



March 13, 2006

DISTRICT MANAGER  
CUSTOMER SERVICE AND SALES  
CLEVELAND DISTRICT  
2200 ORANGE AVENUE, ROOM 210  
CLEVELAND, OH 44101-9993

ATTENTION: Post Office Review Coordinator

SUBJECT: Final Determination  
Buckeye OH, Classified Branch 44212-9998

The final determination to discontinue the subject post office is enclosed, along with a Postal Bulletin announcement form to be completed and returned to this office by the district.

POSTAL BULLETIN - POST OFFICE CHANGE ANNOUNCEMENT

Complete the enclosed Postal Bulletin post office change announcement form in its entirety and send it to this office (in triplicate). One form will be used to document the official record, one sent to the Accounting Systems Development office, and the third copy will be forwarded to the Headquarters Address Management for the post office change announcement. Please note that Headquarters Address Management will not announce any post office closing or consolidation except when requested in writing by this office. Announcement form mailing instructions are provided at the bottom of the form.

NATIONAL FIVE-DIGIT ZIP CODE AND POST OFFICE DIRECTORY UPDATE

Please coordinate with your Address Management System unit to make sure that the Address Management System (AMS) Report is updated according to existing Headquarters Address Management instructions.

OFFICIAL RECORD

Chronologically file this memorandum in your copy of the official record. All final determination documents must be added to that record. Do not send them to Headquarters. The official record

173

should be archived at the district by the post office review coordinator after the post office change announcement has appeared in the Postal Bulletin.

Please contact this office and ask for Kim Matalik any time assistance is needed. She may be contacted on (202) 268-5083.

Thank you for your assistance.



Frederick J. Hintenach  
Manager, Customer Service Operations

Enclosures (2)

cc: Vice President, Area Operations, Eastern Area  
Headquarters Library  
Headquarters Historian

FINAL DETERMINATION TO CLOSE  
THE BUCKEYE RETAIL, OH CLASSIFIED BRANCH  
AND CONTINUE TO PROVIDE SERVICE THROUGH  
RURAL ROUTE SERVICE AND  
POST OFFICE BOX SERVICE THROUGH BURBANK, OH

DOCKET NUMBER 44212

## **I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS**

The Postal Service has determined to close the Buckeye, OH Classified Branch and provide delivery and retail services by rural route service administered by the Burbank, OH Post Office, located 1.1 miles away. Service will be provided to cluster box units (CBUs) installed on the carrier's line of travel. Additionally, the post office box section will be moved to the Burbank, Ohio Post Office for customers opting for post office box service.

CBUs are secure free-standing units of individually locked mail compartments installed and maintained by the Postal Service at no cost to the customer. These units will be placed in the public right-of-way on the carrier's line of travel. Parcel lockers will also be installed for customer convenience.

The Buckeye Classified Branch is currently staffed by part-time flexible clerks. A Window Operations Survey (WOS) conducted in 2004 indicated the actual number of hours used for the week was 49.5 hours. The WOS indicated that 15.6 hours were earned, a difference of 33.9 hours. An additional study was done in 2005 which indicated that the actual number of hours used for the week was 49.5 hours and the WOS indicated 15.6 hours were earned--a difference of 33.9 hours. Workload has declined over the last two years, and the small number of customers served, minimal daily transactions, and close proximity of two other post offices within a 1-3 mile radius indicate that rural route delivery service will continue to provide a maximum degree of effective and regular service to the Buckeye community.

The Buckeye Classified Branch, an EAS-15 level, provides service 45 hours a week from 9:30 a.m. to 1:30 p.m. and 2 p.m. to 5:30 p.m. Monday through Saturday to 82 post office box customers. Retail services include the sale of stamps, stamped paper, and money orders; special services such as registered, certified, insured, COD, and Express Mail; and the acceptance and dispatch of all classes of mail. Daily retail window transactions averaged 158. Office receipts for the last two years were: \$101,824.00 in 2004 and \$97,659.00 in 2005. There are no permit mailers or postage meter customers.

When this final determination is implemented, delivery and retail services will be provided by rural delivery emanating from the Burbank, OH Post Office, an EAS-15 level office located 1.1 miles away. Window service hours at Burbank, OH are from 8:30 a.m. to 11:30 a.m. and 12:30 p.m. to 4 p.m. Monday through Friday, and 8 a.m. to 12:15 p.m. on Saturday. Additionally, the post office box section will be moved to the Burbank, Ohio Post Office for customers opting for post office box service.

On September 19, 2005 150 questionnaires were distributed to the post office box customers and the retail customers of the Buckeye Classified Branch. A total of 39 questionnaires were returned. Twenty-eight responses were unfavorable and 11 expressed no opinion regarding the proposed alternate service.

Congressional inquiries were received on November 23, 2005 and November 30, 2005.

On December 7, 2005, representatives from the Postal Service were available at the Prime Outlet Mall in Harrisville Township, OH to answer questions and provide information to postal customers. Three customers attended the meeting.

The following postal concerns were expressed on the returned questionnaires, at the community meeting, from customer letters, and from the congressional inquiries:

1. **Concern:** Customers (collectors) were concerned about commemorative stamps and special issue stamps that the Buckeye Classified Branch provides.

**Response:** The Postal Service offers customers a wide variety of philatelic and retail products as well as special issue stamps. If the local post office does not provide an adequate supply to meet the needs of customers the Postal Service encourages them to contact their local postmaster. Additionally, customers may order stamps by telephone with a credit card by calling 1-800 STAMP24

2. **Concern:** Customers indicated that they would miss the convenience and special attention they received at the Buckeye Classified Branch.

**Response:** Courteous and helpful service will be provided by personnel at the Burbank, OH Post Office and from the carrier. Special assistance will be provided as needed. Our current plan is to relocate the existing paying post office box customers to the Burbank Post Office. Customers who currently receive free post office boxes at the Buckeye Retail Store at Prime Outlet will have their mail delivered by rural carrier to cluster box units located near the Prime Outlet location. Retail Services will be available at the Burbank Post Office.

3. **Concern:** Why is the Postal Service study studying closure of the Buckeye Branch?

**Response:** The workload has been decreasing at the Buckeye Classified Branch. A Window Operations Survey was completed at the Buckeye Retail Store and the workload indicates that the Postal Service can still provide a maximum degree of effective and regular services through rural delivery and the Burbank Post Office.

4. **Concern:** Customers inquired about the types of retail services that will be provided.

5. **Response:** If the proposal is implemented, retail services will be available at the Burbank Post Office located 1.1 miles away. An alternative location for the customers to receive retail services will be provided at the Lodi Post Office. The Lodi Post Office is located 2.6 miles away from the Buckeye Classified Branch. Postal customers can use [www.usps.com](http://www.usps.com) and request that a carrier pickup outgoing priority parcels. Rural carriers can provide postage if requested. The small business specialist in the Northern Ohio District can provide you with any assistance that you might need.

6. **Concern:** Customers inquired about the timeline of study.

**Response:** This is only a study. The community meeting is being held to discuss the postal needs that you have. When do you get your mail? Can we reduce the hours and still meet your needs? We want to determine your concerns.

7. **Concern:** A customer inquired about combining postal operations with the bank.

**Response:** The USPS does not have corporate sponsorships with other businesses.

8. **Concern:** Customer inquired whether an automated postal center would be considered.

**Response:** No. There currently is no plan to install an APC at the Buckeye Classified Branch.

9. **Concern:** Customers inquired whether a lot of responses from the survey were received.

10. **Response:** Forty responses from the survey that were sent out. A majority of the responses told us that the convenience of the Buckeye Retail Store was an issue. The biggest concerns the participants in the community meeting had was being able to retrieve their box mail before opening their businesses. With the plan of having rural delivery to Central Box Units, tenants of the Prime Outlet Mall will be able to get their mail prior to opening their businesses.

**Some advantages to the final determination are:**

1. The carrier provides retail services, alleviating the need to go to the post office. Stamps by Mail order forms are provided for customer convenience.
2. Customers opting for carrier service will have 24-hour access to their mail.
3. A savings for the Postal Service, which contributes in the long run to stable postage rates and savings for customers.
4. CBUs offer the security of individually locked mail compartments. Parcel lockers provide convenient parcel delivery for customers.
5. Saves time and energy for customers who drive to the post office to pick up mail.

**Some disadvantages to the final determination are:**

1. The loss of a retail outlet in the community. Retail services are available through the Burbank and Lodi Post Offices or through the carrier.
2. Meeting the carrier at the CBU to transact business. However, it is not necessary to be present to conduct most postal transactions.
3. A change in mailing address for customers opting for post office box service at the Burbank Post Office. Post Office Box customers will be transferred to the Burbank Post Office will be assigned new post office numbers and will experience an address and ZIP Code change.

Taking all available information into consideration, the Postal Service concludes this final determination will provide a maximum degree of effective and regular postal services to the community.

**II. EFFECT ON COMMUNITY**

The Buckeye Classified Unit is a finance station located in Harrisville Township, Medina County, Ohio. The area is administered politically by a board of trustees. Police protection is provided by the Medina County Sheriff Department. Fire protection is provided by the Lodi, OH Fire Department. The community is comprised of small businesses, farms and residential customers.

There are 127 businesses located in the Prime Outlet where the Buckeye Classified Branch services.

Nonpostal services provided at the Buckeye Classified Branch will be available at the Burbank and Lodi, OH Post Offices. Government forms normally provided by the post office will also be available at the Burbank, OH Post Office or by contacting your local government agency.

Based on information the Postal Service obtained, it was determined that there has been minimal growth in the area in recent years. Carrier service is expected to be able to handle any future growth in the community.

To help preserve community identity, the community's name and ZIP Code will be retained in the mailing address. It will continue to be listed in the National Five-Digit ZIP Code and Post Office Directory. However, post office box customers will experience an address and ZIP Code change to the Burbank, OH Post Office 44214.

Based on information obtained in the course of this discontinuance study, the Postal Service concludes this proposal will not adversely affect the community.

### **III. EFFECT ON EMPLOYEES**

The Buckeye Classified Branch is currently staffed by two part time flexible clerks. Both clerks will be reassigned to other duties in the Northern Ohio District if the proposal is accepted.

### **IV. ECONOMIC SAVINGS**

The Postal Service estimates an annual savings of \$137,497.00 with a breakdown as follows:

Clerk Salary (PS-5, minimum)	\$70,705.00
Fringe Benefits @33.5%	23,686.00
Rental Costs, Excluding Utilities	<u>+42,515.00</u>
Total Annual Costs	\$140,865.00
Less Cost of Replacement Service	<u>- \$3,368.00</u>
Total Annual Savings	\$137,497.00

A one-time expense of \$2,000.00 will be incurred for installation of CBUs.

### **V. OTHER FACTORS**

The Postal Service has identified no other factors for consideration.

### **VI. SUMMARY**

The Postal Service has determined to close the Buckeye, OH Classified Branch and provide delivery and retail services by rural route service administered by the Burbank, OH, Post Office, located 1.1 miles away. Service will be provided to cluster box units (CBUs) installed on the carrier's line of travel. Additionally, the post office box section will be moved to the Burbank, Ohio Post Office for customers opting for post office box service.

The career part-time flexible clerks will be reassigned to other duties within the Northern Ohio District once this final determination is implemented. No other employee will be adversely affected. Workload has declined over the last two years, and the small number of customers served, minimal daily transactions, and close proximity of two other post offices within a 1-3 mile radius indicate that rural route delivery service will continue to provide a maximum degree of effective and regular service to the community.

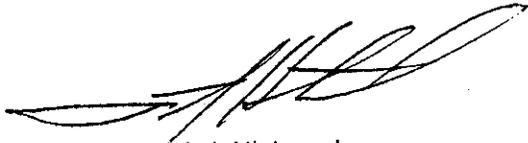
The Buckeye Retail Classified Branch provides 45 hours of window service per week to 82 customers. Daily retail window transactions averaged 158. There are no permit mailers or postage meter customers.

Carrier service will continue to provide effective and regular service to the community. There will no longer be a retail outlet in the community. However, delivery and retail services will be available from the carrier, alleviating the need to travel to a post office for service. Customers opting for carrier delivery will have 24-hour access to their mail. To help preserve community identity, the community name and ZIP Code will be retained in the mailing address. The Postal Service will save an estimated \$137,497.00 annually. A disadvantage to some may be in meeting the carrier to transact business. However, it is not necessary to be present to conduct most postal transactions.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this final determination is warranted.

**VII. NOTICES**

Notify customers of the permanent discontinuance of the Buckeye Classified Branch and advise them of the hours of operation and services available at the Burbank and Lodi, OH Post Offices. Explain specific information on address changes and why the change is necessary.



Frederick J. Hintenach  
Manager, Customer Service Operations

3/13/06

Date

**Official Record Index**

<b>Item No.</b>	<b>Description</b>	<b>Date Entered into Record</b>
1.	Request/Approval to Study for Discontinuance	08/15/05
2.	Buckeye Retail Store Lease Agreement	08/15/05
3.	Burbank Post Office Lease Agreement	08/15/05
4.	Community Survey Sheet	08/16/05
5.	AMS / Delivery Data	08/16/05
6.	Post Office Survey Sheet	08/16/05
7.	Maps – Distance between Lodi & Burbank	08/16/05
8.	Revenue / Buckeye Retail Store & Burbank P.O.	08/19/05
9.	Window Operation Survey Burbank P.O. 09/30/04 (Year)	08/19/05
10.	Window Operation Survey Buckeye Retail Store 07/21/05	08/19/05
11.	Window Operation Survey Buckeye Retail Store 07/21/05 (YTD)	08/19/05
12.	Human Resource Employee Information (Payroll Information)	08/30/05
13.	Photographs / Burbank P.O. – Lodi P.O. – Buckeye Retail	08/22/05
14.	Buckeye Retail Store Post Office Box Customer Listing	09/08/05
15.	Postal Inspection Service Report	09/13/05
16.	Medina County Sheriff Department Report	09/14/05
17.	Customer Survey Questioners / Postmaster Letter	09/17/05
18.	Survey of Incoming Mail	09/30/05
19.	Survey of Dispatched Mail	09/30/05
20.	Highway Contract Route Schedule Information	09/30/05
21.	Rural Route Interim Evaluation Worksheet	09/30/05
22.	Customer Survey Returned / Response Letters	10/11/05
23.	Customer Response Corrections ( Incorrect Hours Listed)	10/17/05
24.	Utility Statements	10/30/05
25.	Community Meeting Letter to P.O Box Customers / Retail	11/23/05
26.	Community Meeting Letter / Mr. Farmer (Prime Outlet Management)	11/23/05
27.	Community Meeting Letter / Mr. Ralph Regula ( Congressman)	11/23/05
28.	Community Meeting Letter / Mr. Don Hopkins (Mayor – Burnak, Oh)	11/23/05
29.	Community Meeting Letter / Mr. Ron Childers (APWU)	11/23/05
30.	Hold Harmless Agreement – Buckeye Factory Shops Limited	11/25/05
31.	Community Meeting Letter / Ms. Karen Anderson (Harrisville Twn)	11/30/05
32.	Collection Box Management Report – Lodi , Ohio	12/05/05
33.	Collection Box Management Report – Burbank, Ohio	12/05/05
34.	Buckeye Retail Store / Community Meeting Roster	12/07/05
35.	Buckeye Retail Store Community Meeting Notes	12/21/05
36.	Post Office Locator Details / Lodi – Burbank	12/22/05
37.	Buckeye Retail Store at Prime Outlet Expenses	12/22/05
38.	Buckeye Retail Store Discontinuance Checklist	12/20/05
39.	Cluster Box Unit Information	12/20/05
40.	RDM WOS SSA Transactions and Visit Count (2004)	12/22/05
41.	RDM WOS SSA Transactions and Visit Count (2005)	12/22/05
42.	Proposal Exhibit	01/03/06
43.	Transmittal Letter to Headquarters	01/03/06

August 12, 2005

DUCKET NO. LODI-BUCKEYE  
ITEM NO. 1  
PAGE 1 OF 1

KATHY AINSWORTH  
DISTRICT MANAGER  
CUSTOMER SERVICE AND SALES

SUBJECT: AUTHORITY TO CONDUCT INVESTIGATION

I request your authorization to investigate a possible change in postal services for the following office in the 16th Congressional District.

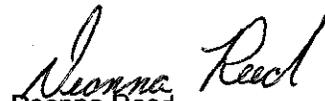
Post Office Name: LODI - BUCKEYE RETAIL STORE  
ZIP+4 Code: 44214-9998  
EAS Level: 15  
Finance Number: XXXXXXXXXX  
County: MEDINA

Number of Customers:

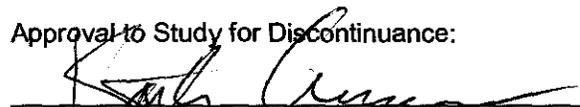
Post Office Box	82
General Delivery	0
Rural Route (RR)	0
Highway Contract Route (HCR)	0
Intermediate RR	0
Intermediate HCR	0
City Delivery	0
Total Customers	82

The Lodi - Buckeye Retail Store is being reviewed for closure due to a loss of workload.

Please indicate your approval of this study by signing below and returning the original form to this office.

  
Deanna Reed  
Manager, Post Office Operations

Approval to Study for Discontinuance:

  
District Manager, Customer Service and Sales

8/15/05  
Date

**RECEIVED**

AUG 15 2005

DISTRICT MANAGER  
NORTHERN OHIO PERFORMANCE CLUSTER



DOCKET NO. Lodi-Buckeye Lease  
 ITEM NO. 2  
 PAGE 1 OF 17

Unit/Post Office Name & Address:  
 LODI - BUCKEYE RETAIL STORE (384557-002)  
 ROUTE 93 LODI, OH 44254-9998

This LEASE, made and entered into by and between Buckeye Factory Shops Limited Partnership hereinafter called the Lessor, and the United States Postal Service, hereinafter called the Postal Service:

In consideration of the mutual promises set forth and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties covenant and agree as follows:

1. The Lessor hereby leases to the Postal Service and the Postal Service leases from the Lessor the following premises, hereinafter legally described in paragraph 9, in accordance with the terms and conditions described herein and contained in the 'General Conditions to U.S. Postal Service Lease,' Section A, attached hereto and made a part hereof.

Upon which is a one story masonry building and which property contains areas, spaces, improvements, and appurtenances as follows:

AREA	SQ. FEET	AREA	SQ. FEET
Net Floor Space	1,497	Joint Use/Common Areas:	
Platform			
Parking and Maneuvering			
Other:			
Driveway			
Landscaping			
Sidewalks			

Demised area known as Space #275 of the Buckeye Factory Shops.

**Total Site Area:** 1,497

2. RENTAL: The Postal Service will pay the Lessor an annual rental of: \$42,515.00

\*\*\*Forty-Two Thousand Five Hundred Fifteen and 00/100 Dollars\*\*\*

payable in equal installments at the end of each calendar month. Rent for a part of a month will be prorated. Rent checks shall be disbursed as follows:

payable to:  
 Buckeye Factory Shops Limited Partnership  
 100 E. Pratt St.  
 19th Floor  
 Baltimore MD 21202-9998

unless the Contracting Officer is notified, in writing by Lessor, of any change in payee or address at least sixty (60) days before the effective date of the change.

3. TO HAVE AND TO HOLD the said premises with their appurtenances:

FIXED TERM: The term beginning Nov. 15, 1996 and ending Nov. 14, 2006 for a total of 10 years.

4. RENEWAL OPTIONS: The Lease may be renewed at the option of the Postal Service, for the following separate and consecutive terms and at the following annual rentals:

RENEWAL OPTION	TERM NO. OF YEARS	PER ANNUM RENTAL
1	5	\$57,136.00 *
<del>2</del>	<del>5</del>	<del>\$66,242.00</del>

provided that notice is sent, in writing, to the Lessor at least 90 days before the end of the original lease term, ~~and each renewal term.~~ All other terms and conditions of this Lease will remain the same during any renewal term unless stated otherwise herein.

5. TERMINATION: None.

6. UTILITIES, SERVICES, AND EQUIPMENT: Lessor, as part of the rental consideration, shall furnish the following utilities, services and equipment: (See Lessor Obligations of General Conditions (A.24) and/or attached addendum for definitions.) Heating System, Air Conditioning Equipment, ~~Light Fixtures &~~ Power, Sewerage System, ~~Electrical System,~~ Water System, Snow Removal. \*  
Panel Box.

7. OTHER PROVISIONS: The following additional provisions, modifications, riders, layouts and/or forms were agreed upon prior to execution and made a part hereof:

Maintenance Rider - USPS (M-1), Lessor acknowledges that USPS is leasing the premises "AS IS" and that all electrical\*\* plumbing and HVAC systems will be operational at lease inception. Lessor also acknowledges that lease rental includes all taxes, exterior and structural maintenance and CAM charges. USPS will pay for recurring monthly charges for utilities once separately metered. USPS may enter leased premises prior to November 15, 1996 for design and construction of store.

8. The undersigned has completed the 'Representations and Certifications.' (See Section B).

9. LEGAL DESCRIPTION:

Known as Space #275 and consisting of 1,497 sf situated in the Buckeye Factory Shops located at 9909 Avon Lake Road, Burbank, Ohio 44214.

\* USPS shall be responsible, at its expense for construction of all interior work other than as set forth in the preceding sentence including, electrical distribution, flooring stockroom wall and door, light fixtures and ceiling.

\*\* to the panel box,

SEE LEGAL DESCRIPTION ATTACHED AS EXHIBIT A-2



CONTRACT NO. LODI-BUCKEYE Lease  
 ITEM NO. 2  
 PAGE 2 OF 17

EXECUTED BY LESSOR this 2nd day of October, 1996

**PARTNERSHIP**

Partnership, a Delaware limited partnership  
 Buckeye Factory Shops Limited P/B (a Maryland Corporation)

~~Affix Corporate Seal~~

By: Prime Retail, L.P., its  
 Print Name & Title General Partner

X  
 Signature William H. Carpenter, Jr.

~~Signature~~

Signature

By: Prime Retail, Inc., a Maryland  
 Print Name & Title corporation, its General Partner

Signature

X  
~~Signature~~ William H. Carpenter, Jr.  
President and Chief Operating Officer

Print Name & Title

Signature

Lessor, Address: Buckeye Factory Shops Limited Partnership  
100 E. Pratt St.  
19th Floor Baltimore MD 21202-9998

Telephone No: (410) 234-1707

Taxpayer ID:

Witness David P. Asst. Secretary

Witness

**ACCEPTANCE BY THE POSTAL SERVICE**

Date: 10/24/96

MICHAEL LAVERDIERE  
 Contracting Officer

Michael Laverdiere  
 Signature of Contracting Officer

COLUMBIA FSO  
PO BOX 701  
COLUMBIA MD 21045-0701  
 Address of Contracting Officer



Form of Acknowledgment for Partnership

STATE OF Maryland  
CITY \_\_\_\_\_  
COUNTY OF Baltimore

DOCUMENT NO. LODI-BUCKEYE  
ITEM NO. 2  
PAGE 3 OF 17

Personally appeared before me, a Notary Public in and for the County and State aforesaid,

Buckeye Factory Shops Limited Partnership  
(Partnership Name)

William H. Carpenter, Jr., President and Chief  
(Identify individual party to the lease)  
Operating Officer of Prime Retail, Inc.,  
Corporate General Partner  
(Identify individual party to the lease)

\_\_\_\_\_  
(Identify individual party to the lease)

who is known to me to be the same person(s) who executed the foregoing lease, and who acknowledged that said person(s) signed, sealed and delivered the same as said person(s)'s free and voluntary act for the uses and purposes therein set forth.

Witness my hand and notarial seal, in the County and State aforesaid,  
this 2<sup>nd</sup> day of October, 1996

NOTARIAL  
SEAL

Cynthia C. Schmitt  
Notary Public  
My commission expires November 1, 1999



CONTRACT NO.

LODI-BUCKEYE

## General Conditions to USPS Lease

ITEM NO.  
PAGE2  
4 OF 17

## SECTION A

## A.1 CHOICE OF LAW

This Lease shall be governed by federal law.

## A.2 DEFINITIONS

As used in this contract, the following terms have the following meanings:

a. "Contracting officer" means the person executing this contract on behalf of the Postal Service, and any other employee who is a properly authorized contracting officer; the term includes, except as otherwise provided in the contract, the authorized representative of a contracting officer acting within the limits of the authority conferred upon that person.

b. "Successful offeror," "offeror," "contractor," or "Lessor" are interchangeable and refer to the party whose proposal is accepted by the Postal Service.

c. "Lease" and "agreement" are interchangeable and refer to this document, including all riders and attachments thereto.

