
- A1: Yes, the State of West of Virginia is aware US Department of Transportation (USDOT), Federal Motor Carrier Safety Administration (FMCSA), and the US Department of Justice are the body governing prisoner transportation and extradition companies. A Motor Carrier Number (MC#) is distinct from DOT # and is what gives a company authority to transport across state lines. The MC# must be "Active" as shown at the Federal Motor Carrier Safety Administration's (FMCSA) website www.saftersys.org.
- Q2: Does the State of West Virginia realize that to be in compliance with FMCSA, Vendors are required to carry Automobile Liability: If transporting in a vehicle rated for 15 passengers or less, minimum coverage of one million five hundred thousand dollars (\$1,500,000) per occurrence combined single limit for automobile liability and property damage; and/or: If transporting in a vehicle rated for 16 passengers or more, minimum coverage shall be five million dollars (\$5,000,000) per occurrence combined single limit for automobile liability and property damage instead of the one million (\$1,000,000) as required in the RFQ?
- A2: The requirements are revised to the higher limits as follows:
- \$1,500,000 per occurrence combined single limit for 15 passengers rated vehicle
\$5,000,000 per occurrence combined single limit for 16 passengers rated vehicle
- Q3: ~~Since the State of West Virginia requires that vendors meet all requirements for limits on~~ continuous travel hours and miles as governed by the US Department of Transportation, will vendors be required to have a Satisfactory Audit Rating from the FMCSA, which measures the vendor's compliance with the Federal Motor Carrier Safety Regulations?
- A3: It is the requirement of the state of West Virginia that all vendors must have satisfactory audit rating from the Federal Motor Carrier Safety Administration (FMCSA) in order to submit bids for this solicitation.

Q4: Since the State of West Virginia requires that vendors meet all requirements for limits on continuous travel hours and miles as governed by the US Department of Transportation, will vendors be required to submit drivers' logs to verify that they conform to those requirements?

A4: The State of West Virginia reserves the right to drivers' logs to verify vendors meet all requirements for limits on continuous travel hours and miles.

CLARIFICATIONS:

C1: The bid opening has moved from 02/07/2012 to 02/14/2012. The bid opening time remains at 1:30 pm.

C2: No additional questions will be accepted on this RFQ.

EXHIBIT 10

REQUISITION NO.:

ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED
ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY
PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.

ADDENDUM NO.'S:

NO. 1

NO. 2

NO. 3

NO. 4

NO. 5

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE
ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS. VENDOR
MUST CLEARLY UNDERSTAND THAT ANY VERBAL
REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY
ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES
AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE
INFORMATION ISSUED IN WRITING AND ADDED TO THE
SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.



.....
SIGNATURE

PTS of America, LLC

.....
COMPANY

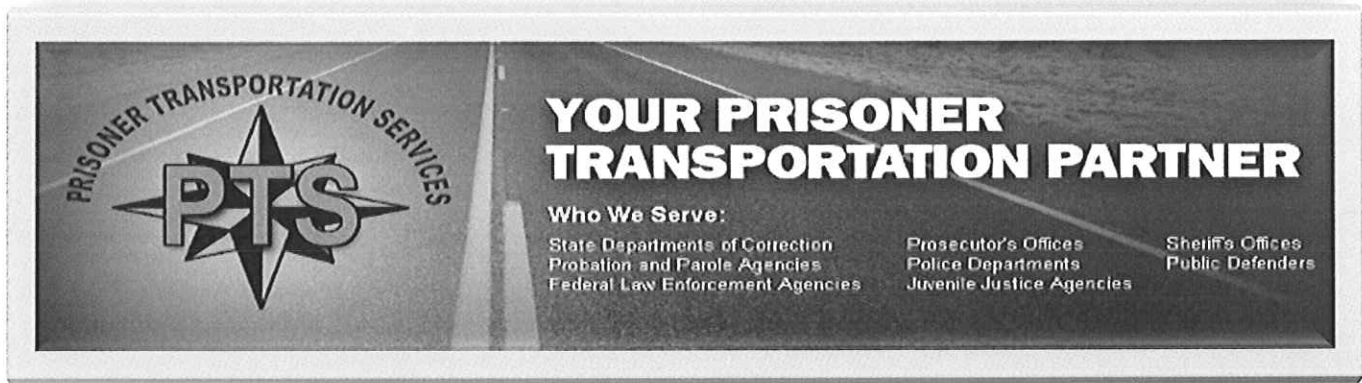
02/07/2012

.....
DATE

REV. 11/96



Bidder Qualifications



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.