## A.3 EXECUTION REQUIREMENTS

a. All co-owners and all other persons having or to have a legal interest in the property must execute the Lease. If the offeror is married, the husband or wife of the offeror must also execute the Lease. The offeror must submit adequate evidence of title.

b. If the offeror is a general partnership, each member must sign.

c. If the offeror is a limited partnership, all general partners must sign.

d. Where the offeror is an administrator or an executor of an estate, there must be furnished a certificate of the clerk of the court or certified copy of the court order showing the appointment of the administrator or executor, together with a certified copy of the will of the deceased. If there is no will, or in the event the will of the deceased does not specifically authorize the administrator or the executor to enter into a contract to lease the proposed quarters, it will generally be necessary to furnish, in addition to the above named items, a certified copy of the court order authorizing such administrator or executor to enter into a lease with the Postal Service.

e. Where the offeror is a trustee, a certified copy of the instrument creating the trust must be furnished together with any other evidence necessary to establish the trustee's authority to lease.

f. Where the offeror is a corporation, leases and lease agreements entered into must have the corporate seal affixed or in place thereof the statement that the corporation has no seal.

g. Where the offeror is a corporation, municipal corporation, fraternal order or society, the Lease must be accompanied by documentary evidence affirming the authority of the agent, or agents, to execute the Lease to bind the municipal corporation, fraternal order or society for which he (or they) purports to act. The usual evidence required to establish such authority is in the form of extracts from the articles of incorporation, or bylaws, or the minutes of the board of directors duly certified by the custodian of such records, under the corporate seal. Such resolutions, when required, must contain the essential stipulations embodied in the Lease. The names and official titles of the officers who are authorized to sign the Lease must appear in the document.

h. Notices. Any notice to Lessor provided under this Lease or under any law or regulation must be in writing and may be hand delivered or mailed to Lessor at the address specified on page 3 of the Lease, or at an address that Lessor has otherwise appropriately directed in writing. Any notice to the Postal Service provided under this Lease or under any law or regulation must be in writing and may be hand delivered or mailed, addressed to

"Contracting Officer, U.S. Postal Service" at the address specified on page 3 of the Lease, or at an address that the Postal Service has otherwise directed in writing.

## A.4 MORTGAGEE'S AGREEMENT

If there is now or will be a mortgage on the property which is or will be recorded prior to the recording of the Lease, the offeror must notify the contracting officer of the facts concerning such mortgage and, unless in his sole discretion the contracting officer waives the requirement, the offeror must furnish a Mortgagee's Agreement, which will consent to this Lease and shall provide that, in the event of foreclosure, mortgagee, successors, and assigns shall cause such foreclosures to be subject to the Lease.

## A.5 EQUAL OPPORTUNITY

a. The contractor may not discriminate against employees or applicants because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, or national origin. This action must include, but not be limited to, employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants, notices provided by the contracting officer setting forth the provisions of this clause.

b. The contractor must, in all solicitations or advertisements for employees placed by it or on its behalf, state that all qualified applicants will be considered for employment without regard to race, color, religion, sex, or national origin.

c. The contractor must send to each union or workers' representative with which the contractor has a collective bargaining agreement or other understanding, a notice, provided by the contracting officer, advising the union or workers' representative of the contractor's commitments under this clause, and must post copies of the notice in conspicuous places available to employees and applicants.

d. The contractor must comply with all provisions of Executive Order (EO) 11246 of September 24, 1965, as amended, and of the rules, regulations, and relevant orders of the Secretary of Labor.

e. The contractor must furnish all information and reports required by the Executive order, and by the rules, regulations, and orders of the Secretary, and must permit access to the contractor's books, records, and accounts by the Postal Service and the Secretary for purposes of investigation to ascertain compliance with these rules, regulations, and orders.

f. If the contractor fails to comply with this clause or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended, in whole or in part; the contractor may be declared ineligible for further contracts in accordance with the Executive order; and other sanctions may be imposed and remedies invoked under the Executive order, or by rule, regulation, or order of the Secretary, or as otherwise provided by law.

g. The contractor must insert this clause, including this paragraph g, in all subcontracts or purchase orders under this contract unless exempted by Secretary of Labor rules, regulations, or orders issued under the Executive order. The contractor must take such action with respect to any such subcontract or purchase order as the Postal Service may direct as a means of enforcing the terms and conditions of this clause (including sanctions for noncompliance), provided, however, that if the contractor becomes involved in, or is threatened with, litigation as a result, the contractor may request the Postal Service to enter into the litigation to protect the interests of the Postal Service.



## General Conditions to USPS Lease

h. Dispute under this clause will be governed by the procedures in 41 CFR 60-1.1

### A.6 FACILITIES NONDISCRIMINATION

a. As used in this clause, the term "facility" means stores, shops, restaurants, cafeterias, restrooms, and any other facility of a public nature in the building in which the space covered by this Lease is located.

b. The Lessor agrees that he will not discriminate by segregation or otherwise against any person or persons because of race, religion, color, age, sex, or national origin in furnishing, or by refusing to furnish, to such person or persons the use of any facility including any and all services, privileges, accommodations, and activities provided thereby.

c. It is agreed that the Lessor's noncompliance with the provisions of this clause shall constitute a material breach of this Lease. In the event of such noncompliance, the Postal Service may take appropriate action to enforce compliance, may terminate this lease, or may pursue such other remedies as may be provided by law. In the event of termination, the Lessor shall be liable for all excess costs of the Postal Service in acquiring substitute space, including but not limited to the cost of moving to such space.

d. The Lessor agrees to include, or to require the inclusion of the foregoing provisions of this clause (with the terms "Lessor" and "Lessee" appropriately modified) in every agreement or concession pursuant to which any person other than the Lessor operates or has the right to operate any facility. The Lessor also agrees that it will take such action with respect to any such agreement as the Postal Service may direct as a means of enforcing this clause, including but not limited to termination of the agreement or concession.

### A.7 OFFICIALS NOT TO BENEFIT

No member of or delegate to Congress may be admitted to any part or share of this contract, or to any benefit arising from it. This prohibition does not apply to the extent this contract is with a corporation for the corporation's general benefit.

### A.8 CONTINGENT FEES

a. The offeror warrants that no person or selling agency has been employed or retained to solicit or obtain this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the Lessor for the purpose of obtaining business.

b. For breach or violation of this warranty, the Postal Service has the right to annul this contract without liability, or at its sole discretion, to deduct from the contract price or consideration, or otherwise recover from offeror the full amount of the commission, percentage, brokerage fee, or contingent fee.

c. Licensed real estate agents or brokers having listings on property for rent, in accordance with general business practice, and who have not obtained such licenses for the sole purpose of effecting this lease, may be considered as bona fide employees or agencies within the exception contained in this clause.

### A.9 ASSIGNMENT OF CLAIMS

a. If this contract provides for payments aggregating \$10,000 or more, claims for moneys due or to become due from the Postal Service under it may be assigned to a bank, trust company, or other financing institution, including any federal lending agency, and may thereafter be further assigned and reassigned to any such institution. Any assignment or reassignment must cover all amounts payable and must not be made to more than one party, except that assignment or reassignment may be made to one party as agent or trustee for two or more parties participating in

financing this contract. No assignment or reassignment will be recognized as valid and binding upon the Postal Service unless a written notice of the assignment or reassignment, together with a true copy of the instrument of assignment, is filed with:

1. The contracting officer; and
2. The surety or sureties upon any bonds.

b. Except with the written consent of the Contracting Officer, assignment of this contract or any interest in this contract other than in accordance with the provisions of this clause will be grounds for termination of the contract for default at the option of the Postal Service.

c. Nothing contained herein shall be construed so as to prohibit transfer of ownership of the demised premises, so long as such transfer is subject to this agreement.

### A.10 COMPLIANCE WITH OSHA STANDARDS

To the extent this agreement is for construction, alteration, and/or repairs, the Lessor must: (i) comply with applicable Occupational Safety and Health Standards, Title 29 Code of Federal Regulations, Part 1910, promulgated pursuant to the authority of the Occupational Safety and Health Act of 1970; (ii) comply with any other applicable federal, state, or local regulation governing workplace safety to the extent they are not in conflict with (i); and (iii) take all other proper precautions to protect the health and safety of (a) any laborer or mechanic employed by the Lessor in performance of this agreement, (b) Postal Service employees, and (c) the public. The Lessor must include this clause in all subcontracts hereunder and to require its inclusion in all subcontracts of a lower tier. The term "Lessor" as used in this clause in any subcontract must be deemed to refer to the subcontractor.

### A.11 EXAMINATION OF RECORDS

a. The Postal Service and its authorized representatives will, until three years after final payment under this contract, or for any shorter period specified for particular records, have access to and the right to examine any directly pertinent books, documents, papers, or other records of the contractor involving transactions related to this contract.

b. The contractor agrees to include in all subcontracts under this contract a provision to the effect that the Postal Service and its authorized representatives will, until three years after final payment under the subcontract, or for any shorter specified period for particular records, have access to and the right to examine any directly pertinent books, documents, papers, or other records of the subcontractor involving transactions related to the subcontract. The term "subcontract" as used in this clause includes:

1. Purchase orders; and
2. Subcontracts for public utility services at rates established for uniform applicability to the general public.

### A.12 CLEAN AIR AND WATER

The contractor agrees:

a. To comply with all the requirements of section 114 of the Clean Air Act (42 U.S.C. 7414) and section 308 of the Clean Water Act (33 U.S.C. 1318) relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in section 114 of the Clean Air Act and section 308 of the Clean Water Act, and all regulations and guidelines issued to implement those acts before the award of this contract;

b. That no portion of the work required by this contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of the facility from the listing;



## General Conditions to USPS Lease

- c. To use its best efforts to comply with clean air standards and clean water standards at the facility in which the contract is being performed; and
- d. To insert the substance of this clause into any nonexempt subcontract, including this paragraph d.

### A.13 CLAIMS AND DISPUTES

- a. This contract is subject to the Contract Disputes Act of 1978 (41 U.S.C. 601-613) ("The Act").
- b. Except as provided in the Act, all disputes arising under or relating to this contract must be resolved under this clause.
- c. "Claim," as used in this clause, means a written demand or written assertion by one of the contracting parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract. However, a written demand or written assertion by the contractor seeking the payment of money exceeding \$50,000 is not a claim under the Act until certified as required by subparagraph d.2 below. A voucher, invoice, or other routine request for payment that is not in dispute when submitted is not a claim under the Act. The submission may be converted to a claim under the Act by complying with the submission and certification requirements of this clause, if it is disputed either as to liability or amount or is not acted upon in a reasonable time.

- d.
  - 1. A claim by the contractor must be made in writing and submitted to the contracting officer for a written decision. A claim by the Postal Service against the contractor is subject to a written decision by the contracting officer.
  - 2. For contractor claims exceeding \$50,000, the contractor must submit with the claim a certification that:
    - (a) The claim is made in good faith;
    - (b) Supporting data are accurate and complete to the best of the contractor's knowledge and belief, and
    - (c) The amount requested accurately reflects the contract adjustment for which the contractor believes the Postal Service is liable.
  - 3.
    - (a) If the contractor is an individual, the certification must be executed by that individual.
    - (b) If the contractor is not an individual, the certification must be executed by:
      - (1) A senior company official in charge at the contractor's plant or location involved; or
      - (2) An officer or general partner of the contractor having overall responsibility for the conduct of the contractor's affairs.
  - e. For contractor claims of \$50,000 or less, the contracting officer must, if requested in writing by the contractor, render a decision within 60 days of the request. For contractor-certified claims over \$50,000, the contracting officer must, within 60 days, decide the claim or notify the contractor of the date by which the decision will be made.
  - f. The contracting officer's decision is final unless the contractor appeals or files a suit as provided in the Act.
  - g. The Postal Service will pay interest on the amount found due and unpaid from:

- 1. The date the contracting officer receives the claim (properly certified if required); or
- 2. The date payment otherwise would be due, if that date is later, until the date of payment.

h. Simple interest on claims will be paid at a rate determined in accordance with the interest clause.

i. The contractor must proceed diligently with performance of the contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the contracting officer.

### A.14 AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS

The following clause is applicable if this contract provides for payments aggregating \$2,500 or more.

- a. The contractor may not discriminate against any employee or applicant because of physical or mental handicap, in regard to any position for which the employee or applicant is qualified. The contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified handicapped individuals without discrimination in all employment practices, such as employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, raise of pay or other forms of compensation, and selection for training (including apprenticeship).
- b. The contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Rehabilitation Act of 1973, as amended.
- c. In the event of the contractor's noncompliance with this clause, action may be taken in accordance with the rules and regulations and relevant orders of the Secretary of Labor.
- d. The contractor agrees to post in conspicuous places, available to employees and applicants, notices in a form to be prescribed by the Director, Office of Federal Contract Compliance Programs, provided by or through the contracting officer. These notices state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants, and the rights of applicants and employees.
- e. The contractor must notify each union or worker's representative with which it has a collective bargaining agreement or other understanding that the contractor is bound by the terms of section 503 of the Act and is committed to taking affirmative action to employ, and advance in employment, handicapped individuals.
- f. The contractor must include this clause in every subcontract or purchase order over \$2,500 under this contract unless exempted by rules, regulations, or orders of the Secretary issued pursuant to section 503 of the Act, so its provisions will be binding upon each subcontractor or vendor. The contractor must take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce in these provisions, including action for noncompliance.

### A.15 AFFIRMATIVE ACTION FOR DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA

If this contract provides for payments aggregating \$10,000 or more, the following clause is applicable.

- a. The contractor may not discriminate against any employee or applicant because that employee or applicant is a disabled veteran or veteran of the Vietnam era, in regard to any position for which the employee or applicant is qualified. The contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled veterans and



General Conditions to USPS Lease

veterans of the Vietnam era without discrimination in all employment practices, such as employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training (including apprenticeship).

b. The contractor agrees that all suitable employment openings of the contractor existing at the time of the execution of this contract or occurring during its performance (including those not generated by this contract and those occurring at an establishment of the contractor other than the one where the contract is being performed, but excluding those of independently operated corporate affiliates) will be listed at an appropriate local office of the State employment service system where the opening occurs. The contractor further agrees to provide such reports to the local office regarding employment openings and hires as may be required. State and local government agencies holding Postal Service contracts of \$10,000 or more will also list all their suitable openings with the appropriate office of the State employment service.

c. Listing of employment openings with the employment service system will be made at least concurrently with the use of any other recruitment source or effort and will involve the normal obligations attaching to the placing of a bona fide job order, including the acceptance of referrals of veterans and non-veterans. The listing of employment openings does not require the hiring of any particular applicant or hiring from any particular group of applicants, and nothing herein is intended to relieve the contractor from any other requirements regarding nondiscrimination in employment.

d. Whenever the contractor becomes contractually bound to the listing provisions of this clause, it must advise the employment service system in each State where it has establishments of the name and location of each hiring location in the State. The contractor may advise the State system when it is no longer bound by this clause.

e. Paragraphs b, c, and d above do not apply to openings the contractor proposes to fill from within its own organization or under a customary and traditional employer/union hiring arrangement. But this exclusion does not apply to a particular opening once the contractor decides to consider applicants outside its own organization or employer/union arrangements for that opening.

f. Definitions

1. "All suitable employment openings" includes openings that occur in the following job categories: production and non-production; plant and office; laborers and mechanics; supervisory and non-supervisory; technical; and executive, administrative, and professional openings as are compensated on a salary basis of less than \$25,000 per year. This term includes full-time employment, temporary employment of more than three days' duration, and part-time employment. It does not include openings the contractor proposes to fill from within its own organization or under a customary and traditional employer/union hiring arrangement or openings in an educational institution that are restricted to students of that institution. Under the most compelling circumstances, an employment opening may not be suitable for listing, including situations in which the needs of the Postal Service cannot reasonably be otherwise supplied, when listing would be contrary to national security, or when the requirement of listing would otherwise not be in the best interests of the Postal Service.

2. "Appropriate office of the State employment service" means the local office of the Federal/State national systems of public employment offices with assigned responsibility for serving the area where the employment opening is to be filled.

3. "Openings the contractor proposes to fill from within its own organization" means employment openings for which persons outside the contractor's organization (including any affiliates, subsidiaries, and the parent companies) will not be considered and includes any openings the contractor proposes to fill from regularly established "recall" lists.

4. "Openings the contractor proposes to fill under a customary and traditional employer/union hiring arrangement" means employment openings the contractor proposes to fill from union halls as part of the customary and traditional hiring relationship existing between it and representatives of its employees.

g. The contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended.

h. In the event of the contractor's noncompliance with this clause, action may be taken in accordance with the rules, regulations, and relevant orders of the Secretary.

i. The contractor agrees to post in conspicuous places, available to employees and applicants, notices in a form to be prescribed by the Director, Office of Federal Contract Compliance Programs, provided by or through the contracting officer. These notices state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era, and the rights of applicants and employees.

j. The contractor must notify each union or workers' representative with which it has a collective bargaining agreement or other understanding that the contractor is bound by the terms of the Act and is committed to taking affirmative action to employ, and advance in employment, qualified disabled veterans and veterans of the Vietnam era.

k. The contractor must include this clause in every subcontract or purchase order of \$10,000 or more under this contract unless exempted by rules, regulations, or orders of the Secretary issued pursuant to the Act, so its provisions will be binding upon each subcontractor or vendor. The contractor must take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce in these provisions, including action for noncompliance.

A.16 GRATUITIES

a. The Postal Service may terminate this contract for default if, after notice and a hearing, the Postal Service Board of Contract Appeals determines that the contractor or the contractor's agent or other representative:

1. Offered or gave a gratuity (such as a gift or entertainment) to an officer or employee of the Postal Service; and
2. Intended by the gratuity to obtain a contract or favorable treatment under a contract.

b. The rights and remedies of the Postal Service provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

A.17 HAZARDOUS/TOXIC CONDITIONS CLAUSE

"Friable asbestos material" means any material containing more than 1% asbestos by weight that hand pressure can crumble, pulverize, or reduce to powder when dry. Sites cannot have contaminated soil, water or undisclosed underground storage tanks.

Unless due to the act or negligence of the Postal Service, if contaminated soil, water, underground storage tanks or piping or friable asbestos or any other hazardous/toxic materials or substances as defined by applicable Local, State or Federal law is subsequently identified on the premises, the Lessor agrees to remove such materials or substances upon notification by the U. S. Postal Service at Lessor's sole cost in accordance with EPA and/or State guidelines. If the Lessor fails to remove the asbestos or hazardous/toxic materials or substances, the Postal Service has the right to accomplish the work and deduct the cost plus administrative costs, from



# General Conditions to USPS Lease

future rent payments or recover these costs from Lessor by other means, or may, at its sole option, cancel this Lease. In addition, the Postal Service may proportionally abate the rent for any period the premises, or any part thereof, are determined by the Postal Service to have been rendered unavailable to it by reason of such condition.

The remainder of this clause applies if this Lease is for premises not previously occupied by the Postal Service.

By execution of this Lease the Lessor certifies:

**To the best of Lessor's knowledge**

1. The property and improvements are free of all contamination from petroleum products or any hazardous/toxic or unhealthy materials or substances including friable asbestos, as defined by applicable State or Federal law.

**To the best of Lessor's knowledge**

2. There are no undisclosed underground storage tanks or associated piping on the property.

The Lessor hereby indemnifies the Postal Service and its officers, agents, representatives, and employees from all claims, loss, damage, actions, causes of action, expense and/or liability resulting from, brought for, or on account of any violation of this clause.

### A.12 ADVERTISING OF CONTRACT AWARDS

Except with the contracting officer's prior approval, the contractor agrees not to refer in its commercial advertising to the fact that it was awarded a Postal Service contract or to imply in any manner that the Postal Service endorses its products.

### A.19 RECORDING

Recording Not Required

### A.20 SUBLEASE

The Postal Service may <sup>not</sup> sublet all or any part of the premises or assign this lease but shall not be relieved from any obligation under this lease by reason of any subletting or assignment without the prior written consent of Lessor, which shall not be unreasonably withheld.

### A.21 ALTERATIONS unreasonably withheld.

The Postal Service shall have the right to make interior interior non-structural alterations, attach fixtures and ~~and erect additional structures or signs in or upon~~ the premises hereby leased (provided such alterations, additions, structures, or signs shall not be detrimental to or inconsistent with the rights granted to other tenants on the property or in the building in which said premises are located); which fixtures, ~~additions, structures, or signs~~ so placed in, upon or attached to the said premises shall be and remain the property of the Postal Service and may be removed or otherwise disposed of by the Postal Service. Prior to expiration or termination of this lease the Postal Service may remove such alterations and improvements and restore the premises to its good condition as that existing at the time of entering upon the same under the lease, reasonable and ordinary wear and tear and damages by the elements or by circumstances over which the Postal Service has no control, excepted. If however, at the expiration or termination of the lease or any renewal or extension thereof, the Postal Service elects not to remove such alterations and/or improvements, said alterations and/or improvements shall become the property of the Lessor and any rights of restoration are waived.

### A.22 APPLICABLE CODES AND ORDINANCES

The Lessor, as part of the rental consideration, agrees to comply with all codes and ordinances applicable to the ownership and operation of the building in which the rented space is situated, and to obtain all necessary permits and related items at ~~the~~ the Postal Service's expense. See attached.

### A.23 DAMAGE OR DESTRUCTION OF PREMISES

If the demised premises or any portion thereof are damaged or destroyed by fire or other casualty, Acts of God, of a public enemy, not or insurrection or are otherwise determined by the Postal Service to be unfit for use and occupancy, the Postal Service may:

a. terminate this lease as of the date the premises become unfit for use and occupancy,

b. ~~require the Lessor to repair or rebuild~~ subject to Lessor's right to terminate set the premises as necessary to restore them to tenable condition to the satisfaction of the Postal Service.

For any period the premises, or any part thereof, are unfit for use and occupancy, the rent will be abated in proportion to the area determined by the Postal Service to be untenable. Unfitness for use does not include unsuitability arising from such causes as design, size, or location of the premises or same condition as when delivered to USPS.

~~completion of repair necessary for postal occupancy and deduct all such costs, plus administrative burden from the contract.~~

See attached

### A.24 LESSOR OBLIGATIONS

The Lessor's obligations regarding the services to be provided are further defined as follows:

a. ~~if heating system and fuel are furnished - Lessor must furnish heating system together with all fuel required for proper operation of the system during the continuance of the Lease. The system must be in good working order and, if maintained by the Lessor, will be maintained in accordance with the Maintenance Rider attached hereto.~~

~~b. if heat is furnished - Lessor must maintain a minimum heating temperature of 65 degrees F. in all enclosed portions of the demised premises during the continuance of the Lease.~~

c. ~~if heating system is furnished - Lessor must furnish heating system in good working order and, if maintained by Lessor, will be maintained in accordance with the Maintenance Rider attached hereto. same.~~ the Postal Service

~~d. if lighting fixtures and power are furnished - Lessor must provide light fixtures in good working order and pay all recurring electric bills.~~

~~e. if light fixtures are furnished - Lessor must provide light fixtures in good working order.~~

~~f. if electricity is furnished - Lessor must pay for all recurring electric bills and furnish the electrical system during the continuance of the lease.~~

~~g. if electrical system is furnished - Lessor must furnish an electrical system in good working order having a separate electrical meter.~~

h. ~~if water system and water are furnished - Lessor must furnish a water system in good working order and pay for all recurring water bills during the continuance of the Lease.~~

~~i. if water system is furnished - Lessor must furnish a water system in good working order with separate water meter.~~

j. ~~if sewerage service is furnished - Lessor agrees to furnish sewerage systems including all equipment, piping, plumbing, lines, connections, septic tanks, field lines and related devices, as necessary during the continuance of the Lease.~~

~~k. if sewerage system is furnished - Lessor agrees to furnish sewerage systems including all equipment, piping, plumbing, lines, connections, septic tanks, field lines, and related devices, as necessary during the continuance of the Lease.~~

**INSERT FOR:**

**Section A22:** To the best of the Postal Service's knowledge, the Premises, the building and the shopping center are in compliance with all codes and ordinances as of the date of this Lease.

**INSERT FOR:**

**Section A23(c):** If the Premises are (a) damaged or destroyed in whole or in part during the last year of the Term or the last year of the Renewal Term if any; or (b) if the Building is damaged to the extent of fifty percent (50%) or more of the leasable floor area contained therein and Lessor elects not to rebuild and/or repair, then in either of such events, Lessor may elect to terminate this Lease by giving to the Postal Service notice of such election within ninety (90) days after the occurrence of the fire or other casualty.



# General Conditions to USPS Lease

OFFICE NO. LODI-BOCKEY  
ITEM NO. 2  
PAGE 10 OF 17

~~i. Future Availability of Public Water and/or Sewerage Service - Regardless of Lessor's responsibility for water and/or sewerage under this Lease, if public water and/or sewerage services are not currently available, but become available in the future, the Lessor agrees to accomplish connection, maintain, and pay all fees and costs involved in connecting the building system to the public water and/or sewerage systems. After connection, the Postal Service agrees to pay recurring charges for water consumption and use of sewerage services. If connection of such services is optional, the Postal Service will determine if the connection is to be made by the Lessor.~~

~~m. Air-conditioning equipment and operating power are provided - Lessor must furnish air-conditioning equipment together with all power required for proper operation of the equipment during the continuance of the Lease. The equipment must be in good working order and, if maintained by the Lessor, will be maintained in accordance with the Maintenance Rider attached hereto.~~

~~n. If air-conditioning equipment is furnished - Lessor must furnish air conditioning equipment in the demised premises in good working order and, if maintained by Lessor, will be maintained in accordance with the Maintenance Rider included attached hereto.~~

~~o. If air conditioning is furnished - Lessor must maintain a uniform temperature of no greater than 78 degrees F. in all enclosed portions of the demised premises and be responsible for servicing of the air conditioning equipment including, but not limited to, the replacement of necessary filters and refrigerant as required for proper operation of the equipment together with power, water and other services for its operation.~~

## A.25 LESSOR'S SUCCESSORS

The terms and provisions of this Lease and the conditions herein are binding on the Lessor, and all heirs, executors, administrators, successors, and assigns.

## A.26 DRUG-FREE WORKPLACE

a. **Applicability.** This clause applies to all contracts with individuals without regard to the dollar amount, and to all other contracts over \$50,000.

b. **Exceptions.** This clause does not apply to those contracts that are to be performed completely outside of the United States, its territories, and possessions.

c. **Definitions.** As used in this clause:

1. "Controlled substance" means those substances identified in schedules I through V, Section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined in 21 CFR Sections 1308.11 through 1308.15.

2. "Conviction" means a finding of guilt (including a finding based on a plea of guilty or a plea of nolo contendere) by any judicial body charged with the responsibility to determine violations of criminal drug statutes.

3. "Criminal drug statute" means a federal or non-federal criminal statute involving drug abuse.

4. "Drug abuse" means the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

5. "Employee" means any person directly engaged in the performance of work under a Postal Service contract.

6. "Individual" means a contractor with no employees other than himself or herself.

7. "Workplace" means any site where work is being done in connection with this contract.

## d. Requirements

1. Contractors, except as individuals, must provide a drug-free workplace by:

(a) Publishing, publicly posting, and furnishing each employee a statement that drug abuse in the workplace is prohibited and specifying what actions will be taken against employees for violations of the prohibition;

(b) Establishing a drug-free awareness program to inform all employees about:

(1) The dangers of drug abuse in the workplace;

(2) The contractor's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Notifying all employees that, as a condition of continued employment on this contract, the employee must:

(1) Abide by the contractor's prohibition of drug abuse in the workplace; and

(2) Notify the contractor of any criminal drug conviction for a violation occurring in the workplace within five (5) days of such conviction;

(d) Notifying the contracting officer within ten (10) days of receiving a notice of a conviction from an employee or otherwise;

(e) Instituting appropriate personnel action, up to and including termination, against an employee or requiring the employee to complete a drug abuse assistance or rehabilitation program approved by a Federal, State, local health, law enforcement, or other appropriate agency within thirty (30) days of receiving a notice of conviction; and

(f) Making consistent and good faith efforts to maintain a drug-free workplace through implementation of paragraphs d.1 (a) through d.1 (e), above.

2. The contractor, if an individual, must not engage in drug abuse in the performance of this contract.

e. **Sanctions.** Violation of the terms of this clause may be grounds for the termination for default, and suspension or debarment from eligibility for future Postal Service contracts.

## A.27 DAVIS-BACON ACT

The following is applicable if this agreement covers premises of net interior space in excess of 8,500 square feet and involves construction work over \$2,000.00.

### a. Minimum Wages

1. All mechanics and laborers employed in the contract work (other than maintenance work of a recurring, routine nature necessary to keep the building or space in condition to be continuously used at an established capacity and efficiency for its intended purpose) must be paid unconditionally, and not less than once a week, without deduction or rebate (except for deductions permitted by the Copeland Regulations (29 CFR Part 3)), the amounts due at the time of payment computed at

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# General Conditions to USPS Lease

rates not less than the aggregate of the basic hourly rates and rates of payments, contributions, or costs for any fringe benefits contained in the wage-determination decision of the Secretary of Labor, attached hereto, regardless of any contractual relationship alleged to exist between the Lessor, or subcontractor and these laborers and mechanics. A copy of the wage-determination decision must be kept posted by the Lessor at the site of the work in a prominent place where it can easily be seen by the workers.

2. The Lessor may discharge its obligation under this clause to workers in any classification for which the wage-determination decision contains-

(a) Only a basic hourly rate of pay, by making payment at not less than that rate, except as otherwise provided in the Copeland Regulations (29 CFR Part 3); or

(b) Both a basic hourly rate of pay and fringe-benefit payments, by paying in cash, by irrevocably contributing to a fund, plan, or program for, or by assuming an enforceable commitment to bear the cost of, bona fide fringe benefits contemplated by 40 U.S.C. 276a, or by a combination of these.

3. Contributions made, or costs assumed, on other than a weekly basis (but not less often than quarterly) are considered as having been constructively made for a weekly period. When a fringe benefit is expressed in a wage determination in any manner other than as an hourly rate and the Lessor pays a cash equivalent or provides an alternative fringe benefit, the Lessor must furnish information with the Lessor's payroll showing how the Lessor determined that the cost incurred to make the cash payment or to provide the alternative fringe benefit is equal to the cost of the wage-determination fringe benefits. When the Lessor provides a fringe benefit different from that contained in the wage determination, the Lessor must show how the hourly rate was arrived at. In the event of disagreement as to an equivalent of any fringe benefit, the contracting officer must submit the question, together with the contracting officer's recommendation, to the Secretary of Labor for final determination.

4. If the contractor does not make payments to a trustee or other third person, the contractor may consider as payment of wages the costs reasonably anticipated in providing bonafide fringe benefits, but only with the approval of the Secretary of Labor pursuant to a written request by the Lessor. The Secretary of Labor may require the Lessor to set aside assets in a separate account, to meet the Lessor's obligations under any unfunded plan or program.

5. The contracting officer will require that any class of laborers or mechanics not listed in the wage-determination but to be employed under the contract will be classified in conformance with the wage-determination and report the action taken to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210-0001, for approval. The contracting officer will approve an additional classification and wage rate and fringe benefits therefor only if-

(a) The work to be performed by the classification requested is not performed by a classification in the wage-determination;

(b) The classification is utilized in the area by the construction industry; and

(c) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

6. If the Lessor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate and fringe benefits therefor, the contracting officer must submit the question, together with

the views of the interested parties and the contracting officer's recommendation, to the Wage and Hour Administrator for final determination. The Administrator or authorized representative will, within 30 days of receipt, approve, modify, or disapprove every proposed additional classification action, or issue a final determination if the parties disagree, and so advise the contracting officer or advise that additional time is necessary. The final approved wage rate (and fringe benefits if appropriate) must be paid to all workers performing work in the classification under the contract from the first day work is performed in the classification. The Lessor will post a copy of the final determination of the conformance action with the wage-determination determination at the site of the work. (The Department of Labor information collection and reporting requirements contained in subparagraph a.5 above and in this subparagraph a.6 have been approved by the Office of Management and Budget under OMB control number 1215-0140.)

## b. Apprentices and Trainees

1. Apprentices may be permitted to work only when (a) registered, individually, under a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor, or, if no such recognized agency exists in a State, under a program registered with the Bureau of Apprenticeship and Training, or (b) if not individually registered in the program, certified by the Bureau of Apprenticeship and Training or State agency (as appropriate) to be eligible to work only if individually registered in a program approved by the Employment and Training Administration, U.S. Department of Labor.

2. The ratio of apprentices to journeymen or trainees to journeymen in any craft classification must not be greater than that permitted for the Lessor's entire work force under the registered apprenticeship or trainee program. Apprentices and trainees must be paid at least the applicable wage rates and fringe benefits specified in the approved apprenticeship or trainee program for the particular apprentice's or trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage-determination. If the apprenticeship or trainee program does not specify fringe benefits, apprentices or trainees must be paid in the full amount of fringe benefits listed on the wage-determination for the applicable classification unless the Administrator of Wage and Hour Division determines that a different practice prevails. Any employee listed on a payroll at an apprentice or trainee wage rate not registered, or performing work on the job site in excess of the ratio permitted under the registered program, must be paid the wage rate on the wage determination for the classification of work actually performed.

3. If the Bureau of Apprenticeship and Training or State agency recognized by the Bureau (as appropriate) withdraws approval of an apprenticeship program, or if the Employment and Training Administration withdraws approval of a trainee program, the contractor will no longer be permitted to utilize apprentices or trainees (as appropriate) at less than the applicable predetermined rate for the work performed until an acceptable program is approved. (See 29 CFR 5.16 for special provisions that apply to training plans approved or recognized by the Department of Labor prior to August 20, 1975.)

4. The utilization of apprentices, trainees, and journeymen must be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

## c. Overtime Compensation

1. The Lessor may not require or permit any laborer or mechanic employed on any work under this contract to work more than 40 hours in any workweek on work subject to the provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), unless the laborer or mechanic receives compensation at a rate not less than one-



## General Conditions to USPS Lease

and one-half times the laborer's or mechanic's basic rate of pay for all such hours worked in excess of 40 hours.

2. For violations of subparagraph c.1 above, the Lessor is liable for liquidated damages, which will be computed for each laborer or mechanic at \$10 for each day on which the employee was required or permitted to work in violation of subparagraph c.1 above.

3. The contracting officer may withhold from the Lessor sums so may administratively be determined necessary to satisfy any liabilities of the Lessor for unpaid wages and liquidated damages pursuant to subparagraph c.2 above.

### d Payroll and Other Records

1. For all laborers and mechanics employed in the work covered by this clause, the Lessor must maintain payrolls and related basic records and preserve them for a period of three years after contract completion. The records must contain the name, address, and social security number of each employee, the employee's correct classification, rate of pay (including rates of contributions for, or costs assumed to provide, fringe benefits), the daily and weekly number of hours worked, deductions made, and actual wages paid. Whenever the Lessor has obtained approval from the Secretary of Labor to assume a commitment to bear the cost of fringe benefits under subparagraph a.4 above, the Lessor must maintain records showing the commitment and its approval, communication of the plan or program to the employees affected, and the costs anticipated or incurred under the plan or program. Lessors employing apprentices or trainees under approved programs must maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

2. The Lessor must submit weekly, for each week in which any work covered by this clause is performed, a copy of all payrolls to the contracting officer. The Lessor is responsible for the submission of copies of payrolls of all subcontractors. The copy must be accompanied by a statement signed by the Lessor indicating that the payrolls are correct and complete, that the wage rates contained in them are not less than those determined by the Secretary of Labor, and that the classifications set forth for each laborer or mechanic conform with the work the laborer or mechanic performed. Submission of the Weekly Statement of Compliance (see 29 CFR 5.5(a)(3)(ii)) required under this agreement satisfies this requirement. As required by this clause, the Lessor must submit a copy of any approval by the Secretary of Labor. (The Department of Labor information collection and reporting requirements in this subparagraph d.2 have been approved by the Office of Management and Budget under OMB control numbers 1215-0140 and 1215-0017.)

3. The Lessor's records required under this clause must be available for inspection by authorized representatives of the contracting officer and the Department of Labor, and the Lessor must permit the representative to interview employees during working hours on the job.

4. The Lessor must comply with the Copeland Regulations of the Secretary of Labor (29 CFR Part 3), which are hereby incorporated in this contract by reference.

e Withholding of Funds. The contracting officer may withhold from the Lessor under this or any other contract with the Lessor so much of the accrued payments or advances as is considered necessary to pay all laborers and mechanics the full amount of wages required by this contract or any other contract subject to the Davis-Bacon prevailing wage requirements that is held by the Lessor.

### f. Subcontracts

1. If the Lessor or any subcontractor fails to pay any laborer or mechanic employed on the site of the work any of the wages required by the contract, the contracting officer may, after written notice to the Lessor, suspend further payments or advances to the Lessor until violations have ceased.

### A.28 BANKRUPTCY

In the event the contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the contractor will furnish, by certified mail, written notification of the bankruptcy to the contracting officer responsible for administering the contract. The notification must be furnished within five days of the initiation of the bankruptcy proceedings. The notification must include the date on which the bankruptcy petition was filed, the court in which the petition was filed, and a list of Postal Service contracts and contracting officers for all Postal Service contracts for which final payment has not yet been made. This obligation remains in effect until final payment under this contract.

## SECTION B

OFFER NO. LODI-BUCKEYE  
ITEM NO. 2  
PAGE 13 OF 17

## B.1 TYPE OF BUSINESS ORGANIZATION

The offeror, by checking the applicable blocks, represents that it -

- a. Operates as  a corporation incorporated under the laws of the State of \_\_\_\_\_,  an individual,  a partnership,  a joint venture,  a nonprofit organization, or  an educational institution; and
- b. Is a  small business concern,  minority-owned business,  woman-owned business,  labor surplus area concern,  educational or other non-profit organization, or  none of the above entities.
- c. **SMALL BUSINESS CONCERN.** A small business concern for the purposes of Postal Service procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operations in which it is submitting an offer, and is of a size consistent with the standards set forth by SBA in CFR Part 121, or if no standard has been established, then of a size employing not more than 500 employees. (Also see USPS Procurement Manual, Chapter 10, Section 1.)
- d. **MINORITY-OWNED BUSINESS.** A minority-owned business is a concern that is at least 51 percent owned by, and whose management and daily business operations are controlled by, one or more members of a socially and economically disadvantaged minority group, namely U.S. citizens who are black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, or Asian-Indian Americans. ("Native Americans" means American Indians, Eskimos, Aleuts, and native Hawaiians. "Asian-Pacific Americans" means those whose origins are in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands, the Northern Marianas Islands, Laos, Kampuchea, or Taiwan. "Asian-Indian Americans" means those whose origins are in India, Pakistan, or Bangladesh.)
- e. **WOMAN-OWNED BUSINESS.** A woman-owned business is a business which is at least 51 percent owned, controlled, and operated by a woman or women. Controlled is defined as exercising the power to make policy decisions. Operated is defined as actively involved in the day-to-day management.
- f. **LABOR SURPLUS AREA.** A geographical area which at the time of award is either a section of concentrated unemployment or underemployment, a persistent labor surplus area, or a substantial labor surplus area, as defined in this paragraph.
1. Section of concentrated unemployment or underemployment means appropriate sections of States or labor areas so classified by the Secretary of Labor.
  2. Persistent labor surplus area means an area which is classified by the Department of Labor as an area of substantial and persistent labor surplus (also called Area of Substantial and Persistent Unemployment) and is listed as such by that Department in conjunction with its publication, Area Trends in Employment and Unemployment.
  3. Substantial labor surplus area means an area which is classified by the Department of Labor as an area of substantial labor surplus (also called Area of Substantial Unemployment) and which is listed as such by that Department in conjunction with its publication Area Trends in Employment and Unemployment.
- g. **LABOR SURPLUS AREA CONCERN.** A firm which will perform or cause to be performed a substantial proportion of a contract in a labor surplus area.
- h. **EDUCATIONAL OR OTHER NON-PROFIT ORGANIZATION.** Any corporation, foundation, trust, or other institution operated for scientific or educational purposes, not organized for profit, no part of the net earnings of which inures to the profits of any private shareholder or individual.

## B.2 PARENT COMPANY AND TAXPAYER IDENTIFICATION NUMBER

- a. A parent company is one that owns or controls the basic business policies of an offeror. To own means to own more than 50 percent of the voting rights in to be able to formulate, determine, or veto basic offeror. A parent company need not own the offeror to control it; it may exercise control through the use of dominant minority voting rights, proxy voting, contractual arrangements, or otherwise.
- b. Enter the offeror's Taxpayer Identification Number (TIN) in the space provided. The TIN is the offeror's Social Security Number or other Employee Identification Number used on the offeror's Quarterly Federal Tax Return, U.S. Treasury Form 941.



# Representations and Certifications

NO. LODI-BUCKEY8  
2  
PAGE 14 OF 17

Offeror's TIN: 52-1929502

- c.  Check this block if the offeror is owned or controlled by a parent company.  
d. If the block above is checked, provide the following information about the parent company:

Parent Company's Name: Prime Retail, L.P.  
Parent Company's Main Office Address: \_\_\_\_\_  
No. and Street: 100 East Pratt Street, 19th Floor  
City: Baltimore State: MD Zip Code: 21202  
Parent Company's TIN: 52-1844882

- e. If the offeror is a member of an affiliated group that files its federal income tax return on a consolidated basis (whether or not the offeror is owned or controlled by a parent company, as provided above) provide the name and TIN of the common parent of the affiliated group:

Name of Common Parent: \_\_\_\_\_  
Common Parent's TIN: \_\_\_\_\_

## B.3 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

- a. By submitting this proposal, the offeror certifies, and in the case of a joint proposal each party to it certifies as to its own organization, that in connection with this solicitation--

1. The prices proposed have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to the prices with any other offeror or with any competitor;
2. Unless otherwise required by law, the prices proposed have not been and will not be knowingly disclosed by the offeror before award of a contract, directly or indirectly to any other offeror or to any competitor; and
3. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

- b. Each person signing this proposal certifies that--

1. He or she is the person in the offeror's organization responsible for the decision as to the prices being offered herein and that he or she has not participated, and will not participate, in any action contrary to paragraph a above; or
2. He or she is not the person in the offeror's organization responsible for the decision as to the prices being offered but that he or she has been authorized in writing to act as agent for the persons responsible in certifying that they have not participated, and will not participate, in any action contrary to paragraph a above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to paragraph a above.

- c. Modification or deletion of any provision in this certificate may result in the rejection of the proposal as unacceptable. Any modification or deletion should be accompanied by a signed statement explaining the reasons and describing in detail any disclosure or communication.

## B.4 CONTINGENT FEE REPRESENTATION

- a. The offeror must complete the following representations:

1. The offeror  has  has not employed or retained any company or person (other than a full-time bona fide employee working solely for the offeror) to solicit or secure this contract.
2. The offeror  has  has not paid or agreed to pay any company or person (other than a full-time bona fide employee working solely for the offeror) any fee, commission, percentage, or brokerage fee, contingent upon or resulting from the award of this contract.

- b. If either representation is in the affirmative, or upon request of the contracting officer, the offeror must furnish, in duplicate, a completed Form 7319, "Contractor's Statement of Contingent or Other Fees," and any other officer. If the offeror has previously furnished a completed Form 7319 to the office issuing this solicitation, it may accompany its proposal with a signed statement--



LODI-BUCKEYE  
2  
Representations and Certifications  
PAGE  
15 OF 17

1. Indicating when the completed form was previously furnished;
  2. Identifying the number of the previous solicitation or contract, if any, in connection with which the form was submitted; and
  3. Representing that the statement on the form is applicable to this proposal.
- c. Licensed real estate agents or brokers having listings on property for rent, in accordance with general business practice, and who have not obtained such licenses for the sole purpose of effecting this lease, may be considered as bona fide employees or agencies within the exception contained in this clause.

### B.5 CERTIFICATION OF NONSEGREGATED FACILITIES

- a. By submitting this proposal, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract.
- b. As used in this certification, "segregated facilities" means any waiting rooms, work areas, rest rooms or wash rooms, restaurants or other eating areas, time clocks, locker rooms or other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, or housing facilities provided for employees that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise.
- c. The offeror further agrees that (unless it has obtained identical certifications from proposed subcontractors for specific time periods) it will obtain identical certifications from proposed subcontractors before awarding subcontracts\* exceeding \$10,000 that are not exempt from the provisions of the Equal Opportunity clause; that it will retain these certifications in its files; and that it will forward the following notice to these proposed subcontractors (except when they have submitted identical certifications for specific time periods).

#### NOTICE

A certification of nonsegregated facilities must be submitted before the award of a subcontract\* exceeding \$10,000 that is not exempt from the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (quarterly, semiannually, or annually).

### B.6 CLEAN AIR AND WATER CERTIFICATION

- a. This certification applies only if (1) the offer exceeds \$100,000, (2) the offer is for an indefinite quantity and indicates that orders for estimating quantities will exceed \$100,000 in any year, (3) a facility to be used is listed on the EPA List of Violating Facilities because of a criminal conviction, or (4) the contract is not otherwise exempt.
- b. The offeror (1) certifies, by checking the applicable box, that any facility to be utilized in the performance of the proposed contract  is,  is not, listed on the Environmental Protection Agency List of Violating Facilities as of the date of this proposal, and (2) agrees to notify the contracting officer promptly if any communication is received from the Environmental Protection Agency before contract award indicating that any such facility is under consideration for inclusion on the list.

### B.7 LEASES BETWEEN THE POSTAL SERVICE AND ITS EMPLOYEES, CONTRACT EMPLOYEES, OR BUSINESS ORGANIZATIONS SUBSTANTIALLY OWNED OR CONTROLLED BY POSTAL SERVICE EMPLOYEES OR CONTRACT EMPLOYEES

By submitting this proposal, the offeror certifies that the offeror  is,  is not an employee, a personal service contract employee or a member of the immediate family of a Postal Service employee or personal service contract employee OR a business organization (partnership, corporation, joint venture, etc.) substantially owned or controlled by a Postal Service employee, a personal service contract employee, or a member of the immediate family of a Postal Service employee or personal service contract employee. "Immediate family" means spouse, minor child or children, and other individuals related to the employee by blood who are residents of the employee's household.

\* for the Premises



ITEM NO.  
PAGE

Lodi - Buckeye  
2  
16 OF 17  
Maintenance Rider  
USPS Responsibility (Partial)

- a. If the Postal Service is assuming maintenance responsibility for the demised premises for the first time, the Lessor must correct all maintenance deficiencies and obtain a written certification from a professional HVAC firm that the heating, ventilating and air conditioning systems have been maintained and are in proper working condition. The Lessor will remain responsible until all deferred maintenance work has been completed to the satisfaction of the Postal Service and Postal Service is in receipt of and accepts the aforementioned written certification.
- b. The term "demised premises" as used in this rider includes the premises described in the Lease, the improvements and appurtenances to such premises and all equipment and fixtures furnished, or to be furnished, by the Lessor under this Lease.
- c. The Postal Service is responsible for ordinary repairs to, and maintenance of the demised premises except for those repairs that are specifically made the responsibility of the Lessor in this Lease. The responsibility of the Postal Service as stated herein will be fulfilled at such time and in such manner as the Postal Service considers necessary to keep the demised premises in proper condition.
- d. The Lessor is responsible for:
- (1) Repairs to all common or joint use areas, common or joint use equipment and fixtures that may be included as part of this Lease.
  - (2) All repairs to structural elements and all parts of the roof system. The term "structural elements" as used in this clause is limited to the foundation, bearing walls, floors (not including floor covering), and column supports. The roof system includes, but is not limited to, the roof covering, flashing and insulation.
  - (3) Repairs resulting from Acts of God, of a public enemy, riot or insurrection.
  - (4) Inspection, prevention and eradication of termites and any other wood eating insects and for repairs of any damage resulting therefrom.
  - (5) Repairs resulting from defects in building construction or installation of equipment, fixtures, or appurtenances furnished by the Lessor.
  - (6) Repairs resulting from fire or other casualties, unless such casualties were caused by the negligence of employees or agents of the Postal Service.
  - (7) Any ordinary repairs by the Postal Service which were made necessary by the failure of any element for which the Lessor is responsible.
- e. When the need arises for repairs which are the responsibility of the Lessor, including any repairs or actions for which the Lessor is responsible under paragraph a. hereof, the Postal Service will (except in emergencies) give the Lessor written notice of the needed repairs and will specify a reasonable deadline for completion of the work. A copy of such notice will be sent by certified or registered mail to the Lessor's mortgagee and assignee of monies due or to become due pursuant to this Lease whose names and addresses have been furnished to the Postal Service by the Lessor. If none of these parties (lessor, mortgagee or assignee) proceed with the work with such diligence so as to ensure completion within the time specified in the notice (or any extension thereof granted at the sole discretion of the Postal Service) or actually fails to complete the work within said time, the Postal Service has the right to perform the work, by contract or otherwise, and withhold the cost of such work (which may include administrative cost and/or interest) from payments due under this Lease. In addition, the Postal Service may proportionally abate the rent for any period the demised premises, or any part thereof, are determined by the Postal Service to have been rendered unavailable to it by reason of such condition. Alternatively, the Postal Service may, if the demised premises are determined to be unfit for occupancy, at its sole discretion, cancel this Lease without liability.