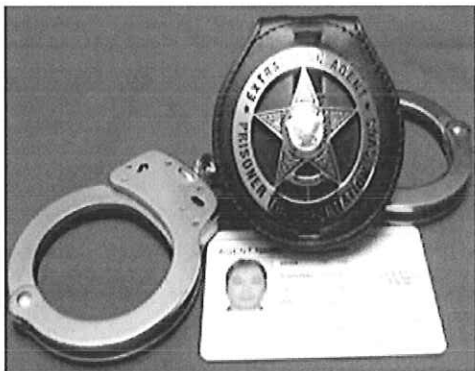
Meals, Housing, Restroom Breaks

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.



**US DOT Federal Motor Carrier
Safety Administration (FMCSA)
Certification**



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

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 01/30/2012.

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:			
	X Auth. For Hire Exempt For Hire Private(Property) Priv. Pass. (Business)	Priv. Pass. (Non-business) Migrant U.S. Mail Fed. Gov't	State Gov't Local Gov't Indian Nation
Carrier Operation:			
	X Interstate	Intrastate Only (HM)	Intrastate Only (Non-HM)
Cargo Carried:			
	General Freight Household Goods Metal: sheets, coils, rolls Motor Vehicles Drive/Tow away Logs, Poles, Beams, Lumber Building Materials Mobile Homes Machinery, Large Objects Fresh Produce	Liquids/Gases Intermodal Cont. X Passengers Oilfield Equipment Livestock Grain, Feed, Hay Coal/Coke Meat Garbage/Refuse US Mail	Chemicals Commodities Dry Bulk Refrigerated Food Beverages Paper Products Utilities Agricultural/Farm Supplies Construction Water Well

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

US Inspection results for 24 months prior to: 01/30/2012

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: 01/30/2012

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: 01/30/2012

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: 01/30/2012

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: 01/30/2012

Review Information:

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



Certificate of Insurance



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:														
	<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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INSURER E:															
INSURER F:															
INSURED PTS Of America, LLC 1854 Airplane Drive Suite 20 Nashville TN 37210															

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	ADTL 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/PROP 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	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH)		Y/N				E.L. EACH ACCIDENT	1,000,000
	Fees describe under DESCRIPTION OF OPERATIONS below		N/A				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>



PTS Vehicle Fleet



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	1GNEL19X03B104457	205



Agent Training Curriculum

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. INFLAMATORY 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
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. | 1:30 |
| 17. | PRISONER PROPERTY
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. | 1:30 |
| 18. | CONFLICT RESOLUTION
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. | 2:00 |
| 19. | INTERNAL DOCUMENT TRAINING
Training in properly completing all of our internal documents, i.e., transport forms; Medical history; prisoner status; medications; restroom and meal documentation. | 3:00 |
| 20. | VEHICLE OPERATIONS
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. | 1:30 |
| 20. | EMERGENCY OPERATIONS
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. | 1:30 |

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.



Key Personnel



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)



**US DOT Approved Driver's Daily
Log / Driver's Vehicle Inspection
Report**

ORIGINAL - Submit to carrier
 DUPLICATE - Retain in your possession for 8 days

Driver's Daily Log

01 19 2012

(Month) (Day) (Year)

BARBER

(Driver Last Name)

[Signature]
 (Driver's Signature in Full)

If multiple off-duty days, enter end date here:

20

(Month) (Day) (Year)

TORRES

(Co-Driver Last Name)

PTS OF AMERICA LLC

(NAME OF CARRIER OR CARRIERS)

Nashville, TN 37210

(MAIN OFFICE ADDRESS)

(ADDITIONAL CO-DRIVERS)

218

(Your Miles Driving Today)

798

(Home Terminal)
 TOTAL VEHICLE MILES

70

(Vehicle Number)

	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS	
1: OFF DUTY																									0	
2: SLEEPER BERTH																										16
3: DRIVING																										4.25
4: ON DUTY (NOT DRIVING)																										3.75
REMARKS																										24

FRAMINGTON, MA
 CD
 PATICK TOWN, MA
 WOOD BACKWORTH, MA
 CHICOPPEE, MA
 SUFFIELD, CT
 SUFFIELD, CT
 CD

Check the time and enter name of place you reported and where released from work and when and where each change of duty occurred. Explain excess hours.