Lodi-Buckeye



ITEM NO.  
PAGE

2  
17 OF 17 Maintenance Rider  
Underground Storage Tanks

A. The term "Underground Storage Tank" (UST) as used in this lease rider, is defined as a tank system, including ancillary equipment (pipings and flanges, valves, pumps) connected to it, with ten percent or more of the UST's volume below ground. USTs include underground heating oil tanks (where regulated by law) and all USTs associated with fleet vehicle operations.

B. The lessor is responsible for:

(1) UST system maintenance, initial tank registration, applicable fees, reporting, tank and pipeline tightness testing, testing for soil and groundwater contamination, removal, replacement, upgrades, and closure. If the Postal Service requests tests additional to those required by federal, state, and/or local law, these tests will be completed, by the lessor, at Postal Service expense.

(2) Repairs or replacement resulting from any cause including, but not limited to, acts of God or a public enemy, or fires or other casualty, except where such damage or casualty was caused by the negligence of employees or agents of the Postal Service.

(3) Any UST upgrades resulting from changes in federal, state, and/or local law, whichever is more stringent, except where additional upgrades are required by the Postal Service which exceed those required by the applicable federal, state, and/or local law. Such additional upgrades, as required by the Postal Service, will be at Postal Service expense.

(4) Expenses incurred by the Postal Service which were made necessary due to the failure of any element for which the lessor is responsible.

(5) Providing the Postal Service with copies of all UST system documents (including, but not limited to, test results and permits) within thirty (30) days of lessor's receipt thereof.

C. The Postal Service shall be responsible for UST system daily operations, including product input/output monitoring.

D. If requested by the lessor, the Postal Service will provide the lessor with necessary documents (emergency action plan, etc.) which may be required by state and/or local law for tank registration.

E. When the Postal Service becomes aware of the need for effecting repairs, maintenance, upgrades, replacement, removal, closure, and/or clean-up activities for which the lessor is responsible, the Postal Service will give the lessor prompt written notice, (except in emergency situations where notice shall be given as soon as is practicable) by certified or registered mail, and will specify a reasonable deadline for completion of the work. If the lessor fails to proceed with the work with such diligence so as to ensure completion within the time specified in the notice (or any extension thereof granted at the sole discretion of the Postal Service) or fails to perform the work, by contract or otherwise, and withhold the cost of such work, plus administrative costs, from rental payments due or to become due under this lease or to recoup said costs through any other means available to the Postal Service.



DOCKET NO. LODI-BUCKEYE

ITEM NO. 3

PAGE 1 OF 23

**Lease**

**Facility Name/Location**

BURBANK - MAIN OFFICE (381162-001)  
55 S FRONT ST BURBANK, OH 44214-9998

WAYNE COUNTY  
Project: C92689

This LEASE, made and entered into by and between BURBANK FIREMENS ASSOC INC hereinafter called the Lessor, and the United States Postal Service, hereinafter called the Postal Service:

In consideration of the mutual promises set forth and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties covenant and agree as follows:

1. The Lessor hereby leases to the Postal Service and the Postal Service leases from the Lessor the following premises, hereinafter legally described in paragraph 9, in accordance with the terms and conditions described herein and contained in the 'General Conditions to U.S. Postal Service Lease,' Section A, attached hereto and made a part hereof.

Upon which is a one story frame and which property contains areas, spaces, improvements, and appurtenances as follows:

AREA	SQ. FEET	AREA	SQ. FEET
Net Floor Space	413	Joint Use/Common Areas:	
Platform			
Parking and Maneuvering	4,500		
Other:			
Driveway			
Landscaping			
Sidewalks			

**Total Site Area:** 4,913

2. RENTAL: The Postal Service will pay the Lessor an annual rental of: \$4,800.00

\*\*\*Four Thousand Eight Hundred and 00/100 Dollars\*\*\*

payable in equal installments at the end of each calendar month. Rent for a part of a month will be prorated. Rent checks shall be disbursed as follows:

payable to:

BURBANK FIREMENS ASSOC INC  
BURBANK VOLUNTEER FIRE DEPT  
PO BOX 202  
BURBANK OH 44214-0202

unless the Contracting Officer is notified, in writing by Lessor, of any change in payee or address at least sixty (60) days before the effective date of the change.

3. TO HAVE AND TO HOLD the said premises with their appurtenances:

MONTH-TO-MONTH: This is a month-to-month tenancy for an indefinite period beginning Jun 01, 2003.

4. RENEWAL OPTIONS: None.



**Lease**

**5. TERMINATION:**

This Lease may be terminated at any time by either party giving to the other thirty(30) days written notice, any such notice by Lessor to be directed to the Contracting Officer.

**6. UTILITIES, SERVICES, AND EQUIPMENT:** Lessor, as part of the rental consideration, shall furnish the following utilities, services and equipment: (See Lessor Obligations of General Conditions (A.24) and/or attached addendum for definitions.) Heating System, Air Conditioning Equipment, Light Fixtures, Sewerage System, Electrical System, Water System.

**7. OTHER PROVISIONS:** The following additional provisions, modifications, riders, layouts and/or forms were agreed upon prior to execution and made a part hereof:  
Maintenance Rider - Lessor (M-1), UST Maintenance Rider - Lessor (U-1).

**8.** The undersigned has completed the 'Representations and Certifications.' (See Section B).

**9. LEGAL DESCRIPTION:**

Being known as the West Part of In-Lot Number 4 in the Village of Burbank, Wayne County, OH. Frontage @82.5' of depth.



POSTNET NO.

LODI-BUCKEYE

ITEM NO.

3

PAGE

3 OF 23

Lease

EXECUTED BY LESSOR this 1 day of July, 2003.

**CORPORATION**

Burbank Firemen's Association, Inc. (a Ohio Corporation)

Affix Corporate Seal

Gary Gallion, Fire Chief

Print Name & Title

Gary Gallion, Fire Chief  
Signature

Joy Fechko, Treasurer

Print Name & Title

Joy Fechko, Treasurer  
Signature

Print Name & Title

Signature

Lessor, Address: BURBANK FIREMENS ASSOC INC

BURBANK VOLUNTEER FIRE DEPT  
PO BOX 202 BURBANK OH 44214-0202

Telephone No: (330) 624-~~2515~~ 2464

Taxpayer ID: 34-1392496

William S. Schmidt  
Witness

John Lee  
Witness

**ACCEPTANCE BY THE POSTAL SERVICE**

Date: 7-17-03

OPAL ELDER  
Contracting Officer

Opal Elder  
Signature of Contracting Officer

EASTERN FSO  
PO BOX 27497  
GREENSBORO NC 27498-1103  
Address of Contracting Officer



PROJECT NO. LOBI-BUCKEYE

DRAWING NO. 3  
PAGE 4 OF 23

**Addendum**

Facility Name/Location **BURBANK - MAIN OFFICE (381162-001)**  
**55 S FRONT ST BURBANK, OH 44214-9998**

County: **WAYNE**  
Project: **C92689**

**LEGAL DESCRIPTION**

*See Attached Document*



DOCUMENT NO.

LODI-BUCKEYE

ITRAN NO.

3

PAGE

5 OF 23

# Form of Acknowledgment for Corporations

STATE OF OHIO

COUNTY OF WAYNE

Personally appeared before me, a Notary Public in and for the County and State aforesaid,

GARY GALLION

and

(Name of authorized officer(s) signing lease)

who is/are known to me to be the FIRE CHIEF

and

(Titles of officer(s) signing lease)

of the Burbank Volunteer Fire Department and

(Name of Corporation)

to be the same person(s) who executed the foregoing lease, who depose(s) and say that said person(s) know(s) the seal of the said corporation, that the seal affixed to the above instrument is the seal of said corporation, and that it was affixed, and that said person(s) signed this lease by the authority of the said corporation, for the purposes set forth, and as said person(s) own free and voluntary act.

Done at \_\_\_\_\_, in the County and State aforesaid,

this \_\_\_\_\_ day of \_\_\_\_\_

NOTARIAL  
SEAL

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

NOTE: If the corporation is without a seal, that portion of the acknowledgment referring to a seal should be stricken out, and on the blank line following this statement should be made: "and that the said corporation has no corporate seal."



# General Conditions to USPS Lease

## SECTION A

### A.1 CHOICE OF LAW

This Lease shall be governed by federal law.

### A.2 DEFINITIONS

As used in this contract, the following terms have the following meanings:

a. "Contracting officer" means the person executing this contract on behalf of the Postal Service, and any other employee who is a properly authorized contracting officer; the term includes, except as otherwise provided in the contract, the authorized representative of a contracting officer acting within the limits of the authority conferred upon that person.

b. "Successful offeror," "offeror," "owner," "contractor," or "Lessor" are interchangeable and refer to the party whose proposal is accepted by the Postal Service.

c. "Lease" and "agreement" are interchangeable and refer to this document, including all riders and attachments thereto.

### A.3 EXECUTION REQUIREMENTS

a. All co-owners and all other persons having or to have a legal interest in the property must execute the Lease. If the offeror is married, the husband or wife of the offeror must also execute the Lease. The offeror must submit adequate evidence of title.

b. If the offeror is a general partnership, each member must sign.

c. If the offeror is a limited partnership, all general partners must sign.

d. Where the offeror is an administrator or an executor of an estate, there must be furnished a certificate of the clerk of the court or certified copy of the court order showing the appointment of the administrator or executor, together with a certified copy of the will of the deceased. If there is no will, or in the event the will of the deceased does not specifically authorize the administrator or the executor to enter into a contract to lease the proposed quarters, it will generally be necessary to furnish, in addition to the above named items, a certified copy of the court order authorizing such administrator or executor to enter into a lease with the Postal Service.

e. Where the offeror is a trustee, a certified copy of the instrument creating the trust must be furnished together with any other evidence necessary to establish the trustee's authority to lease.

f. Where the offeror is a corporation, leases and lease agreements entered into must have the corporate seal affixed or in place thereof the statement that the corporation has no seal.

g. Where the offeror is a corporation, municipal corporation, fraternal order or society, the Lease must be accompanied by documentary evidence affirming the authority of the agent, or agents, to execute the Lease to bind the municipal corporation, fraternal order or society for which he (or they) purports to act. The usual evidence required to establish such authority is in the form of extracts from the articles of incorporation, or bylaws, or the minutes of the board of directors duly certified by the custodian of such records, under the corporate seal. Such resolutions, when required, must contain the essential stipulations embodied in the Lease. The names and official titles of the officers who are authorized to sign the Lease must appear in the document.

h. Notices. Any notice to Lessor provided under this Lease or under any law or regulation must be in writing and may be hand delivered or mailed to Lessor at the address specified on page 3 of the Lease, or at an address that Lessor has otherwise appropriately directed in writing. Any notice to the Postal Service provided under this Lease or under any

law or regulation must be in writing and may be hand delivered or mailed, addressed to "Contracting Officer, U.S. Postal Service" at the address specified on page 3 of the Lease, or at an address that the Postal Service has otherwise directed in writing.

### A.4 MORTGAGEE'S AGREEMENT

If there is now or will be a mortgage on the property which is or will be recorded prior to the recording of the Lease, the offeror must notify the contracting officer of the facts concerning such mortgage and, unless in his sole discretion the contracting officer waives the requirement, the offeror must furnish a Mortgagee's Agreement, which will consent to this Lease and shall provide that, in the event of foreclosure, mortgagee, successors, and assigns shall cause such foreclosures to be subject to the Lease.

### A.5 EQUAL OPPORTUNITY

a. The contractor may not discriminate against employees or applicants because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, or national origin. This action must include, but not be limited to, employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants, notices provided by the contracting officer setting forth the provisions of this clause.

b. The contractor must, in all solicitations or advertisements for employees placed by it or on its behalf, state that all qualified applicants will be considered for employment without regard to race, color, religion, sex, or national origin.

c. The contractor must send to each union or workers' representative with which the contractor has a collective bargaining agreement or other understanding, a notice, provided by the contracting officer, advising the union or workers' representative of the contractor's commitments under this clause, and must post copies of the notice in conspicuous places available to employees and applicants.

d. The contractor must comply with all provisions of Executive Order (EO) 11246 of September 24, 1965, as amended, and of the rules, regulations, and relevant orders of the Secretary of Labor.

e. The contractor must furnish all information and reports required by the Executive order, and by the rules, regulations, and orders of the Secretary, and must permit access to the contractor's books, records, and accounts by the Postal Service and the Secretary for purposes of investigation to ascertain compliance with these rules, regulations, and orders.

f. If the contractor fails to comply with this clause or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended, in whole or in part; the contractor may be declared ineligible for further contracts in accordance with the Executive order; and other sanctions may be imposed and remedies invoked under the Executive order, or by rule, regulation, or order of the Secretary, or as otherwise provided by law.

g. The contractor must insert this clause, including this paragraph g, in all subcontracts or purchase orders under this contract unless exempted by Secretary of Labor rules, regulations, or orders issued under the Executive order. The contractor must take such action with respect to any such subcontract or purchase order as the Postal Service may direct as a means of enforcing the terms and conditions of this clause (including sanctions for noncompliance), provided, however, that if the contractor becomes involved in, or is threatened with, litigation as a



# General Conditions to USPS Lease

result, the contractor may request the Postal Service to enter into the litigation to protect the interests of the Postal Service.

h. Disputes under this clause will be governed by the procedures in 41 CFR 60-1.1.

## A.6 FACILITIES NONDISCRIMINATION

a. As used in this clause, the term "facility" means stores, shops, restaurants, cafeterias, restrooms, and any other facility of a public nature in the building in which the space covered by this Lease is located.

b. The Lessor agrees that he will not discriminate by segregation or otherwise against any person or persons because of race, religion, color, age, sex, or national origin in furnishing, or by refusing to furnish, to such person or persons the use of any facility including any and all services, privileges, accommodations, and activities provided thereby.

c. It is agreed that the Lessor's noncompliance with the provisions of this clause shall constitute a material breach of this Lease. In the event of such noncompliance, the Postal Service may take appropriate action to enforce compliance, may terminate this lease, or may pursue such other remedies as may be provided by law. In the event of termination, the Lessor shall be liable for all excess costs of the Postal Service in acquiring substitute space, including but not limited to the cost of moving to such space.

d. The Lessor agrees to include, or to require the inclusion of the foregoing provisions of this clause (with the terms "Lessor" and "Lease" appropriately modified) in every agreement or concession pursuant to which any person other than the Lessor operates or has the right to operate any facility. The Lessor also agrees that it will take such action with respect to any such agreement as the Postal Service may direct as a means of enforcing this clause, including but not limited to termination of the agreement or concession.

## A.7 RESERVED

## A.8 CONTINGENT FEES

a. The contractor warrants that no person or selling agency has been employed or retained to solicit or obtain this contract for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide, established commercial or selling agencies employed by the contractor for the purpose of obtaining business.

b. For breach or violation of this warranty, the Postal Service has the right to annul this contract without liability or to deduct from the contract price or otherwise recover the full amount of the commission, percentage, brokerage fee, or contingent fee.

c. Licensed real estate agents or brokers having listings on property for rent, in accordance with general business practice, and who have not obtained such licenses for the sole purpose of effecting this lease, may be considered as bona fide employees or agencies within the exception contained in this clause.

## A.9 ASSIGNMENT OF CLAIMS

a. If this contract provides for payments aggregating \$10,000 or more, claims for moneys due or to become due from the Postal Service under it may be assigned to a bank, trust company, or other financing institution, including any federal lending agency, and may thereafter be further assigned and reassigned to any such institution. Any assignment or reassignment must cover all amounts payable and must not be made to more than one party, except that assignment or reassignment may be made to one party as agent or trustee for two or more parties participating in financing this contract. No assignment or reassignment will be recognized as valid and binding upon the Postal Service unless a

written notice of the assignment or reassignment, together with a true copy of the instrument of assignment, is filed with:

1. The contracting officer;
2. The surety or sureties upon any bond; and
3. The office, if any, designated to make payment, and the contracting officer has acknowledged the assignment in writing.

b. Assignment of this contract or any interest in this contract other than in accordance with the provisions of this clause will be grounds for termination of the contract for default at the option of the Postal Service.

c. Nothing contained herein shall be construed so as to prohibit transfer of ownership of the demised premises, provided that: 1. such transfer is subject to this agreement; and 2. both the original lessor and the successor lessor execute the standard Lease Assignment and Assumption form to be provided by the USPS Contracting Officer.

## A.10 COMPLIANCE WITH OSHA STANDARDS

The Lessor must (i) comply with applicable Occupational Safety and Health Standards, title 29 Code of Federal Regulations, Part 1910, promulgated pursuant to the authority of the Occupational Safety and Health Act of 1970; (ii) comply with any other applicable federal, state, or local regulation governing workplace safety to the extent they are not in conflict with (i); and (iii) take all other proper precautions to protect the health and safety of (a) any laborer or mechanic employed by the Lessor in performance of this agreement, (b) Postal Service employees, and (c) the public. The Lessor must include this clause in all subcontracts hereunder and to require its inclusion in all subcontracts of a lower tier. The term "Lessor" as used in this clause in any subcontract must be deemed to refer to the subcontractor.

## A.11 EXAMINATION OF RECORDS

a. The Postal Service and its authorized representatives will, until three years after final payment under this contract, or for any shorter period specified for particular records, have access to and the right to examine any directly pertinent books, documents, papers, or other records of the contractor involving transactions related to this contract.

b. The contractor agrees to include in all subcontracts under this contract a provision to the effect that the Postal Service and its authorized representatives will, until three years after final payment under the subcontract, or for any shorter specified period for particular records, have access to and the right to examine any directly pertinent books, documents, papers, or other records of the subcontractor involving transactions related to the subcontract. The term "subcontract" as used in this clause excludes:

1. Purchase orders; and
2. Subcontracts for public utility services at rates established for uniform applicability to the general public.

## A.12 YEAR 2000 WARRANTY (REAL PROPERTY CONTRACTS)

The contractor warrants that all building systems required under this contract (including, but not limited to, HVAC, electrical, lighting, elevator, or security/alarm systems) which contain or are managed, governed, or regulated in any manner by data-sensitive computer hardware or software, will suffer no failure, irregularity, or interruption of service based on failure accurately to process date data from, into, and between the twentieth and twenty-first centuries, including recognizing the year 2000 as a leap year. For breach of this warranty, the Postal Service may require the contractor to repair or replace those portions of any building system not performing as stated above.

The Postal Service may enforce this clause prior to January 1, 2000, if testing of any system before that date results in a failure, irregularity, or



## General Conditions to USPS Lease

interruption of service as described above. Accordingly, systems must permit user-programmed date changes sufficient to simulate time periods beginning with any future date, including without limitation December 31, 1999. Nothing in this warranty may be construed to limit any rights or remedies the Postal Service may otherwise have under this contract with regard to Year 2000 compliance or any other defects or failures.

### A.13 CLAIMS AND DISPUTES

a. This contract is subject to the Contract Disputes Act of 1978 (41 U.S.C. 601-613) ("the Act").

b. Except as provided in the Act, all disputes arising under or relating to this contract must be resolved under this clause.

c. "Claim," as used in this clause, means a written demand or written assertion by one of the contracting parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract. However, a written demand or written assertion by the contractor seeking the payment of money exceeding \$100,000 is not a claim under the Act until certified as required by subparagraph d.2 below. A voucher, invoice, or other routine request for payment that is not in dispute when submitted is not a claim under the Act. The submission may be converted to a claim under the Act by complying with the submission and certification requirements of this clause, if it is disputed either as to liability or amount or is not acted upon in a reasonable time.

d.

1. A claim by the contractor must be made in writing and submitted to the contracting officer for a written decision. A claim by the Postal Service against the contractor is subject to a written decision by the contracting officer.

2. For contractor claims exceeding \$100,000, the contractor must submit with the claim the following certification:

"I certify that the claim is made in good faith, that the supporting data are accurate and complete to the best of my knowledge and belief, that the amount requested accurately reflects the contract adjustment for which the contractor believes the Postal Service is liable, and that I am duly authorized to certify the claim on behalf of the contractor."

3. The certification may be executed by any person duly authorized to bind the contractor with respect to the claim.

e. For contractor claims of \$100,000 or less, the contracting officer must, if requested in writing by the contractor, render a decision within 60 days of the request. For contractor-certified claims over \$100,000, the contracting officer must, within 60 days, decide the claim or notify the contractor of the date by which the decision will be made.

f. The contracting officer's decision is final unless the contractor appeals or files a suit as provided in the Act.

g. When a claim is submitted by or against a contractor, the parties by mutual consent may agree to use an alternative dispute resolution (ADR) process to assist in resolving the claim. A certification as described in d(2) of this clause must be provided for any claim, regardless of dollar amount, before ADR is used.

h. The Postal Service will pay interest on the amount found due and unpaid from:

1. The date the contracting officer receives the claim (properly certified if required); or

2. The date payment otherwise would be due, if that date is later, until the date of payment.

i. Simple interest on claims will be paid at a rate determined in accordance with the Interest clause.

j. The contractor must proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the contracting officer.

### A.14 AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS

The following clause is applicable if this contract provides for payments aggregating \$2,500 or more.

a. The contractor may not discriminate against any employee or applicant because of physical or mental handicap, in regard to any position for which the employee or applicant is qualified. The contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified handicapped individuals without discrimination in all employment practices, such as employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training (including apprenticeship).

b. The contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Rehabilitation Act of 1973, as amended.

c. In the event of the contractor's noncompliance with this clause, action may be taken in accordance with the rules and regulations and relevant orders of the Secretary of Labor.

d. The contractor agrees to post in conspicuous places, available to employees and applicants, notices in a form to be prescribed by the Director, Office of Federal Contract Compliance Programs, provided by or through the contracting officer. These notices state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants, and the rights of applicants and employees.

e. The contractor must notify each union or worker's representative with which it has a collective bargaining agreement or other understanding that the contractor is bound by the terms of section 503 of the Act and is committed to taking affirmative action to employ, and advance in employment, handicapped individuals.

f. The contractor must include this clause in every subcontract or purchase order over \$2,500 under this contract unless exempted by rules, regulations, or orders of the Secretary issued pursuant to section 503 of the Act, so its provisions will be binding upon each subcontractor or vendor. The contractor must take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce in these provisions, including action for noncompliance.

### A.15 AFFIRMATIVE ACTION FOR DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA

If this contract provides for payments aggregating \$10,000 or more, the following clause is applicable.

a. The contractor may not discriminate against any employee or applicant because that employee or applicant is a disabled veteran or veteran of the Vietnam era, in regard to any position for which the employee or applicant is qualified. The contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled veterans and veterans of the Vietnam era without discrimination in all employment practices, such as employment, upgrading, demotion or transfer, recruitment, advertising, layoff or



NO. LODI-BUCKEYE  
3  
PAGE 9 OF 23  
**General Conditions to USPS Lease**

termination, rates of pay or other forms of compensation, and selection for training (including apprenticeship).

b. The contractor agrees to list all employment openings which exist at the time of the execution of this contract and those which occur during the performance of this contract, including those not generated by this contract and including those occurring at an establishment of the contractor other than the one where the contract is being performed, but excluding those of independently operated corporate affiliates, at an appropriate local office of the state employment service where the opening occurs. State and local government agencies holding Postal Service contracts of \$10,000 or more will also list their openings with the appropriate office of the state employment service.

c. Listing of employment openings with the employment service system will be made at least concurrently with the use of any other recruitment source or effort and will involve the normal obligations attaching to the placing of a bona fide job order, including the acceptance of referrals of veterans and non-veterans. The listing of employment openings does not require the hiring of any particular applicant or hiring from any particular group of applicants, and nothing herein is intended to relieve the contractor from any other requirements regarding nondiscrimination in employment.

d. Whenever the contractor becomes contractually bound to the listing provisions of this clause, it must advise the employment service system in each State where it has establishments of the name and location of each hiring location in the State. The contractor may advise the State system when it is no longer bound by this clause.

e. Paragraphs b, c, and d above do not apply to openings the contractor proposes to fill from within its own organization or under a customary and traditional employer/union hiring arrangement. But this exclusion does not apply to a particular opening once the contractor decides to consider applicants outside its own organization or employer/union arrangements for that opening.

f. Definitions

1. All Employment Openings. This includes all positions except executive and top management, those positions that will be filled from within the contractor's organization, and positions lasting three days or less. This also includes full-time employment, temporary employment of more than three days duration, and part-time employment. Under the most compelling circumstances, an employment opening may not be suitable for listing, including situations in which the needs of the Postal Service cannot reasonably be otherwise supplied, when listing would be contrary to national security, or when listing would not be in the best interest of the Postal Service.

2. Appropriate Office of the State Employment Service. This means the local office of the federal/state national system of public employment offices with assigned responsibility for serving the area where the employment opening is to be filled, including the District of Columbia, Guam, the Commonwealth of Puerto Rico, and the Virgin Islands.

3. Positions That Will be Filled From Within the Contractor's Own Organization. This means employment openings for which no consideration will be given to persons outside the contractor's organization (including any affiliates, subsidiaries and parent companies) and includes any openings which the contractor proposes to fill from regularly established recall lists.

4. Openings the Contractor Proposes to Fill Under a Customary and Traditional Employer/Union Hiring Arrangement. Employment openings the contractor proposes to fill from union halls as part of the customary and traditional hiring relationship existing between it and representatives of its employees.

g. The contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended.

h. In the event of the contractor's noncompliance with this clause, action may be taken in accordance with the rules, regulations, and relevant orders of the Secretary.

i. The contractor agrees to post in conspicuous places, available to employees and applicants, notices in a form to be prescribed by the Director, Office of Federal Contract Compliance Programs, provided by or through the contracting officer. These notices state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era, and the rights of applicants and employees.

j. The contractor must notify each union or workers' representative with which it has a collective bargaining agreement or other understanding that the contractor is bound by the terms of the Act and is committed to taking affirmative action to employ, and advance in employment, qualified disabled veterans and veterans of the Vietnam era.

k. The contractor must include this clause in every subcontract or purchase order of \$10,000 or more under this contract unless exempted by rules, regulations, or orders of the Secretary issued pursuant to the Act, so its provisions will be binding upon each subcontractor or vendor. The contractor must take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce in these provisions, including action for noncompliance.

A.16 GRATUITIES OR GIFTS

a. The Postal Service may terminate this contract for default if, after notice and a hearing, the Postal Service Board of Contract Appeals determines that the contractor or the contractor's agent or other representative:

1. Offered or gave a gratuity or gift (as defined in 5 CFR 2635) to an officer or employee of the Postal Service; and
2. Intended by the gratuity to obtain a contract or favorable treatment under a contract.

b. The rights and remedies of the Postal Service provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

A.17 HAZARDOUS/TOXIC CONDITIONS CLAUSE

"Asbestos containing building material" (ACBM) means any material containing more than 1% asbestos as determined by using the method specified in 40 CFR Part 763, Subpart E, Appendix E. "Friable asbestos material" means any ACBM that when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.

The Lessor must identify and disclose the presence, location and quantity of all ACBM or presumed asbestos containing material (PACM) which includes all thermal system insulation, sprayed on and troweled on surfacing materials, and asphalt and vinyl flooring material unless such material has been tested and identified as non-ACBM. The Lessor agrees to disclose any information concerning the presence of lead-based paint, radon above 4 pCi/L, and lead piping or solder in drinking water systems in the building, to the Postal Service.

Sites cannot have any contaminated soil or water above applicable federal, state or local action levels or undisclosed underground storage tanks. Unless due to the act or negligence of the Postal Service, if contaminated soil, water, underground storage tanks or piping or friable asbestos material or any other hazardous/toxic materials or substances as defined by applicable Local, State or Federal law is subsequently



# General Conditions to USPS Lease

identified on the premises, the Lessor agrees to remove such materials or substances upon notification by the U. S. Postal Service at Lessor's sole cost and expense in accordance with EPA and/or State guidelines. If ACBM is subsequently found in the building which reasonably should have been determined, identified, or known to the Lessor, the Lessor agrees to conduct, at Lessor's sole expense, an asbestos survey pursuant to the standards of the Asbestos Hazard Emergency Response Act (AHERA), establish an Operations and Maintenance (O&M) plan for asbestos management, and provide the survey report and plan to the Postal Service. If the Lessor fails to remove any friable asbestos or hazardous/toxic materials or substances, or complete an AHERA asbestos survey and O&M plan, the Postal Service has the right to accomplish the work and deduct the cost plus administrative costs, from future rent payments or recover these costs from Lessor by other means, or may, at its sole option, cancel this Lease. In addition, the Postal Service may proportionally abate the rent for any period the premises, or any part thereof, are determined by the Postal Service to have been rendered unavailable to it by reason of such condition.

The remainder of this clause applies if this Lease is for premises not previously occupied by the Postal Service.

By execution of this Lease the Lessor certifies:

1. the property and improvements are free of all contamination from petroleum products or any hazardous/toxic or unhealthy materials or substances, including friable asbestos materials, as defined by applicable State or Federal law;
2. there are no undisclosed underground storage tanks or associated piping, ACBM, radon, lead-based paint, or lead piping or solder in drinking water systems, on the property; and
3. it has not received, nor is it aware of, any notification or other communication from any governmental or regulatory entity concerning any environmental condition, or violation or potential violation of any local, state, or federal environmental statute or regulation, existing at or adjacent to the property.

The Lessor hereby indemnifies and holds harmless the Postal Service and its officers, agents, representatives, and employees from all claims, loss, damage, actions, causes of action, expense, fees and/or liability resulting from, brought for, or on account of any violation of this clause.

### A.18 ADVERTISING OF CONTRACT AWARDS

Except with the contracting officer's prior approval, the contractor agrees not to refer in its commercial advertising to the fact that it was awarded a Postal Service contract or to imply in any manner that the Postal Service endorses its products.

### A.19 RECORDING

This agreement or a memorandum hereof, must be recorded at the expense of the Lessor. Such expense includes all fees required for or incident to recording. If the Lessor fails to record the Lease, or a memorandum thereof, the Postal Service may record the Lease or a memorandum thereof, and deduct all costs associated therewith from future rents.

### A.20 SUBLEASE

The Postal Service may sublet all or any part of the premises or assign this lease but shall not be relieved from any obligation under this lease by reason of any subletting or assignment.

### A.21 ALTERATIONS

The Postal Service shall have the right to make alterations, attach fixtures and erect additions, structures or signs in or upon the premises

hereby leased (provided such alterations, additions, structures, or signs shall not be detrimental to or inconsistent with the rights granted to other tenants on the property or in the building in which said premises are located); which fixtures, additions or structures so placed in, upon or attached to the said premises shall be and remain the property of the Postal Service and may be removed or otherwise disposed of by the Postal Service. Prior to expiration or termination of this lease the Postal Service may remove such alterations and improvements and restore the premises to as good condition as that existing at the time of entering upon the same under the lease, reasonable and ordinary wear and tear and damages by the elements or by circumstances over which the Postal Service has no control, excepted. If however, at the expiration or termination of the lease or any renewal or extension thereof, the Postal Service elects not to remove such alterations and/or improvements, said alterations and/or improvements shall become the property of the Lessor and any rights of restoration are waived.

### A.22 APPLICABLE CODES AND ORDINANCES

The Lessor, as part of the rental consideration, agrees to comply with all codes and ordinances applicable to the ownership and operation of the building in which the rented space is situated and to obtain all necessary permits and related items at no cost to the Postal Service.

### A.23 DAMAGE OR DESTRUCTION OF PREMISES

If the demised premises or any portion thereof are damaged or destroyed by fire or other casualty, Acts of God, of a public enemy, riot or insurrection or are otherwise determined by the Postal Service to be unfit for use and occupancy, the Postal Service may:

- a. terminate this lease as of the date the premises become unfit for use and occupancy, or
- b. require the Lessor to repair or rebuild the premises as necessary to restore them to tenantable condition to the satisfaction of the Postal Service. For any period the premises, or any part thereof, are unfit for use and occupancy, the rent will be abated in proportion to the area determined by the Postal Service to be untenable. Unfitness for use does not include unavailability arising from such causes as design, size, or location of the premises, or
- c. accomplish all repair necessary for postal occupancy and deduct all such costs, plus administrative burden from future rents.

### A.24 LESSOR OBLIGATIONS

The Lessor's obligations regarding the services to be provided are further defined as follows:

- a. If heating system and fuel are furnished - Lessor must furnish heating system together with all fuel required for proper operation of the system during the continuance of the Lease. The system must be in good working order and, if maintained by the Lessor, will be maintained in accordance with the Maintenance Rider attached hereto. Any investigative or remediation cost associated with a release of fuel from the system, including any fuel tank, shall be the responsibility of the Lessor, unless the release is caused by the act or negligence of the Postal Service.
- b. If heat is furnished - Lessor must maintain a uniform heating temperature of 65 degrees F. in all enclosed portions of the demised premises during the continuance of the Lease.
- c. If heating system is furnished - Lessor must furnish heating system in good working order and, if maintained by Lessor, will be maintained in accordance with the Maintenance Rider attached hereto. Any investigative or remediation cost associated with a release of fuel from the system, including any fuel tank, shall be the responsibility of the



UNITED STATES POSTAL SERVICE  
PAGE 3  
11 OF 23  
General Conditions to USPS Lease

Lessor, unless the release is caused by the act or negligence of the Postal Service.

d. If lighting fixtures and power are furnished - Lessor must provide light fixtures in good working order as well as pay all recurring electric bills.

e. If light fixtures are furnished - Lessor must provide light fixtures in good working order.

f. If electricity is furnished - Lessor must pay for all recurring electric bills and furnish the electrical system during the continuance of the Lease.

g. If electrical system is furnished - Lessor must furnish an electrical system in good working order having a separate electrical meter.

h. If water system and water service are furnished - Lessor must furnish a water system in good working order and pay for all recurring water bills during the continuance of the Lease.

i. If water system is furnished - Lessor must furnish a water system in good working order with separate water meter.

j. If sewerage system and sewerage service is furnished - Lessor agrees to furnish sewerage systems including all equipment, piping, plumbing, lines, connections, septic tanks, field lines and related devices, as necessary and to pay all charges, fees and other costs for such system and services during the continuance of the Lease.

k. If sewerage system is furnished - Lessor agrees to furnish sewerage systems including all equipment, piping, plumbing, lines, connections, septic tanks, field lines, and related devices, as necessary during the continuance of the Lease.

l. Future Availability of Public Water and/or Sewerage Services - Regardless of Lessor's responsibility for water and/or sewerage under this Lease, if public water and/or sewerage services are not currently available, but become available in the future, the Lessor agrees to accomplish connection, maintain, and pay all fees and costs involved in connecting the building system to the public water and/or sewerage systems. After connection, the Postal Service agrees to pay recurring charges for water consumption and use of sewerage services. If connection of such services is optional, the Postal Service will determine if the connection is to be made by the Lessor.

m. If air-conditioning equipment and operating power are provided - Lessor must furnish air-conditioning equipment together with all power required for proper operation of the equipment during the continuance of the Lease. The equipment must be in good working order and, if maintained by the Lessor, will be maintained in accordance with the Maintenance Rider attached hereto.

n. If air-conditioning equipment is furnished - Lessor must furnish air conditioning equipment in the demised premises in good working order and, if maintained by Lessor, will be maintained in accordance with the Maintenance Rider included attached hereto.

o. If air-conditioning is furnished - Lessor must maintain a uniform temperature of no greater than 78 degrees F. in all enclosed portions of the demised premises and be responsible for servicing of the air conditioning equipment including, but not limited to, the replacement of necessary filters and refrigerant as required for proper operation of the equipment together with power, water and other services for its operation.

**A.25 LESSOR'S SUCCESSORS**

The terms and provisions of this Lease and the conditions herein are binding on the Lessor, and all heirs, executors, administrators, successors, and assigns.

**A.26 RESERVED**

**A.27 DAVIS-BACON ACT**

The following is applicable if this agreement covers premises of net interior space in excess of 6,500 square feet and involves construction work over \$2,000.00.

**a. Minimum Wages**

1. All mechanics and laborers employed in the contract work (other than maintenance work of a recurring, routine nature necessary to keep the building or space in condition to be continuously used at an established capacity and efficiency for its intended purpose) must be paid unconditionally, and not less than once a week, without deduction or rebate (except for deductions permitted by the Copeland Regulations (29 CFR Part 3)), the amounts due at the time of payment computed at rates not less than the aggregate of the basic hourly rates and rates of payments, contributions, or costs for any fringe benefits contained in the wage-determination decision of the Secretary of Labor, attached hereto, regardless of any contractual relationship alleged to exist between the Lessor, or subcontractor and these laborers and mechanics. A copy of the wage-determination decision must be kept posted by the Lessor at the site of the work in a prominent place where it can easily be seen by the workers.

2. The Lessor may discharge its obligation under this clause to workers in any classification for which the wage-determination decision contains:

(a) Only a basic hourly rate of pay, by making payment at not less than that rate, except as otherwise provided in the Copeland Regulations (29 CFR Part 3); or

(b) Both a basic hourly rate of pay and fringe-benefit payments, by paying in cash, by irrevocably contributing to a fund, plan, or program for, or by assuming an enforceable commitment to bear the cost of, bona fide fringe benefits contemplated by 40 U.S.C. 276a, or by a combination of these.

3. Contributions made, or costs assumed, on other than a weekly basis (but not less often than quarterly) are considered as having been constructively made for a weekly period. When a fringe benefit is expressed in a wage determination in any manner other than as an hourly rate and the Lessor pays a cash equivalent or provides an alternative fringe benefit, the Lessor must furnish information with the Lessor's payrolls showing how the Lessor determined that the cost incurred to make the cash payment or to provide the alternative fringe benefit is equal to the cost of the wage-determination fringe benefits. When the Lessor provides a fringe benefit different from that contained in the wage determination, the Lessor must show how the hourly rate was arrived at. In the event of disagreement as to an equivalent of any fringe benefit, the contracting officer must submit the question, together with the contracting officer's recommendation, to the Secretary of Labor for final determination.

4. If the contractor does not make payments to a trustee or other third person, the contractor may consider as payment of wages the costs reasonably anticipated in providing bona fide fringe benefits, but only with the approval of the Secretary of Labor pursuant to a written request by the Lessor. The Secretary of Labor may require the Lessor to set aside assets in a separate account, to meet the Lessor's obligations under any unfunded plan or program.

5. The contracting officer will require that any class of laborers or mechanics not listed in the wage-determination but to be employed under the contract will be classified in conformance with the wage-determination and report the action taken to the Administrator of the Wage and Hour Division, Employment Standards Administration,



LODI-BOCKEYE  
3  
PAGE 12 OF 23  
**General Conditions to USPS Lease**

U.S. Department of Labor, Washington, D.C. 20210-0001, for approval. The contracting officer will approve an additional classification and wage rate and fringe benefits therefor only if:

- (a) The work to be performed by the classification requested is not performed by a classification in the wage-determination;
- (b) The classification is utilized in the area by the construction industry; and
- (c) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

6. If the Lessor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate and fringe benefits therefor, the contracting officer must submit the question, together with the views of the interested parties and the contracting officer's recommendation, to the Wage and Hour Administrator for final determination. The Administrator or authorized representative will, within 30 days of receipt, approve, modify, or disapprove every proposed additional classification action, or issue a final determination if the parties disagree, and so advise the contracting officer or advise that additional time is necessary. The final approved wage rate (and fringe benefits if appropriate) must be paid to all workers performing work in the classification under the contract from the first day work is performed in the classification. The Lessor will post a copy of the final determination of the conformance action with the wage-determination determination at the site of the work. (The Department of Labor information collection and reporting requirements contained in subparagraph a.5 above and in this subparagraph a.6 have been approved by the Office of Management and Budget under OMB control number 1215-0140.)

**b. Apprentices and Trainees**

- 1. Apprentices may be permitted to work only when
  - (a) registered, individually, under a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor, or, if no such recognized agency exists in a state, under a program registered with the Bureau of Apprenticeship and Training; or
  - (b) if not individually registered in the program, certified by the Bureau of Apprenticeship and Training or state agency (as appropriate) to be eligible for probationary employment as an apprentice. Trainees may be permitted to work only if individually registered in a program approved by the Employment and Training Administration, U.S. Department of Labor.
- 2. The ratio of apprentices to journeymen or trainees to journeymen in any craft classification must not be greater than that permitted for the Lessor's entire work force under the registered apprenticeship or trainee program. Apprentices and trainees must be paid at least the applicable wage rates and fringe benefits specified in the approved apprenticeship or trainee program for the particular apprentice's or trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage-determination. If the apprenticeship or trainee program does not specify fringe benefits, apprentices or trainees must be paid in the full amount of fringe benefits listed on the wage-determination for the applicable classification unless the Administrator of Wage and Hour Division determines that a different practice prevails. Any employee listed on a payroll at an apprentice or trainee wage rate not registered, or performing work on the job site in excess of the ratio permitted under the registered program, must be paid the wage rate

on the wage determination for the classification of work actually performed.

3. If the Bureau of Apprenticeship and Training or State agency recognized by the Bureau (as appropriate) withdraws approval of an apprenticeship program, or if the Employment and Training Administration withdraws approval of a trainee program, the contractor will no longer be permitted to utilize apprentices or trainees (as appropriate) at less than the applicable predetermined rate for the work performed until an acceptable program is approved. (See 29 CFR 5.16 for special provisions that apply to training plans approved or recognized by the Department of Labor prior to August 20, 1975.)

4. The utilization of apprentices, trainees, and journeymen must be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

**c. Overtime Compensation**

- 1. The Lessor may not require or permit any laborer or mechanic employed on any work under this contract to work more than 40 hours in any workweek on work subject to the provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), unless the laborer or mechanic receives compensation at a rate not less than one-and-one-half times the laborer's or mechanic's basic rate of pay for all such hours worked in excess of 40 hours.
- 2. For violations of subparagraph c.1 above, the Lessor is liable for liquidated damages, which will be computed for each laborer or mechanic at \$10 for each day on which the employee was required or permitted to work in violation of subparagraph c.1 above.
- 3. The contracting officer may withhold from the Lessor sums as may administratively be determined necessary to satisfy any liabilities of the Lessor for unpaid wages and liquidated damages pursuant to subparagraph c.2 above.

**d. Payroll and Other Records**

- 1. For all laborers and mechanics employed in the work covered by this clause, the Lessor must maintain payrolls and related basic records and preserve them for a period of three years after contract completion. The records must contain the name, address, and social security number of each employee, the employee's correct classification, rate of pay (including rates of contributions for, or costs assumed to provide, fringe benefits), the daily and weekly number of hours worked, deductions made, and actual wages paid. Whenever the Lessor has obtained approval from the Secretary of Labor to assume a commitment to bear the cost of fringe benefits under subparagraph a.4 above, the Lessor must maintain records showing the commitment and its approval, communication of the plan or program to the employees affected, and the costs anticipated or incurred under the plan or program. Lessors employing apprentices or trainees under approved programs must maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs. (The Department of Labor information collection and record keeping requirements in this subparagraph d.1 have been approved by the Office of Management and Budget under OMB control numbers 1215-0140 and 1215-0017).
- 2. The Lessor must submit weekly, for each week in which any work covered by this clause is performed, a copy of all payrolls to the contracting officer. The Lessor is responsible for the submission of copies of payrolls of all subcontractors. The copy must be accompanied by a statement signed by the Lessor indicating that the payrolls are correct and complete, that the wage rates contained in them are not less than those determined by the Secretary of Labor.



## General Conditions to USPS Lease

and that the classifications set forth for each laborer or mechanic conform with the work the laborer or mechanic performed. Submission of the Weekly Statement of Compliance (see 29 CFR 5.5(a)(3)(ii)) required under this agreement satisfies this requirement. As required by this clause, the Lessor must submit a copy of any approval by the Secretary of Labor. (The Department of Labor information collection and reporting requirements in this subparagraph d.2 have been approved by the Office of Management and Budget under OMB control number 1215-0149.)

3. The Lessor's records required under this clause must be available for inspection by authorized representatives of the contracting officer and the Department of Labor, and the Lessor must permit the representative to interview employees during working hours on the job.

4. The Lessor must comply with the Copeland Regulations of the Secretary of Labor (29 CFR Part 3), which are hereby incorporated in this contract by reference.

e. **Withholding of Funds.** The contracting officer may withhold from the Lessor under this or any other contract with the Lessor so much of the accrued payments or advances as is considered necessary to pay all laborers and mechanics the full amount of wages required by this contract or any other contract subject to the Davis-Bacon prevailing wage requirements that is held by the Lessor.

f. **Subcontracts**

1. If the Lessor or any subcontractor fails to pay any laborer or mechanic employed on the site of the work any of the wages required by the contract, the contracting officer may, after written notice to the lessor, suspend further payments or advances to the lessor until violations have ceased.

2. The lessor agrees to insert this clause, including this paragraph f, in all subcontracts hereunder. The term "lessor" as used in this clause in any subcontract, is deemed to refer to the lower-tier subcontractor.

g. **Compliance with Davis-Bacon and Related Acts Requirements.** All rulings and interpretations of the Davis-Bacon Act and related acts contained in 29 CFR Parts 1, 3, and 5 are hereby incorporated by reference in this contract.

h. **Certification of Eligibility**

1. By entering into this contract, the lessor certifies that neither it or any person or firm having an interest in the lessor is ineligible to be awarded contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

2. No part of this contract will be subcontracted to any person or firm ineligible for contract award by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

3. The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

i. **Contract Termination and Debarment.** A breach of this Davis-Bacon Act clause may be grounds for termination of the contract and debarment as a contractor and subcontractor as provided in 29 CFR 5.12.

j. **Disputes Concerning Labor Standards.** Disputes arising out of the labor standards provisions of this contract are not subject to the Claims and Disputes clause. They will be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the lessor (or any of its subcontractors)

and the Postal Service, the U.S. Department of Labor, or the employees or their representatives.

### A.28 BANKRUPTCY

In the event the Lessor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Lessor will furnish, by certified mail, written notification of the bankruptcy to the contracting officer responsible for administering the contract. The notification must be furnished within five days of the initiation of the bankruptcy proceedings. The notification must include the date on which the bankruptcy petition was filed, the court in which the petition was filed, and a list of Postal Service contracts and contracting officers for all Postal Service contracts for which final payment has not yet been made. This obligation remains in effect until final payment under this contract.



# Representations and Certifications

## SECTION B

### B.1 TYPE OF BUSINESS ORGANIZATION

The offeror, by checking the applicable blocks, represents that it:

a. Operates as  a corporation incorporated under the laws of the State of OHIO,  an individual,  a partnership,  a joint venture,  a non-profit organization, or  an educational institution; and

b. Is a  small business concern,  minority-owned business,  woman-owned business,  labor surplus area concern,  educational or other non-profit organization, or  none of the above entities.

c. **SMALL BUSINESS CONCERN.** A small business concern for the purposes of Postal Service procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operations in which it is submitting an offer, and is of a size consistent with the standards set forth by SBA in CFR Part 121, or if no standard has been established, then of a size employing not more than 500 employees. (Also see USPS Procurement Manual, Chapter 10, Section 1.)

d. **MINORITY-OWNED BUSINESS.** A minority-owned business is a concern that is at least 51 percent owned by, and whose management and daily business operations are controlled by, one or more members of a socially and economically disadvantaged minority group, namely U.S. citizens who are black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, or Asian-Indian Americans. ("Native Americans" means American Indians, Eskimos, Aleuts, and native Hawaiians. "Asian-Pacific Americans" means those whose origins are in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands, the Northern Marianas Islands, Laos, Kampuchea, or Taiwan. "Asian-Indian Americans" means those whose origins are in India, Pakistan, or Bangladesh.)

e. **WOMAN-OWNED BUSINESS.** A woman-owned business is a business which is at least 51 percent owned, controlled, and operated by a woman or women. Controlled is defined as exercising the power to make policy decisions. Operated is defined as actively involved in the day-to-day management.

f. **LABOR SURPLUS AREA.** A geographical area which at the time of award is either a section of concentrated unemployment or underemployment, a persistent labor surplus area, or a substantial labor surplus area, as defined in this paragraph.