USE TIME STANDARD AT HOME TERMINAL

ORIGINAL - Submit to carrier
 DUPLICATE - Retain in your possession for 8 days

Driver's Daily Log

20

(Month) (Day) (Year)

If multiple off-duty days, enter end date here:

20

(Month) (Day) (Year)

(Driver Last Name)

(Driver's Signature in Full)

(Co-Driver Last Name)

PTS OF AMERICA LLC

(NAME OF CARRIER OR CARRIERS)

Nashville, TN 37210

(MAIN OFFICE ADDRESS)

(ADDITIONAL CO-DRIVERS)

(Your Miles Driving Today)

(Home Terminal)
 TOTAL VEHICLE MILES

(Vehicle Number)

	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS	
1: OFF DUTY																										
2: SLEEPER BERTH																										
3: DRIVING																										
4: ON DUTY (NOT DRIVING)																										
REMARKS																										

Check the time and enter name of place you reported and where released from work and when and where each change of duty occurred. Explain excess hours.

USE TIME STANDARD AT HOME TERMINAL

Driver's Vehicle Inspection Report

AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS

CARRIER: PTS of America
 ADDRESS: Nashville TN
 DATE: 1-24-12 TIME: 9:00 A.M. P.M.

Check Any Defective Item and Give Details Under "Remarks"

TRACTOR/TRUCK #: 73 ODOMETER READING: 268998

<input type="checkbox"/> Air Compressor	<input type="checkbox"/> Horn	<input type="checkbox"/> Starter
<input type="checkbox"/> Air Lines	<input type="checkbox"/> Lights	<input type="checkbox"/> Steering
<input type="checkbox"/> Battery	Head - Stop	<input type="checkbox"/> Tachograph
<input type="checkbox"/> Body	Tail - Dash	<input type="checkbox"/> Tires
<input type="checkbox"/> Brake Accessories	Turn Indicators	<input type="checkbox"/> Tire Chains
<input type="checkbox"/> Brakes, Parking	<input type="checkbox"/> Mirrors	<input type="checkbox"/> Transmission
<input type="checkbox"/> Brakes, Service	<input type="checkbox"/> Muffler	<input type="checkbox"/> Wheels and Rims
<input type="checkbox"/> Clutch	<input type="checkbox"/> Oil Pressure	<input type="checkbox"/> Windows
<input type="checkbox"/> Coupling Devices	<input type="checkbox"/> Radiator	<input type="checkbox"/> Windshield Wipers
<input type="checkbox"/> Defroster/Heater	<input type="checkbox"/> Rear End	<input type="checkbox"/> Other
<input type="checkbox"/> Drive Line	<input type="checkbox"/> Reflectors	
<input type="checkbox"/> Engine	<input type="checkbox"/> Safety Equipment	
<input type="checkbox"/> Exhaust	Fire Extinguisher	
<input type="checkbox"/> Fifth Wheel	Reflective Triangles	
<input type="checkbox"/> Frame and Assembly	Flags - Flares - Fusees	
<input type="checkbox"/> Front Axle	Spare Bulbs and Fuses	
<input type="checkbox"/> Fuel Tanks	Spare Seal Beam	
<input type="checkbox"/> Generator	<input type="checkbox"/> Suspension System	

TRAILER(S) #(S) _____

<input type="checkbox"/> Brake Connections	<input type="checkbox"/> Hitch	<input type="checkbox"/> Suspension System
<input type="checkbox"/> Brakes	<input type="checkbox"/> Landing Gear	<input type="checkbox"/> Tarpaulin
<input type="checkbox"/> Coupling Devices	<input type="checkbox"/> Lights - All	<input type="checkbox"/> Tires
<input type="checkbox"/> Coupling (King) Pin	<input type="checkbox"/> Reflectors/Reflective Tape	<input type="checkbox"/> Wheels and Rims
<input type="checkbox"/> Doors	<input type="checkbox"/> Roof	<input type="checkbox"/> Other

Remarks: _____

CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY
 Driver's Signature: Sander Alford
 ABOVE DEFECTS CORRECTED
 ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

DRIVER'S SIGNATURE _____ MECHANIC'S SIGNATURE _____
 RPVIR (900211) ORIGINAL
 Published by RoadPro

Driver's Vehicle Inspection Report

AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS

CARRIER: _____
 ADDRESS: _____
 DATE: _____ TIME: _____ A.M. P.M.