- 1. Section of concentrated unemployment or underemployment means appropriate sections of States or labor areas so classified by the Secretary of Labor.
- 2. Persistent labor surplus area means an area which is classified by the Department of Labor as an area of substantial and persistent labor surplus (also called Area of Substantial and Persistent Unemployment) and is listed as such by that Department in conjunction with its publication, Area Trends in Employment and Unemployment.
- 3. Substantial labor surplus area means an area which is classified by the Department of Labor as an area of substantial labor surplus (also called Area of Substantial Unemployment) and which is listed as such by that Department in conjunction with its publication, Area Trends in Employment and Unemployment.

g. **LABOR SURPLUS AREA CONCERN.** A firm which will perform or cause to be performed a substantial proportion of a contract in a labor surplus area.

h. **EDUCATIONAL OR OTHER NON-PROFIT ORGANIZATION.** Any corporation, foundation, trust, or other institution operated for scientific or educational purposes, not organized for profit, no part of the net earnings of which inures to the profits of any private shareholder or individual.

### B.2 PARENT COMPANY AND TAXPAYER IDENTIFICATION NUMBER

a. A parent company is one that owns or controls the basic business policies of an offeror. To own means to own more than 50 percent of the voting rights in the offeror. To control means to be able to formulate, determine, or veto basic business policy decisions of the offeror. A parent company need not own the offeror to control it; it may exercise control through the use of dominant minority voting rights, proxy voting, contractual arrangements, or otherwise.

b. Enter the offeror's Taxpayer Identification Number (TIN) in the space provided. The TIN is the offeror's Social Security Number or other Employee Identification Number used on the offeror's Quarterly Federal Tax Return, U.S. Treasury Form 941.

Offeror's TIN: 34-1392496

c.  Check this block if the offeror is owned or controlled by a parent company.



NO. LODI-BUCKEYE  
3  
PAGE 15 OF 23  
**Representations and Certifications**

d. If the block above is checked, provide the following information about the parent company:

Parent Company's Name: \_\_\_\_\_  
Parent Company's Main Office Address: \_\_\_\_\_  
No. and Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Parent Company's TIN: \_\_\_\_\_

e. If the offeror is a member of an affiliated group that files its federal income tax return on a consolidated basis (whether or not the offeror is owned or controlled by a parent company, as provided above) provide the name and TIN of the common parent of the affiliated group:

Name of Common Parent: \_\_\_\_\_  
Common Parent's TIN: \_\_\_\_\_

**B.3 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION**

a. By submitting this proposal, the offeror certifies, and in the case of a joint proposal each party to it certifies as to its own organization, that in connection with this solicitation:

1. The prices proposed have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to the prices with any other offeror or with any competitor;
2. Unless otherwise required by law, the prices proposed have not been and will not be knowingly disclosed by the offeror before award of a contract, directly or indirectly to any other offeror or to any competitor; and
3. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

b. Each person signing this proposal certifies that:

1. He or she is the person in the offeror's organization responsible for the decision as to the prices being offered herein and that he or she has not participated, and will not participate, in any action contrary to paragraph a above; or
2. He or she is not the person in the offeror's organization responsible for the decision as to the prices being offered but that he or she has been authorized in writing to act as agent for the persons responsible in certifying that they have not participated, and will not participate, in any action contrary to paragraph a above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to paragraph a above.

c. Modification or deletion of any provision in this certificate may result in the rejection of the proposal as unacceptable. Any modification or deletion should be accompanied by a signed statement explaining the reasons and describing in detail any disclosure or communication.

**B.4 CONTINGENT FEE REPRESENTATION**

a. The offeror must complete the following representations:

1. The offeror  has  has not employed or retained any company or person (other than a full-time bona fide employee working solely for the offeror) to solicit or secure this contract.
2. The offeror  has  has not paid or agreed to pay any company or person (other than a full-time bona fide employee working solely for the offeror) any fee, commission, percentage, or brokerage fee, contingent upon or resulting from the award of this contract.

b. If either representation is in the affirmative, or upon request of the contracting officer, the offeror must furnish, in duplicate, a completed Form 7319, "Contractor's Statement of Contingent or Other Fees," and any other information requested by the contracting officer. If the offeror has previously furnished a completed Form 7319 to the office issuing this solicitation, it may accompany its proposal with a signed statement--

1. Indicating when the completed form was previously furnished;
2. Identifying the number of the previous solicitation or contract, if any, in connection with which the form was submitted; and
3. Representing that the statement on the form is applicable to this proposal.



LODI - BUCKEYE  
3  
16 OF 23  
**Representations and Certifications**

c. Licensed real estate agents or brokers having listings on property for rent, in accordance with general business practice, and who have not obtained such licenses for the sole purpose of effecting this lease, may be considered as bona fide employees or agencies within the exception contained in this clause.

**B.5 CERTIFICATION OF NONSEGREGATED FACILITIES**

a. By submitting this proposal, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract.

b. As used in this certification, "segregated facilities" means any waiting rooms, work areas, rest rooms or wash rooms, restaurants or other eating areas, time clocks, locker rooms or other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, or housing facilities provided for employees that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise.

c. The offeror further agrees that (unless it has obtained identical certifications from proposed subcontractors for specific time periods) it will obtain identical certifications from proposed subcontractors before awarding subcontracts exceeding \$10,000 that are not exempt from the provisions of the Equal Opportunity clause; that it will retain these certifications in its files; and that it will forward the following notice to these proposed subcontractors (except when they have submitted identical certifications for specific time periods).

**NOTICE**

A certification of nonsegregated facilities must be submitted before the award of a subcontract exceeding \$10,000 that is not exempt from the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (quarterly, semiannually, or annually).

**B.6 RESERVED**

**B.7 LEASES BETWEEN THE POSTAL SERVICE AND ITS EMPLOYEES, CONTRACT EMPLOYEES, OR BUSINESS ORGANIZATIONS SUBSTANTIALLY OWNED OR CONTROLLED BY POSTAL SERVICE EMPLOYEES OR CONTRACT EMPLOYEES**

By submitting this proposal, the offeror certifies that the offeror  is,  is not an employee, a personal service contract employee or a member of the immediate family of a Postal Service employee or personal service contract employee OR a business organization (partnership, corporation, joint venture, etc.) substantially owned or controlled by a Postal Service employee, a personal service contract employee, or a member of the immediate family of a Postal Service employee or personal service contract employee. "Immediate family" means spouse, minor child or children, and other individuals related to the employee by blood who are residents of the employee's household.



NO. LODI-BUCKEYE  
3  
PAGE 17 OF 23

## Maintenance Rider Lessor Responsibility

a. The Lessor shall, except as otherwise specified herein and except for damage resulting from the negligence of Postal Service agents or employees, maintain the demised premises, including the building and any and all equipment, fixtures, and appurtenances, whether severable or non-severable, furnished by the Lessor under this Lease, in good repair and tenantable condition. For the purpose of so maintaining said premises and property, the Lessor may at reasonable times, and upon reasonable notice to the facility manager, enter and inspect the same and make any necessary repairs thereto. Additionally, the Lessor shall designate maintenance repairmen for electrical emergencies, plumbing emergencies and for heating, ventilating and air conditioning and other emergencies (windows, doors, locks and other elements), who may be called by the Postal Service in the event of any emergency situation involving maintenance when the Lessor or the Lessor's agent cannot be contacted within a reasonable time.

### b. ELECTRONIC SECURITY AND SURVEILLANCE EQUIPMENT (ESS)

Notwithstanding the above, the Postal Service shall assume the responsibility for all maintenance and repair of Electronic Security and Surveillance equipment ("ESS") at the demised premises, whether installed by the Lessor, the Postal Service, or a third party. ESS includes: Intrusion Detection System (IDS); Electronic Article Surveillance (EAS), including theft prevention systems; Closed Circuit Television (CCTV); and associated wiring, hardware, and installation materials. Lessor shall not attempt any maintenance or repair of, or otherwise interfere with, such ESS systems.

c. Lessor is responsible for inspection, prevention and eradication of termites and any other wood eating insects and for repairs of any damage resulting therefrom.

d. Lessor shall repaint the interior (including but not limited to the walls and ceilings) and exterior at least once every five (5) years (unless the five (5) year period is specifically extended in writing by the Contracting Officer) and at any other time that painting may become necessary as a result of fire or other casualty.

e. If a heating system is furnished by Lessor under this Lease, such system must be maintained by Lessor at all times so as to be capable of providing a uniform temperature of at least 65 degrees Fahrenheit in all enclosed portions of the demised premises.

f. If air-conditioning equipment is furnished by Lessor under this Lease, such equipment must be maintained by Lessor at all times so as to be capable of maintaining a uniform temperature of no greater than 78 degrees Fahrenheit in all enclosed portions of the premises.

g. Any heating boilers, hot water supply boilers, unfired pressure vessels, elevators, escalators and dumbwaiters provided by Lessor as part of the leased premises or operated by the Lessor in conjunction with the leased premises, shall be operated and maintained by the Lessor in accordance with ANSI/ASME A17.1, Safety Code for Elevators, Escalators, Dumbwaiters, and Moving Walks; ANSI/ASME A17.2, Elevator Inspectors Manual; ANSI/ASME A17.3, Safety Code for Existing Elevators and Escalators; ASME Boiler and Pressure Vessel Code; National Electric Code; and/or ASME Safety Code No. CSD-1, Controls and Safety Devices for Automatically Fired Boilers, as applicable, or as required by local ordinances. Current safety certificates issued by an organization recognized by the National Board of Boiler and Pressure Vessel Inspectors or a federal, state or municipal authority which has adopted the American National Standard Institute/American Society of Mechanical Engineers (ANSI/ASME) Boiler and Vessel Code, must be provided by the Lessor for boilers and unfired pressure vessels. Current safety certificates for elevators, dumbwaiters and escalators must be issued by an organization authorized to inspect in accordance with the ANSI/ASME Safety Code for Elevators, Dumbwaiters and Escalators or appropriate federal, state or municipal authority. In the event local jurisdictions do not require periodic inspection of such equipment, the Postal Service shall have the right to conduct inspections in accordance with the aforesaid codes, and may issue safety certificates as appropriate.

h. Whenever there is a need for maintenance or a repair which is the Lessor's obligation under this Maintenance Rider or for restoration of the premises or any part thereof to a state of good repair and tenantable condition, the Postal Service shall give the Lessor written notice thereof, specifying a time for completion of the work which is reasonable and commensurate with the nature of the work required. A copy of any such notice shall be sent by certified or registered mail to the Lessor's mortgagee and any assignee of monies due or to become due under this Lease whose names and addresses have been furnished to the Postal Service by the Lessor. If the Lessor (or the mortgagee or the assignee, on behalf of the Lessor) fails to prosecute the work with such diligence as will ensure its completion within the time specified in the written notice (or any extension thereof as may be granted at the sole discretion of the Postal Service) or fails to complete the work within said time, the Postal Service shall have the right to perform the work by contract or otherwise and withhold the cost thereof (which may include administrative cost and/or interest) from payments due or to become due under this Lease. In addition, the Postal Service may proportionally abate the rent for any period the premises, or any part thereof, are determined by the Postal Service to have been rendered untenable to it by reason of such condition. Alternatively, the Postal Service may, if the demised premises are determined to be unfit for occupancy, at its sole discretion, cancel this Lease, without liability.



**Maintenance Rider  
Underground Storage Tanks  
Lessor Responsibility**

- a. The term "Underground Storage Tank" (UST) as used in this lease rider, is defined as a tank system, including ancillary equipment (pipings and flanges, valves, pumps) connected to it, with ten percent or more of the USTs volume below ground. USTs include underground heating oil tanks (where regulated by law) and all USTs associated with fleet vehicle operations.
- b. The lessor is responsible for:
  - (1) UST system maintenance, initial tank registration, applicable fees, reporting, tank and pipeline tightness testing, testing for soil and groundwater contamination, removal, replacement, upgrades, and closure. If the Postal Service requests tests additional to those required by federal, state, and/or local law, these tests will be completed, by the lessor, at Postal Service expense.
  - (2) Repairs or replacement resulting from any cause including, but not limited to, acts of God or a public enemy, or fires or other casualty, except where such damage or casualty was caused by the negligence of employees or agents of the Postal Service.
  - (3) Any UST upgrades resulting from changes in federal, state, and/or local law, whichever is more stringent, except where additional upgrades are required by the Postal Service which exceed those required by the applicable federal, state, and/or local law. Such additional upgrades, as required by the Postal Service, will be at Postal Service expense.
  - (4) Expenses incurred by the Postal Service which were made necessary due to the failure of any element for which the lessor is responsible.
  - (5) Providing the Postal Service with copies of all UST system documents (including, but not limited to, test results and permits) within thirty (30) days of lessor's receipt thereof.
- c. The Postal Service shall be responsible for UST system daily operations, including product input/output monitoring.
- d. If requested by the lessor, the Postal Service will provide the lessor with necessary documents (emergency action plan, etc.) which may be required by state and/or local law for tank registration.
- e. When the Postal Service becomes aware of the need for effecting repairs, maintenance, upgrades, replacement, removal, closure, and/or clean-up activities for which the lessor is responsible, the Postal Service will give the lessor prompt written notice (except in emergency situations where notice shall be given as soon as is practicable), by certified or registered mail, and will specify a reasonable deadline for completion of the work. If the lessor fails to proceed with the work with such diligence so as to ensure completion within the time specified in the notice (or any extension thereof granted at the sole discretion of the Postal Service) or fails to perform the work, the Postal Service may perform the work, by contract or otherwise, and withhold the cost of such work, plus administrative costs, from rental payments due or to become due under this lease or to recoup said costs through any other means available to the Postal Service.



### Mortgagee's Agreement

(To be executed and attached to lease before it is recorded)

Facility Name/Location **BURBANK - MAIN OFFICE (381162-001)**  
**55 S FRONT ST BURBANK, OH 44214-9998**

County: **WAYNE**  
Project: **C92689**

The undersigned, \_\_\_\_\_  
holder(s) of a mortgage in the sum of None  
on the property situated at: **55 S FRONT ST BURBANK, OH 44214-9998**

hereby consent(s) to the leasing of said property to the U.S. Postal Service and agree(s) for itself, its successors, executors, administrators, and assigns that in the event it should become necessary to foreclose said mortgage the mortgagee will cause the sale of said premises to be made subject to said lease.

*Handwritten signature/initials*

\_\_\_\_\_  
Mortgagee Company

By: \_\_\_\_\_  
Signature of Mortgagee's Officer

Its \_\_\_\_\_  
Title of Mortgagee's Officer

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State and ZIP+4

\_\_\_\_\_  
Witness

Subscribed and Sworn to before me, a notary public, in and for County, State of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_



NO. LODI-BUCKEYE  
3  
AF 23  
**Designation of Emergency Repair Personnel**

Return completed, signed copy of this form to: OPAL ELDER PROJECT MANAGER RE EASTERN FSO PO BOX 27497 GREENSBORO, NC 27498-1103	Postal Unit: MAIN OFFICE
	Street Address: 55 S FRONT ST
	City, State, ZIP + 4: BURBANK OH, 44214-9998
Owner: BURBANK FIREMENS ASSOC INC BURBANK VOLUNTEER FIRE DEPT	

Contact the following personnel for emergency repairs for those services that are my responsibility under the terms of the lease, when I (or my agent) cannot be reached after a reasonable period of time at Area Code & Telephone

**330-624-2515**

In the event the Postal Service is unable to contact the designated emergency repair person or such person is unavailable to perform necessary emergency repairs, the Postal Service is authorized to arrange for such repairs by repair personnel selected by the Postal Service with cost thereof to be reimbursed by the lessor.

For Roofing/ Structural Emergencies <input checked="" type="checkbox"/> Check if Not Applicable	
For Electrical Emergencies <input checked="" type="checkbox"/> Check if Not Applicable	
For Plumbing Emergencies <input checked="" type="checkbox"/> Check if Not Applicable	
For Heating, Ventilating and Air-Conditioning Emergencies <input checked="" type="checkbox"/> Check if Not Applicable	
For Other Emergencies (Windows, Doors, Locks, Etc.) <input checked="" type="checkbox"/> Check if Not Applicable	

Sign Original

This letter is not intended to, nor does it in any way, increase my responsibilities as owner (or agent owner) of the property to the occupant, the U.S. Postal Service.	Signature of Owner or Owner's Agent <i>Gary Gallion</i>	Date <b>7-1-03</b>
	Name (Typed or Printed) <b>GARY GALLION</b>	
	Street Address <b>12 FRONT ST</b>	
	City, State, ZIP + 4 <b>BURBANK, OHIO 44214-0003</b>	

500 Vaid

355423

Vol 535 PAGE 411

NO. LODI-BUCKEY

3  
21 OF 23

WARRANTY DEED—No. 102A

The Ohio Legal Publishing Co. Cleveland  
Publishers and Dealers Since 1883

# Know all Men by these Presents

That, we, CARL E. SCHAAD and MARY LOU SCHAAD, husband and wife,

, the Grantors

who claim title by or through instrument, recorded in Volume 274, Page 588,

County Recorder's Office, for the consideration of One Dollar and other good and valuable consideration-----Dollars (\$ 1.00 )

received to the full satisfaction of

Burbank Volunteer Fireman's Association

the Grantees,

whose TAX MAILING ADDRESS will be

Front Street, Burbank, Ohio 44214

do

Give, Grant, Bargain, Sell and Convey unto the said Grantee s, its heirs and assigns, the following described premises, situated in the Village of Burbank, County of Wayne and State of Ohio:

west part of

And known as In-Lot Number 4 in said Village, having a 66 foot frontage

on Front Street and being 82.5 feet in depth.

This Conveyance has been examined and the Grantor has complied with Section 119.222 of the Revised Code.

FEE \$ 2.00.....

EXEMPT.....

GLENN E. NEWLAND, County Auditor

be the same more or less but subject to all legal restrictions.

# Burbank Volunteer Fire Department

57 Front Street  
PO Box 202  
Burbank OH 44214-0202

LODI-BUCKEYE  
3  
22 OF 23

July 2, 2003

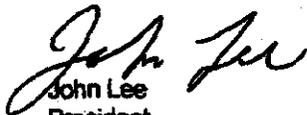
Opal Elder  
Real Estate Specialist  
United States Postal Service - Eastern FSO  
PO Box 27497  
Greensboro NC 27498-1103

RECEIVED  
JUL 14 2003  
FACILITIES SERVICE OFFICE  
Greensboro, NC 27498-1103

To Whom It May Concern:

The Burbank Fireman's Association, Inc., and the Burbank Volunteer Fire Department at it's regular meeting held on July 1, 2003 hereby authorizes Gary Gallion, Fire Chief to enter into a lease agreement with the United States Postal Service for the purpose of renting the building for the use of the Burbank Post Office.

Sincerely,



John Lee  
President  
Burbank Fireman's Association, Inc.

Ruth J. Rodolph  
Realty Transactions

JUN 23 1978

*Buyer's copy*

CERTIFICATE OF TRANSFER OF TITLE TO LEASED PROPERTY

TO THE POSTMASTER GENERAL:

THIS IS TO CERTIFY that the premises now occupied by the U.S. Postal Service and known as United States Post Office (Facility designation), and located at 55 South Front Street (Number and street address), Burbank (City), Ohio (State), 44214 (ZIP Code), by virtue of a lease dated February 1, 1978, and recorded in volume ---, Page --- of the land records of --- County, State of ---, have been sold and transferred, with

all the rights, rents and easements thereunto belonging or appertaining and that TITLE therefore passed to Burbank Volunteer Fire Dept. (Name(s) of person(s), company or corporation to whom title is transferred)

55 South Front Street (Number and street address), Burbank (City), Ohio (State), 44214 (ZIP Code), hereinafter called "grantee", by a good and sufficient deed dated 7/1/78

---, 19 78, and that the said lease for the premises herein described has been duly assigned to the grantee, and that all rents for the said premises which become due from and after the first day of the first month thereafter following the date of execution of this instrument shall be paid to the above named grantee.

*Marjorie Rickel*  
MARJORIE RICKEL, Notary Public  
Wayne and Medina Counties  
My Commission Expires July 23 19 79

Signed and sealed this 26 day of September, 19 78.

Rickey L. Swartz (Grantor) (SEAL)  
Paul R. Packard (Grantor) (SEAL)  
*(Two witnesses are required)*

MARJORIE RICKEL, Notary Public  
Wayne and Medina Counties  
My Commission Expires July 23, 19 79  
Marjorie Rickel (Grantor) (SEAL)

GRANTEE CONFIRMATION this 26 day of September, 19 78.

Rickey L. Swartz (Grantee) (SEAL)  
Paul R. Packard (Grantee) (SEAL)  
*(Two witnesses are required)*  
Jan Skilling (Grantee) (SEAL)  
Donald E. McLaughlin (Grantee) (SEAL)  
--- (Grantee) (SEAL)  
*(Grantee's Federal ID No. or Social Security No.)*

(ID no, SS no., or tax exempt no. required for payment of rent.)

Community Survey Sheet

Post Office Name: **BUCKEYE RETAIL STORE AT PRIME OUTLET** ZIP + 4: 44214

Congressional District: 16<sup>th</sup> Date: 09/01/05

1. Incorporated? Yes  No   
Local government provided by: <sup>VILLE</sup> **Harris Township**  
Police protection provided by: **Medina County Sheriff Department**  
Fire protection provided by: **Lodi Fire Department**  
School location: **Cloverleaf / Norwayne School Systems**

2. What population growth is expected? (Please document your source) \_\_\_\_\_  
None - Mayor of Burbank (Don Hopkins)  
None - Clerk of Harrisville Township (Karen Anderson)

3. What residential, commercial, or business growth is expected? (Please document your source) \_\_\_\_\_  
None - Mayor of Burbank (Don Hopkins)  
None - Clerk of Harrisville Township (Karen Anderson)

4. History. (Are there any special historical events related to the community? Are there any special community events to consider? Is the Post Office facility a state or national historic landmark (see ASM 515.23)? Check with the field real estate office when verification is needed.)  
NONE

5. What is the geographic/economic make-up of the community (e.g., retirees, commuters, self-employed, farmers)?  
BUSINESS / FARM / RESIDENTIAL

6. Which nonpostal services are provided by the Post Office (e.g., public bulletin board, school bus stop, community meeting location, voting place, government form distribution center) Do employees of the office offer assistance to senior citizens and handicapped? What provisions can be made for these services if the Post Office is discontinued?  
NONE

UDSF (Rural Route) ZIP-5 "44214" - active/delivery SUMMARY  
Fiscal Year:2006 - Accounting Period:OCT

Route		Residential				Business				Total	
Num	Aux	Other	Curb	NDCBU	Oth Cent	Other	Curb	NDCBU	Oth Cent	Total	Total
R000	N	0	0	0	0	0	0	0	0	0	0
R001	N	0	488	0	0	0	2	0	0	2	490
R002	Y	0	159	0	0	0	11	0	4	15	174
Totals		0	647	0	0	0	13	0	4	17	664
Count				Business				Total PDs			
Delivery	NDCBU	Oth Cent	Total	Other	Curb	Oth Cent	Total	Total			
Rural	0	0	647	0	13	4	17	664			
Carrier Total	0	0	647	0	13	4	17	664			

Type	Rural	HCR	Total	
Phan Route	1	0	1	
Aux Route	1	0	1	
Totals				
Type	Type	Code	Number	active delivery
1 Bundle	Curb	C	2	664

UDSF (Rural Route) ZIP-5 "44214" - active/delivery SUMMARY  
Fiscal Year:2005 - Accounting Period:OCT

Route		Residential				Business				Total	
Num	Aux	Other	Curb	NDCBU	Oth Cent	Other	Curb	NDCBU	Oth Cent	Total	Total
R001	N	0	477	0	0	0	2	0	0	2	479
R002	Y	0	155	0	0	0	10	0	2	12	167
Totals		0	632	0	0	0	12	0	2	14	646
Count				Business				Total PDs			
Delivery	NDCBU	Oth Cent	Total	Other	Curb	Oth Cent	Total	Total			
Rural	0	0	632	0	12	2	14	646			
Carrier Total	0	0	632	0	12	2	14	646			

Type	Rural	HCR	Total	
Phan Route	0	0	0	
Aux Route	1	0	1	
Totals				
Type	Type	Code	Number	active delivery
1 Bundle	Curb	C	2	646



2005

Le Buckeye  
5  
3 OF 4

NO.  
ITEM NO.  
PAGE

### UDSF (Rural Route) ZIP-5 "44214" - active/delivery SUMMARY Fiscal Year:2004 - Accounting Period:OCT

Route Num	Aux	Other	Residential			Business			Total	
			Curb	NDCBU	Oth Cent	Other	Curb	NCPBU		Oth Cent
R001	N	0	388	0	0	0	0	0	1	389
R002	Y	0	223	0	0	0	0	0	1	234
Totals		0	611	0	0	0	0	0	1	623
Count		Residential			Business			Total PDs		
Delivery	NDCBU	Oth Cent	Total	Other	Curb	Oth Cent	Total	Other	Curb	Total
Rural	0	0	611	0	11	1	12	1	12	623
Carrier Total	0	0	611	0	11	1	12	1	12	623

Type	Rural	HCR	Total
Phan Route	0	0	0
Aux Route	1	0	1
Mode Type Totals			
Type	Code	Number	active delivery
1 Bundle	C	2	623

UDSF (Rural Route) ZIP-5 "44214" - active/delivery SUMMARY  
Fiscal Year:2003 - Accounting Period:01

Route		Residential				Business				Total	
Num	Aux	Other	Curb	NDCBU	Oth Cent	Other	Curb	NDCBU	Oth Cent	Total	Total
R001	N	2	386	0	0	0	4	0	0	4	392
R002	Y	0	228	0	0	0	11	0	1	12	240
Totals		2	614	0	0	0	15	0	1	16	632
Count				Business				Total PDs			
Delivery	NDCBU	Oth Cent	Total	Other	Curb	Oth Cent	Total	Total			
Rural	0	0	616	0	15	1	16	632			
Carrier Total	0	0	616	0	15	1	16	632			

Type	Rural	HCR	Total	
Phan Route	0	0	0	
Aux Route	1	0	1	
Totals				
Type	Type	Code	Number	active delivery
1 Bundle	Curb	C	2	632

Post Office Survey Sheet

Post Office Name: **BUCKEYE LODI RETAIL STORE AT PRIME OUTLET** ZIP + 4: 44214-9630

Congressional District: 16<sup>th</sup>

Date: 08/15/05

1. List specific information about the facility, such as structural defects, safety hazards, lack of running water or restrooms (if so, where restrooms are available), security, and other deficiencies or factors to consider.

**NONE**

2. Is the facility accessible to persons with disabilities? **YES**

3. Lease terms? 30-day cancellation clause? **NO**

4. Are suitable alternate quarters available for an independent Post Office? If so, where?

**NONE**

5. List potential CPO sites. **NONE**

6. Are there any postage meter customers or permit mailers? Yes  No

If yes, please identify them by name and address.

7. Which career and noncareer employees will be affected and what accommodations will be made for them?

**Rose, R Distribution Window Clerk (PTF) will be reassigned.**

**Wilkerson, M.E. Distribution Window Clerk (PTF) will be reassigned**

8. How is mail received and dispatched at the office and at what times? How will this be affected by discontinuance? Will a collection box be retained? Will a locked pouch be utilized?

**Mail is received at the Buckeye Retail Store At Prime Outlet by Rural Carrier (RR02) at ~~1200~~ 1200**

**Dispatch is made by Star Route Driver at 4:40 PM. Collection Box located inside Buckeye**

**Retail will be relocated inside mall compound.**

**Post Office Survey Sheet (Continued)**

How many Post Office boxes are installed? 112  
How many Post Office boxes are used? **67 Boxes Currently in Use / 13 Rented**  
What are the window service hours? 9:30 – 1:30 / 2:00 – 5:30 M-F  
9:30 – 1:30 / 2:00 – 5:30 S  
What are the lobby hours? 9:30 – 5:30 M-F  
9:30 – 5:30 S

9. Have there been recent cases of mail theft or vandalism reported to the postmaster/OIC? Explain.

**No recent cases of mail theft have been reported by either local police or USPS Inspection Services.**

10. What equipment in the Post Office is not owned by the Postal Service (e.g., Post Office boxes, furniture, safe)? **All equipment is owned by the USPS.**

11. List potential CBU/parcel locker sites and distances from present Post Office site.

12. Are there any special customer needs? (People who cannot read or write, who cannot drive or who have infirmities or physical handicaps.) How can these people be accommodated?

**NONE**

13. Rural delivery/HCR delivery.

a. What is current evaluation? **A18 (17:43)**

b. Will this change result in the route being overburdened? Yes  No

If so, what accommodations will be made to adjust the route? 67 additional

**centralized deliveries.**

c. How many boxes and miles will be added to the route? 67 Boxes – 0 Miles

d. What would be the additional annual expense if the route is increased? \$3,368

e. What is the one-time cost of CBU/parcel locker installation (if appropriate)? \$1,946

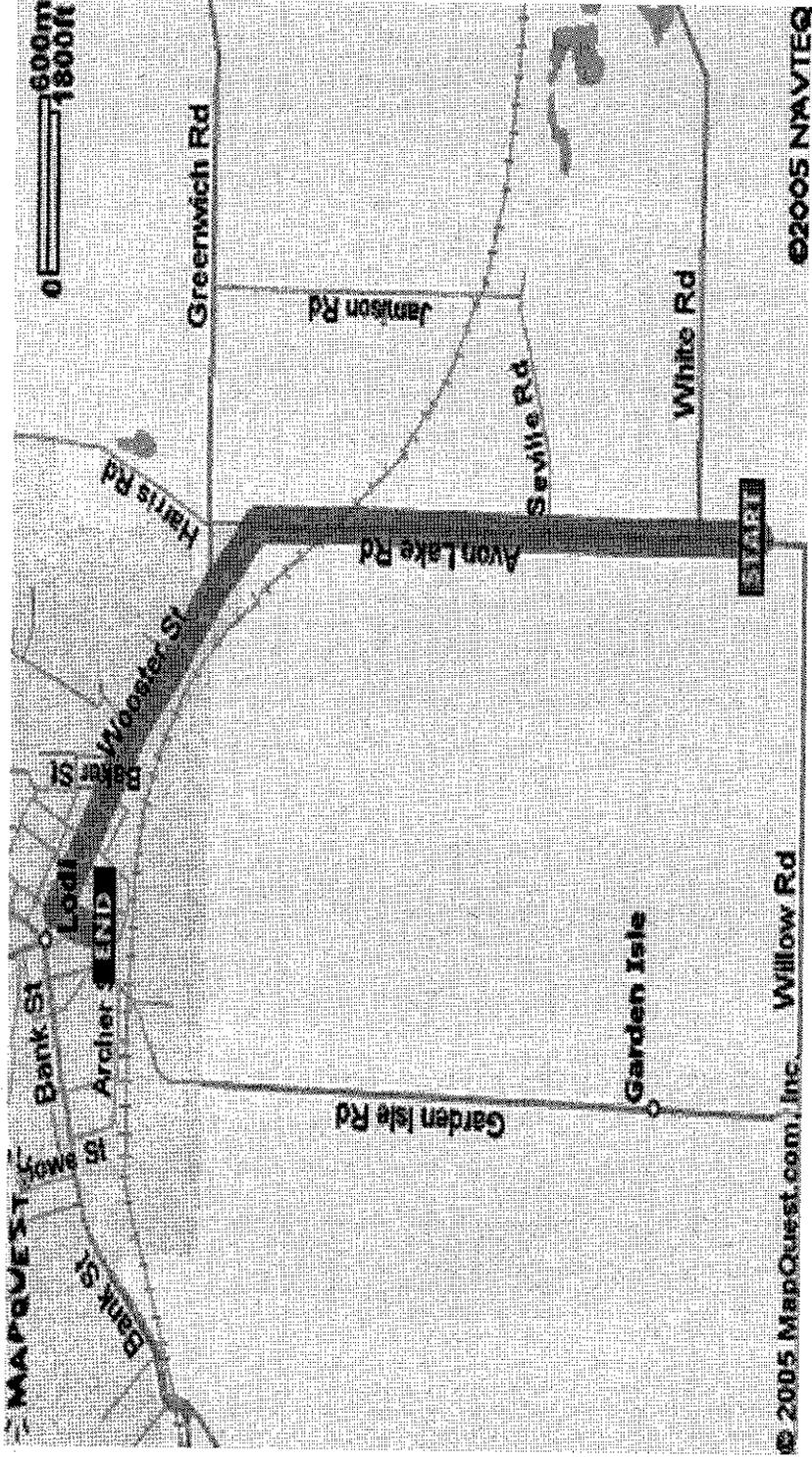
f. At what time of the day does the carrier begin delivery to the community? 10:00

Will this delivery time be affected if the office is discontinued? Yes  No

If so, how? \_\_\_\_\_

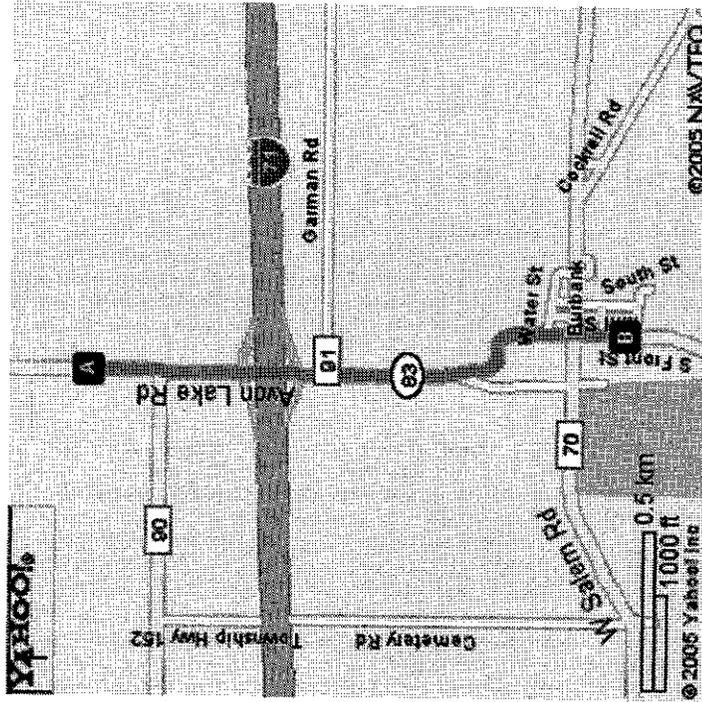
14. Are the Post Office box fees at the facility that will provide alternate service different from those at the office to be discontinued? If so, how? **No**

# DRIVING DIRECTIONS / 2.62 MILES BUCKEYE RETAIL STORE AT PRIME OUTLET / LODI PO



- Start at 9911 AVON LAKE RD, BURBANK going toward WHITE RD - go 1.6 mi 2.AVON LAKE RD becomes WOOSTER ST - go 1.0 mi 3.Turn on HARRIS ST - go 0.1 mi 4.Arrive at 149 HARRIS ST, LODI, on the left.

DRIVING DIRECTIONS / 1.1 MILES  
BUCKEYE RETAIL STORE AT PRIME OUTLET / BURBANK PO



Start at 9911 AVON LAKE RD, BURBANK going toward WILLOW RD - go 0.9 mi 2. AVON LAKE RD becomes FRONT ST - go 0.2 mi 3. Arrive at 55 S FRONT ST, BURBANK, on the left

FNCM Unit

FPR Line

Month Closed 4-Sep YTD Actual	Month Closed 5-Sep YTD Actual	Month Closed <del>5-Sep</del> YTD Prior FY
\$101,824	\$97,659	\$101,824
\$64,846	\$70,270	\$64,846

213 BUCKEYE RETAIL STORE TOTAL RETAIL REVENUE

214 BURBANK MAIN OFFICE TOTAL RETAIL REVENUE

NO. 1021-BUCKEYE  
PAGE 8  
1 OF 5

# Buckeye Retail Unit Analysis

10/01/04 to 6/31/2005

ORDER NO.

Lodi-Buckeye

ITEM NO.

8

PAGE

2 OF 5

Unit Date	Walk-In Revenue		Rev per Terminal Hour")		
	Metrics	Term Hours	Transactions	per Terminal Hour	(\$per Transaction")
BUCKEYE Thursday Jun 30, 2005	\$262.57	7.96	\$32.98	6.4	\$5.15
BUCKEYE Wednesday Jun 29, 2005	\$155.96	7.11	\$21.95	4.6	\$4.73
BUCKEYE Tuesday Jun 28, 2005	\$198.78	7.62	\$26.10	10.1	\$2.62
BUCKEYE Monday Jun 27, 2005	\$94.06	7.19	\$13.08	5.3	\$2.69
BUCKEYE Saturday Jun 25, 2005	\$359.12	7.29	\$49.23	5.5	\$9.71
BUCKEYE Friday Jun 24, 2005	\$258.88	6.55	\$39.50	5.6	\$7.00
BUCKEYE Thursday Jun 23, 2005	\$236.49	6.93	\$34.14	7.1	\$4.93
BUCKEYE Wednesday Jun 22, 2005	\$265.80	7.15	\$37.15	5.8	\$6.33
BUCKEYE Tuesday Jun 21, 2005	\$272.56	6.59	\$41.34	8.8	\$4.70
BUCKEYE Monday Jun 20, 2005	\$172.93	5.69	\$30.38	7.5	\$4.12
BUCKEYE Saturday Jun 18, 2005	\$240.59	7.6	\$31.67	3.8	\$8.30
BUCKEYE Friday Jun 17, 2005	\$282.26	7.22	\$39.11	6.8	\$6.01
BUCKEYE Thursday Jun 16, 2005	\$245.90	6.13	\$40.11	5.7	\$7.03
BUCKEYE Wednesday Jun 15, 2005	\$159.28	5.8	\$27.45	5	\$5.69
BUCKEYE Tuesday Jun 14, 2005	\$400.32	7.65	\$52.31	7.5	\$7.02
BUCKEYE Monday Jun 13, 2005	\$246.98	8	\$30.89	5.8	\$5.61
BUCKEYE Saturday Jun 11, 2005	\$142.63	6.8	\$20.98	3.2	\$6.48
BUCKEYE Friday Jun 10, 2005	\$217.34	6.72	\$32.33	5.8	\$5.57
BUCKEYE Thursday Jun 09, 2005	\$167.40	7.36	\$22.73	5.1	\$4.65
BUCKEYE Wednesday Jun 08, 2005	\$262.27	7.93	\$33.08	4.6	\$7.49
BUCKEYE Tuesday Jun 07, 2005	\$197.69	7.73	\$25.57	6.9	\$3.73
BUCKEYE Monday Jun 06, 2005	\$211.49	8	\$26.42	5.9	\$4.60
BUCKEYE Saturday Jun 04, 2005	\$247.83	7.12	\$34.80	5.4	\$6.52
BUCKEYE Friday Jun 03, 2005	\$227.69	7.88	\$28.89	7	\$4.30
BUCKEYE Thursday Jun 02, 2005	\$258.73	7.76	\$33.35	5.6	\$5.88
BUCKEYE Wednesday Jun 01, 2005	\$119.85	7.56	\$15.86	4.2	\$3.75
BUCKEYE Tuesday May 31, 2005	\$201.65	7.93	\$25.42	4.8	\$5.31
BUCKEYE Saturday May 28, 2005	\$301.96	7.06	\$42.74	6.8	\$7.19
BUCKEYE Friday May 27, 2005	\$211.83	6.69	\$31.65	6	\$5.57
BUCKEYE Thursday May 26, 2005	\$160.08	6.67	\$24.01	4.6	\$5.16
BUCKEYE Wednesday May 25, 2005	\$169.53	7.63	\$22.23	5.4	\$4.13
BUCKEYE Tuesday May 24, 2005	\$218.78	7.54	\$29.01	5.9	\$4.97
BUCKEYE Monday May 23, 2005	\$277.15	7.53	\$36.80	5.7	\$6.60
BUCKEYE Saturday May 21, 2005	\$402.23	7.53	\$53.45	6.5	\$8.21
BUCKEYE Friday May 20, 2005	\$364.35	7.69	\$47.40	7.5	\$6.39
BUCKEYE Thursday May 19, 2005	\$96.18	7.22	\$13.33	3.3	\$4.18
BUCKEYE Wednesday May 18, 2005	\$208.88	7.95	\$26.26	3.9	\$6.74
BUCKEYE Tuesday May 17, 2005	\$259.96	6.94	\$37.48	4.5	\$8.96
BUCKEYE Monday May 16, 2005	\$160.24	8.1	\$19.78	4.8	\$4.11
BUCKEYE Saturday May 14, 2005	\$288.24	7.31	\$39.44	4.1	\$9.61
BUCKEYE Friday May 13, 2005	\$135.54	7.89	\$17.18	3.7	\$4.67
BUCKEYE Thursday May 12, 2005	\$125.67	5.68	\$22.14	4.7	\$4.83
BUCKEYE Wednesday May 11, 2005	\$150.79	7.53	\$20.02	4.5	\$4.57
BUCKEYE Tuesday May 10, 2005	\$256.99	7.1	\$36.18	6.2	\$5.98
BUCKEYE Monday May 09, 2005	\$252.71	6.99	\$36.15	6	\$6.16
BUCKEYE Saturday May 07, 2005	\$243.69	7.16	\$34.04	4.4	\$7.62
BUCKEYE Friday May 06, 2005	\$148.92	7.13	\$20.89	4.9	\$4.25
BUCKEYE Thursday May 05, 2005	\$146.01	7.64	\$19.12	4.6	\$4.29
BUCKEYE Wednesday May 04, 2005	\$259.95	7.29	\$35.68	7	\$5.31
BUCKEYE Tuesday May 03, 2005	\$289.23	8.18	\$35.38	5.1	\$6.89
BUCKEYE Monday May 02, 2005	\$197.30	7.64	\$25.83	5.7	\$4.70
BUCKEYE Saturday Apr 30, 2005	\$273.86	7.27	\$37.65	5.3	\$7.21
BUCKEYE Friday Apr 29, 2005	\$411.44	7.91	\$52.03	5.2	\$10.29
BUCKEYE Thursday Apr 28, 2005	\$205.40	7.31	\$28.10	6	\$4.67
BUCKEYE Wednesday Apr 27, 2005	\$112.45	7.35	\$15.31	3.2	\$5.11
BUCKEYE Tuesday Apr 26, 2005	\$198.85	7.54	\$26.38	4.7	\$5.85
BUCKEYE Monday Apr 25, 2005	\$236.43	7.52	\$31.44	5.1	\$6.22
BUCKEYE Saturday Apr 23, 2005	\$249.78	7.74	\$32.26	3.6	\$8.92

BUCKEYE Friday Apr 22, 2005	\$280.42	7.51	\$37.33	4.8	\$7.79
BUCKEYE Thursday Apr 21, 2005	\$256.13	7.55	\$33.92	5.3	\$6.57
BUCKEYE Wednesday Apr 20, 2005	\$149.03	7.76	\$19.19	4.2	\$4.52
BUCKEYE Tuesday Apr 19, 2005	\$405.18	7.48	\$54.14	6	\$9.00
BUCKEYE Monday Apr 18, 2005	\$163.19	7.63	\$21.40	5.4	\$4.08
BUCKEYE Saturday Apr 16, 2005	\$270.67	7.97	\$33.96	5.8	\$6.01
BUCKEYE Friday Apr 15, 2005	\$229.53	7.56	\$30.36	8.9	\$3.43
BUCKEYE Thursday Apr 14, 2005	\$167.84	7.2	\$23.30	6.4	\$3.73
BUCKEYE Wednesday Apr 13, 2005	\$163.79	7.89	\$20.77	5.1	\$4.09
BUCKEYE Tuesday Apr 12, 2005	\$180.89	7.64	\$23.67	4.7	\$5.02
BUCKEYE Monday Apr 11, 2005	\$370.67	7.53	\$49.25	9.5	\$5.37
BUCKEYE Saturday Apr 09, 2005	\$610.75	7.73	\$78.99	11.3	\$7.02
BUCKEYE Friday Apr 08, 2005	\$226.46	7.17	\$31.60	5.4	\$5.81
BUCKEYE Thursday Apr 07, 2005	\$141.74	7.72	\$18.36	3.1	\$5.91
BUCKEYE Wednesday Apr 06, 2005	\$279.98	7.17	\$39.07	5	\$8.23
BUCKEYE Tuesday Apr 05, 2005	\$665.03	8.02	\$82.94	7.3	\$11.47
BUCKEYE Monday Apr 04, 2005	\$290.30	7.5	\$38.70	7.3	\$5.48
BUCKEYE Saturday Apr 02, 2005	\$153.89	7.11	\$21.66	3.8	\$5.92
BUCKEYE Friday Apr 01, 2005	\$300.57	7.67	\$39.20	8.2	\$4.85
BUCKEYE Thursday Mar 31, 2005	\$234.38	7.07	\$33.16	5.5	\$6.01
BUCKEYE Wednesday Mar 30, 2005	\$298.41	7.27	\$41.06	8.4	\$5.06
BUCKEYE Tuesday Mar 29, 2005	\$253.99	7.24	\$35.10	6.4	\$5.77
BUCKEYE Monday Mar 28, 2005	\$242.60	6.77	\$35.83	8.7	\$4.18
BUCKEYE Saturday Mar 26, 2005	\$271.25	7.72	\$35.13	5.8	\$6.03
BUCKEYE Friday Mar 25, 2005	\$323.50	7.87	\$41.12	6.3	\$6.47
BUCKEYE Thursday Mar 24, 2005	\$277.08	7.75	\$35.77	6.8	\$5.54
BUCKEYE Wednesday Mar 23, 2005	\$341.22	6.09	\$56.00	4.3	\$13.65
BUCKEYE Tuesday Mar 22, 2005	\$257.35	7.05	\$36.51	6.6	\$5.98
BUCKEYE Monday Mar 21, 2005	\$124.23	7.15	\$17.37	5.6	\$3.27
BUCKEYE Saturday Mar 19, 2005	\$500.87	7.86	\$63.73	6.3	\$10.02
BUCKEYE Friday Mar 18, 2005	\$423.65	7.26	\$58.38	9	\$6.52
BUCKEYE Thursday Mar 17, 2005	\$366.74	7.63	\$48.07	6.2	\$8.15
BUCKEYE Wednesday Mar 16, 2005	\$188.11	6.63	\$28.36	7.1	\$4.09
BUCKEYE Tuesday Mar 15, 2005	\$211.40	6.74	\$31.37	6.7	\$5.03
BUCKEYE Monday Mar 14, 2005	\$281.39	7.24	\$38.88	5.1	\$7.82
BUCKEYE Saturday Mar 12, 2005	\$337.19	7.31	\$46.15	5.6	\$8.22
BUCKEYE Friday Mar 11, 2005	\$126.87	7.06	\$17.98	3.7	\$4.88
BUCKEYE Thursday Mar 10, 2005	\$192.26	7.45	\$25.81	3.9	\$6.63
BUCKEYE Wednesday Mar 09, 2005	\$76.10	7.73	\$9.85	2.5	\$4.23
BUCKEYE Tuesday Mar 08, 2005	\$137.93	7.08	\$19.49	4.1	\$4.76
BUCKEYE Monday Mar 07, 2005	\$203.15	8.31	\$24.44	5.5	\$4.42
BUCKEYE Saturday Mar 05, 2005	\$318.89	7.57	\$42.14	7	\$6.25
BUCKEYE Friday Mar 04, 2005	\$291.38	6.98	\$41.72	6.7	\$6.33
BUCKEYE Thursday Mar 03, 2005	\$112.61	6.21	\$18.12	5.2	\$4.17
BUCKEYE Wednesday Mar 02, 2005	\$94.06	7.85	\$11.99	2.2	\$5.53
BUCKEYE Tuesday Mar 01, 2005	\$162.33	7.81	\$20.79	3.6	\$5.80
BUCKEYE Monday Feb 28, 2005	\$171.73	7.69	\$22.34	7.1	\$3.37
BUCKEYE Saturday Feb 26, 2005	\$103.88	7.12	\$14.60	2.8	\$5.47
BUCKEYE Friday Feb 25, 2005	\$163.72	7.19	\$22.76	3.9	\$5.85
BUCKEYE Thursday Feb 24, 2005	\$86.71	7.96	\$10.89	3.5	\$3.47
BUCKEYE Wednesday Feb 23, 2005	\$168.46	7.74	\$21.76	5.2	\$4.32
BUCKEYE Tuesday Feb 22, 2005	\$174.97	7.38	\$23.71	4.3	\$5.64
BUCKEYE Saturday Feb 19, 2005	\$912.63	7.86	\$116.11	7.2	\$16.01
BUCKEYE Friday Feb 18, 2005	\$340.19	7.2	\$47.27	6	\$7.91
BUCKEYE Thursday Feb 17, 2005	\$56.63	7.23	\$7.84	2.4	\$3.54
BUCKEYE Wednesday Feb 16, 2005	\$131.59	6.8	\$19.35	4.1	\$4.87
BUCKEYE Tuesday Feb 15, 2005	\$176.99	6.89	\$25.67	4.3	\$6.32
BUCKEYE Monday Feb 14, 2005	\$104.39	7.93	\$13.17	4.2	\$3.16
BUCKEYE Saturday Feb 12, 2005	\$796.70	7.5	\$106.17	10	\$10.62
BUCKEYE Friday Feb 11, 2005	\$229.84	6.86	\$33.50	9.1	\$3.83
BUCKEYE Thursday Feb 10, 2005	\$206.92	6.93	\$29.85	5.2	\$5.75
BUCKEYE Wednesday Feb 09, 2005	\$190.30	6.83	\$27.86	5.3	\$5.29
BUCKEYE Tuesday Feb 08, 2005	\$38.36	7.71	\$4.98	2.1	\$2.40
BUCKEYE Monday Feb 07, 2005	\$145.80	7.62	\$19.13	5.7	\$3.39

ACCOUNT NO.