Check any Defective Item and Give Details Under "Remarks"

TRACTOR/TRUCK #: _____ ODOMETER READING: _____

<input type="checkbox"/> Air Compressor	<input type="checkbox"/> Horn	<input type="checkbox"/> Starter
<input type="checkbox"/> Air Lines	<input type="checkbox"/> Lights	<input type="checkbox"/> Steering
<input type="checkbox"/> Battery	Head - Stop	<input type="checkbox"/> Tachograph
<input type="checkbox"/> Body	Tail - Dash	<input type="checkbox"/> Tires
<input type="checkbox"/> Brake Accessories	Turn Indicators	<input type="checkbox"/> Tire Chains
<input type="checkbox"/> Brakes, Parking	<input type="checkbox"/> Mirrors	<input type="checkbox"/> Transmission
<input type="checkbox"/> Brakes, Service	<input type="checkbox"/> Muffler	<input type="checkbox"/> Wheels and Rims
<input type="checkbox"/> Clutch	<input type="checkbox"/> Oil Pressure	<input type="checkbox"/> Windows
<input type="checkbox"/> Coupling Devices	<input type="checkbox"/> Radiator	<input type="checkbox"/> Windshield Wipers
<input type="checkbox"/> Defroster/Heater	<input type="checkbox"/> Rear End	<input type="checkbox"/> Other
<input type="checkbox"/> Drive Line	<input type="checkbox"/> Reflectors	
<input type="checkbox"/> Engine	<input type="checkbox"/> Safety Equipment	
<input type="checkbox"/> Exhaust	Fire Extinguisher	
<input type="checkbox"/> Fifth Wheel	Reflective Triangles	
<input type="checkbox"/> Frame and Assembly	Flags - Flares - Fusees	
<input type="checkbox"/> Front Axle	Spare Bulbs and Fuses	
<input type="checkbox"/> Fuel Tanks	Spare Seal Beam	
<input type="checkbox"/> Generator	<input type="checkbox"/> Suspension System	

TRAILER(S) #(S) _____

<input type="checkbox"/> Brake Connections	<input type="checkbox"/> Hitch	<input type="checkbox"/> Tarpaulin
<input type="checkbox"/> Brakes	<input type="checkbox"/> Landing Gear	<input type="checkbox"/> Tires
<input type="checkbox"/> Coupling Devices	<input type="checkbox"/> Lights - All	<input type="checkbox"/> Wheels and Rims
<input type="checkbox"/> Coupling (King) Pin	<input type="checkbox"/> Roof	<input type="checkbox"/> Other
<input type="checkbox"/> Doors	<input type="checkbox"/> Suspension System	

Remarks: _____

CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY
 Driver's Signature: _____
 ABOVE DEFECTS CORRECTED
 ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

DRIVER'S SIGNATURE _____ MECHANIC'S SIGNATURE _____
 DDVID (600) ORIGINAL
 Published by RoadPro



Bid Form

**INMATE TRAINING & COURT SERVICES
BID FORM**

ITEM #	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	EXTENDED AMOUNT
1	Inmate Transport Services:	100 ea.	\$ 1.10 per	\$ mile
2	Minimum Trip Fee:	100 ea.	\$ 400.00	\$
3	Court Date, Release Date, Form VI	100 ea.	\$ \$750.00	\$ Surcharge
4	Special Needs / Medical Pricing: (Listed Below)	10 ea.	3.00 per	mile
	Tuberculosis:	10 ea.	\$ 3.00 per	\$ mile *
	Broken Limbs in Casts:	10 ea.	\$ 3.00 per	\$ mile *
	Diabetic:	10 ea.	\$ 3.00 per	\$ mile *
	Wounds:	10 ea.	\$ 3.00 per	\$ mile *
	Suicidal Diagnosis:	10 ea.	\$ 3.00 per	\$ mile *
	Nervous Disorder / Seizures	10 ea.	\$ 3.00 per	\$ mile *
	Hepatitis:	10 ea.	\$ 3.00 per	\$ mile *
	HIV / AIDS:	10 ea.	\$ 3.00 per	\$ mile *
	Cardiac Conditions:	10 ea.	\$ 3.00 per	\$ mile *
	Urinary Conditions:	10 ea.	\$ 3.00 per	\$ mile *
	Pregnancy:	10 ea.	\$ 3.00 per	\$ mile *
	Surgery:	10 ea.	\$ 3.00 per	\$ mile *
	Oxygen:	10 ea.	\$ **	\$
5	Transport Outside the Continental United States	5 ea.	\$ Case by	\$ case
6	Cost Per Mile: Male Prisoners	70 ea.	\$ 1.10 per	\$ mile
7	Cost Per Mile: Female Prisoners	30 ea.	\$ 1.10 per	\$ mile
8	Minimum Trip Fee:	100 ea.	\$ 400.00	\$
9	Exact Day Pickup:	50 ea.	\$ 750.00	\$ Surcharge
Grand Total:				\$

Vendor Name: PTS of America, LLC
Contact Name: Michelle Perkins
Address: P.O. Box 121591
 Nashville, TN 37212
Phone No. 866-388-8488
Fax No. 615-352-9737
Authorized Signature: *Michelle Perkins*

* Not to exceed \$3,600.00
 ** PTS cannot transport any prisoner that requires the use of a portable oxygen system.