LODI-BUCKEYE

ITEM NO.

8

PAGE

2 OF 5

BUCKEYE Saturday Feb 05, 2005	\$582.75	7.82	\$74.49	6.9	\$10.79
BUCKEYE Friday Feb 04, 2005	\$245.31	7.14	\$34.36	6.2	\$5.84
BUCKEYE Thursday Feb 03, 2005	\$179.83	7.42	\$24.24	4.9	\$5.00
BUCKEYE Wednesday Feb 02, 2005	\$132.04	7.27	\$18.16	4.4	\$4.26
BUCKEYE Tuesday Feb 01, 2005	\$180.00	6.83	\$26.35	6	\$4.50
BUCKEYE Monday Jan 31, 2005	\$193.30	6.84	\$28.24	6.3	\$4.50
BUCKEYE Saturday Jan 29, 2005	\$349.26	7.45	\$46.86	9.1	\$5.14
BUCKEYE Friday Jan 28, 2005	\$182.71	6.59	\$27.73	5.3	\$5.22
BUCKEYE Thursday Jan 27, 2005	\$179.78	7.39	\$24.33	6.4	\$3.83
BUCKEYE Wednesday Jan 26, 2005	\$271.38	6.93	\$39.17	3.8	\$10.44
BUCKEYE Tuesday Jan 25, 2005	\$279.91	7.05	\$39.68	4.9	\$8.23
BUCKEYE Monday Jan 24, 2005	\$228.88	8.34	\$27.44	6.5	\$4.40
BUCKEYE Friday Jan 21, 2005	\$168.23	7.62	\$22.07	3.6	\$6.23
BUCKEYE Thursday Jan 20, 2005	\$115.42	7.72	\$14.95	3.8	\$4.12
BUCKEYE Wednesday Jan 19, 2005	\$96.36	7.78	\$12.38	2.2	\$6.02
BUCKEYE Tuesday Jan 18, 2005	\$278.16	7.47	\$37.25	8.7	\$4.28
BUCKEYE Saturday Jan 15, 2005	\$307.58	7.79	\$39.46	6.2	\$6.41
BUCKEYE Friday Jan 14, 2005	\$181.11	2.82	\$64.32	12.9	\$1.06
BUCKEYE Thursday Jan 13, 2005	\$204.33	7.21	\$28.33	4.6	\$6.19
BUCKEYE Wednesday Jan 12, 2005	\$156.79	2.71	\$57.76	9.6	\$3.19
BUCKEYE Tuesday Jan 11, 2005	\$368.70	8.02	\$45.98	5.9	\$8.02
BUCKEYE Monday Jan 10, 2005	\$222.85	3.1	\$72.00	15.5	\$2.22
BUCKEYE Friday Jan 07, 2005	\$215.50	5.43	\$39.68	9.4	\$3.47
BUCKEYE Thursday Jan 06, 2005	\$150.03	6.31	\$23.77	4.3	\$5.56
BUCKEYE Wednesday Jan 05, 2005	\$110.27	6.25	\$17.66	2.9	\$6.13
BUCKEYE Monday Jan 03, 2005	\$351.41	7.5	\$46.87	7.6	\$6.17
BUCKEYE Friday Dec 31, 2004	\$352.20	7.48	\$47.08	6.5	\$7.19
BUCKEYE Thursday Dec 30, 2004	\$520.53	4.82	\$107.96	17.3	\$4.86
BUCKEYE Wednesday Dec 29, 2004	\$166.37	6.89	\$24.13	4.5	\$5.37
BUCKEYE Tuesday Dec 28, 2004	\$145.57	7.39	\$19.70	5.3	\$3.83
BUCKEYE Monday Dec 27, 2004	\$232.97	2.77	\$84.02	19.3	\$2.26
BUCKEYE Friday Dec 24, 2004	\$180.75	7.55	\$23.93	3.4	\$6.95
BUCKEYE Wednesday Dec 22, 2004	\$401.74	7.29	\$55.11	6.4	\$8.55
BUCKEYE Tuesday Dec 21, 2004	\$691.18	7.46	\$92.69	15.3	\$6.12
BUCKEYE Monday Dec 20, 2004	\$631.69	7.51	\$84.11	14	\$6.13
BUCKEYE Saturday Dec 18, 2004	\$1,284.85	7.88	\$163.16	24.6	\$6.73
BUCKEYE Friday Dec 17, 2004	\$788.32	7.64	\$103.22	15.3	\$7.04
BUCKEYE Thursday Dec 16, 2004	\$796.99	7.82	\$101.88	15.1	\$7.38
BUCKEYE Wednesday Dec 15, 2004	\$427.03	7.55	\$56.57	10.1	\$5.85
BUCKEYE Tuesday Dec 14, 2004	\$522.06	7.79	\$67.05	9.1	\$7.57
BUCKEYE Monday Dec 13, 2004	\$662.05	7.88	\$84.02	14.1	\$6.02
BUCKEYE Saturday Dec 11, 2004	\$1,583.14	7.92	\$200.01	21.3	\$9.59
BUCKEYE Friday Dec 10, 2004	\$1,377.28	7.62	\$180.73	23.6	\$7.69
BUCKEYE Thursday Dec 09, 2004	\$832.55	7.72	\$107.85	13.6	\$8.08
BUCKEYE Wednesday Dec 08, 2004	\$792.92	7.08	\$112.05	13.9	\$8.01
BUCKEYE Tuesday Dec 07, 2004	\$683.85	7.36	\$92.87	16.6	\$5.56
BUCKEYE Monday Dec 06, 2004	\$1,212.33	7.25	\$167.31	21.5	\$7.87
BUCKEYE Saturday Dec 04, 2004	\$1,482.38	7.8	\$190.08	20.9	\$9.15
BUCKEYE Friday Dec 03, 2004	\$718.30	7.68	\$93.56	14.9	\$6.47
BUCKEYE Thursday Dec 02, 2004	\$589.00	7.51	\$78.44	11.1	\$7.27
BUCKEYE Wednesday Dec 01, 2004	\$547.40	7.76	\$70.53	10.9	\$6.44
BUCKEYE Tuesday Nov 30, 2004	\$727.75	7.6	\$95.79	12.2	\$8.09
BUCKEYE Monday Nov 29, 2004	\$1,383.37	8.13	\$170.26	22	\$8.00
BUCKEYE Saturday Nov 27, 2004	\$1,259.95	7.39	\$170.51	23	\$7.46
BUCKEYE Friday Nov 26, 2004	\$1,298.01	7.79	\$166.72	20.4	\$8.27
BUCKEYE Wednesday Nov 24, 2004	\$514.68	6.72	\$76.64	8.8	\$9.03
BUCKEYE Tuesday Nov 23, 2004	\$572.11	7.03	\$81.34	9.9	\$8.54
BUCKEYE Monday Nov 22, 2004	\$884.05	7.54	\$117.17	13.1	\$9.11
BUCKEYE Saturday Nov 20, 2004	\$880.25	7.6	\$115.79	13.2	\$8.80
BUCKEYE Friday Nov 19, 2004	\$560.17	8.01	\$69.95	9	\$8.00
BUCKEYE Thursday Nov 18, 2004	\$429.48	6.87	\$62.51	9.9	\$6.32
BUCKEYE Wednesday Nov 17, 2004	\$627.09	7.37	\$85.06	10.1	\$8.47
BUCKEYE Tuesday Nov 16, 2004	\$522.98	6.97	\$74.98	8.9	\$8.57
BUCKEYE Monday Nov 15, 2004	\$432.27	7.71	\$56.06	10.1	\$5.69

NO.  
ITEM NO.  
PAGE

Lodi-Buckeye  
B  
4 OF 5

BUCKEYE Saturday Nov 13, 2004	\$624.43	7.37	\$84.68	10.5	\$8.33
BUCKEYE Friday Nov 12, 2004	\$435.76	7.54	\$57.78	9.5	\$6.23
BUCKEYE Wednesday Nov 10, 2004	\$359.42	7.07	\$50.83	7.6	\$6.66
BUCKEYE Tuesday Nov 09, 2004	\$534.69	7.15	\$74.78	8.3	\$9.06
BUCKEYE Monday Nov 08, 2004	\$367.47	7.81	\$47.04	8.7	\$5.57
BUCKEYE Saturday Nov 06, 2004	\$688.60	7.68	\$89.67	12.1	\$7.48
BUCKEYE Friday Nov 05, 2004	\$195.26	8.3	\$23.52	6.6	\$3.98
BUCKEYE Thursday Nov 04, 2004	\$182.58	6.64	\$27.48	6.1	\$4.56
BUCKEYE Wednesday Nov 03, 2004	\$351.99	7.74	\$45.46	7.4	\$6.18
BUCKEYE Tuesday Nov 02, 2004	\$307.62	7.84	\$39.25	6.4	\$6.15
BUCKEYE Monday Nov 01, 2004	\$359.34	7.52	\$47.80	7.7	\$6.30
BUCKEYE Saturday Oct 30, 2004	\$307.84	6.42	\$47.97	6.7	\$7.51
BUCKEYE Friday Oct 29, 2004	\$288.84	6.99	\$41.34	6	\$7.04
BUCKEYE Thursday Oct 28, 2004	\$305.02	6.88	\$44.37	7.2	\$6.22
BUCKEYE Wednesday Oct 27, 2004	\$147.15	7.57	\$19.44	3.9	\$4.91
BUCKEYE Tuesday Oct 26, 2004	\$341.61	7.6	\$44.93	6.8	\$6.57
BUCKEYE Monday Oct 25, 2004	\$448.23	7.26	\$61.73	8.4	\$7.35
BUCKEYE Saturday Oct 23, 2004	\$559.53	7.65	\$73.15	10.7	\$6.91
BUCKEYE Friday Oct 22, 2004	\$337.08	6.09	\$55.35	12.3	\$4.62
BUCKEYE Thursday Oct 21, 2004	\$119.85	6.78	\$17.67	5.4	\$3.53
BUCKEYE Wednesday Oct 20, 2004	\$530.86	7.63	\$69.57	11.3	\$6.40
BUCKEYE Tuesday Oct 19, 2004	\$211.79	7.75	\$27.32	4.1	\$6.62
BUCKEYE Monday Oct 18, 2004	\$168.58	7.16	\$23.54	6.3	\$3.92
BUCKEYE Saturday Oct 16, 2004	\$453.89	7.87	\$57.68	8.5	\$6.77
BUCKEYE Friday Oct 15, 2004	\$278.54	7.34	\$37.93	6.2	\$6.19
BUCKEYE Thursday Oct 14, 2004	\$561.80	6.95	\$80.78	8.6	\$9.36
BUCKEYE Wednesday Oct 13, 2004	\$265.25	7.33	\$36.18	6.7	\$5.41
BUCKEYE Tuesday Oct 12, 2004	\$372.80	7.51	\$49.61	8.9	\$5.56
BUCKEYE Saturday Oct 09, 2004	\$287.86	7.27	\$39.58	6.7	\$5.87
BUCKEYE Friday Oct 08, 2004	\$471.82	7.03	\$67.12	10.1	\$6.65
BUCKEYE Thursday Oct 07, 2004	\$345.35	7.53	\$45.88	5.5	\$8.42
BUCKEYE Wednesday Oct 06, 2004	\$241.63	6.95	\$34.74	6.7	\$5.14
BUCKEYE Tuesday Oct 05, 2004	\$333.41	7.44	\$44.81	10.4	\$4.33
BUCKEYE Monday Oct 04, 2004	\$276.37	6.89	\$40.14	16.4	\$2.56
BUCKEYE Saturday Oct 02, 2004	\$266.13	7.5	\$35.50	5.6	\$6.34
BUCKEYE Friday Oct 01, 2004	\$474.54	7.31	\$64.88	12.3	\$5.33

Total	\$75,726.71		\$10,409.14	1663.1	\$1,353.18
End of Year Projected	\$100,968.95		\$46.89	7.49	\$6.10

REPORT NO. LODI-BUCKEYE  
 ITEM NO. 8  
 PAGE 5 OF 5



July 21, 2005

Buckeye Retail Store – Window Operations Survey

The window observation survey results are;

The Buckeye Retail Store opens for total of 45 hours a week. During the week of July 21, 2005 there is a savings of non-productive workhours of 33.7 a week. The unit used 11.3 of productive hours.

An analysis was completed for the full year of 2004 an average of non-productive workhours saved is 33.9 a week.

Another analysis was completed for Year to Date from October 2004 thru July 30, 2005 a savings of non-productive workhours is 33.9 a week.

Lillian Flores  
F-4 Team Leader

# WINDOW OPERATIONS SURVEY WOS RESULTS BRIEFING PACKAGE

PREPARED FOR  
Karole Breckenridge

WOS Completion Date: 09/30/2004 Full Year WOS Avg

Unit Name: Buckeye Retail Unit

WOS Team Leader Rich Nalepka

## IDENTIFIED WORKHOUR OPPORTUNITY

**33.9**

## WINDOW OPERATIONS SURVEY WOS RESULTS BRIEFING PACKAGE

### Buckeye Retail Unit

#### Workhours

WOS	15.6
Actual week of WOS	49.5
Eight week average	49.5

**Demonstrated Performance** 49.5

Recommendations	Value
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Excess window hours due to low workload and coverage for the hours of operation.	33.9

**Workhour Savings Opportunities** 33.9

**Target Performance** 15.6

**Walk In Revenue** \$ 2,022.00

**Target Productivity** \$ 129.62



**Buckeye Retail Unit  
WOS EXIT PACKAGE  
ANALYSIS AND RECOMMENDATIONS**

PROJECT NO. LOD1-BUCKEYE  
ITEM NO. 9  
PAGE 5 OF 15

**Value of Implementing Best Practices or Correcting Inefficiencies**

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**Recommendations:**

A YTD WOS study for FY04 shows 33.9 non-productive hours per week used in the window because of the low workload and the need to cover the hours of operation.

33.9 hours per week x 52 weeks x \$32.00 = \$56,409.60

**Service Value      Workhour Value**

0      **Total**

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**Observations and Recommendations**

The office used in FY04 approximately 33.9 non-productive hours per week due to low workload and need to cover hours of operation. In addition to the non-productive hours used there is a lease and associated allied expenses. Window service hours may be shortened to improve office productivity.

**Buckeye Retail Unit  
WOS EXIT PACKAGE  
ACTION PLAN**

UNIT NO. Lodi-BUCKEYE  
 RPT NO. 9  
 PAGE 6 OF 15

Productivity Target: \$130.00

**Action Items** **Implementation**

---

Operational Changes      Responsibility: \_\_\_\_\_      Target Date: \_\_\_\_\_      Value: \_\_\_\_\_

Total Value      0.0

Total Value      0.0

Total Value      0.0

Total Value      0.0

Postmaster: \_\_\_\_\_

Unit Manager \_\_\_\_\_

Mgr., Post Office Opns: \_\_\_\_\_

*For District and Area Use*

**Follow-up on Action Plan**

14 Days from Exit Conference      Date: \_\_\_\_\_

30 Days from Exit Conference      Date: \_\_\_\_\_

**WOS  
EIGHT WEEK UNIT PERFORMANCE**

OFFICE NAME <b>Buckeye Retail Unit</b>	ZIP CODE <b>44214</b>	POSTMASTER/UNIT MANAGER <b>Karole Breckenridge</b>
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**UNIT WALK-IN REVENUE**

A/P	Week	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
1	1	\$337.00		\$337.00	\$337.00	\$337.00	\$337.00	\$337.00	\$2,022.00
1	2	\$337.00			\$337.00	\$337.00	\$337.00	\$337.00	\$1,685.00
1	3	\$337.00		\$337.00	\$337.00	\$337.00	\$337.00	\$337.00	\$2,022.00
1	4	\$337.00		\$337.00	\$337.00	\$337.00	\$337.00	\$337.00	\$2,022.00
6	1	\$337.00		\$337.00	\$337.00	\$337.00	\$337.00	\$337.00	\$2,022.00
6	2	\$337.00		\$337.00	\$337.00	\$337.00	\$337.00	\$337.00	\$2,022.00
6	3	\$337.00		\$337.00	\$337.00	\$337.00	\$337.00	\$337.00	\$2,022.00
6	4	\$337.00		\$337.00	\$337.00	\$337.00	\$337.00	\$337.00	\$2,022.00
<b>AVERAGE</b>		\$337.00		\$337.00	\$337.00	\$337.00	\$337.00	\$337.00	\$2,022.00

**UNIT LDC 45 WORKHOUR**

A/P	Week	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
1	1	8.25		8.25	8.25	8.25	8.25	8.25	49.50
1	2	8.25			8.25	8.25	8.25	8.25	41.25
1	3	8.25		8.25	8.25	8.25	8.25	8.25	49.50
1	4	8.25		8.25	8.25	8.25	8.25	8.25	49.50
6	1	8.25		8.25	8.25	8.25	8.25	8.25	49.50
6	2	8.25		8.25	8.25	8.25	8.25	8.25	49.50
6	3	8.25		8.25	8.25	8.25	8.25	8.25	49.50
6	4	8.25		8.25	8.25	8.25	8.25	8.25	49.50
<b>AVERAGE</b>		8.25		8.25	8.25	8.25	8.25	8.25	49.50

**UNIT REVENUE PER WORKHOUR**

A/P	Week	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
1	1	\$40.85		\$40.85	\$40.85	\$40.85	\$40.85	\$40.85	\$40.85
1	2	\$40.85			\$40.85	\$40.85	\$40.85	\$40.85	\$40.85
1	3	\$40.85		\$40.85	\$40.85	\$40.85	\$40.85	\$40.85	\$40.85
1	4	\$40.85		\$40.85	\$40.85	\$40.85	\$40.85	\$40.85	\$40.85
6	1	\$40.85		\$40.85	\$40.85	\$40.85	\$40.85	\$40.85	\$40.85
6	2	\$40.85		\$40.85	\$40.85	\$40.85	\$40.85	\$40.85	\$40.85
6	3	\$40.85		\$40.85	\$40.85	\$40.85	\$40.85	\$40.85	\$40.85
6	4	\$40.85		\$40.85	\$40.85	\$40.85	\$40.85	\$40.85	\$40.85
<b>AVERAGE</b>		\$40.85		\$40.85	\$40.85	\$40.85	\$40.85	\$40.85	\$40.85

WEEKLY RECAP SHEET

10  
 9  
 8 OF 15  
 10  
 10

UNIT NAME: Buckeye Retail Unit  
 SUPERVISORS NAME: Karole Breckenridge  
 AP: 13  
 WK: 53  
 FY: 2004

ENTER DATA IN YELLOW CELLS ONLY

WORKHOURS		VAR. TO ACTUAL
ACTUAL	50	
SCHEDULED	51	-2
PLAN	50	
SPLY	50	

REVENUE		VAR. TO ACTUAL
ACTUAL	\$2,022	
PROJECTED	\$2,022	
PLAN	\$2,022	
SPLY	\$2,022	

REV. PER WORKHOUR		VAR. TO ACTUAL
ACTUAL	\$41	
TARGET	\$130	-\$89
PLAN	\$41	
SPLY	\$41	

	SAT	SUN	MON	TUE	WED	THUR	FRI	TOTAL
SPLY Walk-in Revenue	\$337		\$337	\$337	\$337	\$337	\$337	\$2,022
% Variance SPLY								
Projected revenue	\$337		\$337	\$337	\$337	\$337	\$337	\$2,022
Projected workours	2.6		2.6	2.6	2.6	2.6	2.6	15.6
Productivity	\$130		\$130	\$130	\$130	\$130	\$130	\$130

	SAT	SUN	MON	TUE	WED	THUR	FRI	TOTAL
Actual Workhours	8		8	8	8	8	8	50
Actual Revenue	\$337		\$337	\$337	\$337	\$337	\$337	\$2,022
Actual Productivity	\$41		\$41	\$41	\$41	\$41	\$41	\$41





Lodi-Buckeye  
9  
11 OF 15

UNIT NAME: \_\_\_\_\_  
 Buckeye Detail Unit

APR 13  
 WK: 53  
 Date: 8/22/2005

SUPERVISORS NAME: \_\_\_\_\_  
 Karole Brockertidge  
 MINOR: \_\_\_\_\_  
 LUNCH: \_\_\_\_\_  
 LUNCH 2ND: \_\_\_\_\_  
 LUNCH 1ST: \_\_\_\_\_  
 BREAK 1ST: \_\_\_\_\_  
 BREAK 2ND: \_\_\_\_\_  
 BREAK 3RD: \_\_\_\_\_  
 OPEN: \_\_\_\_\_  
 CLOSE: \_\_\_\_\_  
 DIST: \_\_\_\_\_  
 BOX: \_\_\_\_\_  
 VEND: \_\_\_\_\_  
 ATTY: \_\_\_\_\_  
 BREAK 4TH: \_\_\_\_\_  
 BK: \_\_\_\_\_

INSTRUCTIONS	CLERKS		LDC 48 WORKHOURS		REV/PER WORKHOUR		TOTAL	WALK IN REVENUE
	SCHED.	ACTUAL	PROJ.	ACT.	PROJ.	ACT.		
9:30 - 10:00								
10:00 - 10:30								
10:30 - 11:00								
11:00 - 11:30								
11:30 - 12:00								
12:00 - 12:30								
12:30 - 13:00								
13:00 - 13:30								
13:30 - 14:00								
14:00 - 14:30								
14:30 - 15:00								
15:00 - 15:30								
15:30 - 16:00								
16:00 - 16:30								
16:30 - 17:00								
17:00 - 17:30								
17:30 - 18:00								
18:00 - 18:30								
18:30 - 19:00								
19:00 - 19:30								
19:30 - 20:00								
20:00 - 20:30								
20:30 - 21:00								
21:00 - 21:30								
21:30 - 22:00								
22:00 - 22:30								
22:30 - 23:00								
23:00 - 23:30								
23:30 - 0:00								
0:00 - 0:30								
0:30 - 1:00								
1:00 - 1:30								
1:30 - 2:00								
2:00 - 2:30								
2:30 - 3:00								
3:00 - 3:30								
3:30 - 4:00								
4:00 - 4:30								
4:30 - 5:00								
5:00 - 5:30								
5:30 - 6:00								
6:00 - 6:30								
6:30 - 7:00								
7:00 - 7:30								
7:30 - 8:00								
8:00 - 8:30								
8:30 - 9:00								
9:00 - 9:30								
TOTAL	4.0	4.0	4.0	4.0	4.0	4.0	8.5	8.3

LDC 48 WORKHOURS	PROJECTED	2.8
	ACTUAL	9.3
	VAR	5.7

REVENUE	PROJ.	\$337
	ACT.	\$337
	VAR	

REV/PER WORKHOUR	PROJ.	\$130
	ACT.	\$41
	VAR	-\$88

WALK IN REVENUE \$337.00

Lodi-BUCKEYE  
9  
12 OF 15

WEDNESDAY

UNIT NAME: Buckeye Retail Unit

SUPERVISOR'S NAME: Karole Brockelridge

APR 13  
WK: 53  
Date: 8/9/2006

INSTRUCTIONS	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30	23:00	23:30	0:00	0:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30	5:00	5:30	6:00	6:30	7:00	7:30	8:00	8:30	9:00
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CLERKS	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30	23:00	23:30	0:00	0:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30	5:00	5:30	6:00	6:30	7:00	7:30	8:00	8:30	9:00
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CLIENT 1	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30	23:00	23:30	0:00	0:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30	5:00	5:30	6:00	6:30	7:00	7:30	8:00	8:30	9:00
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CLIENT 2	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30	23:00	23:30	0:00	0:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30	5:00	5:30	6:00	6:30	7:00	7:30	8:00	8:30	9:00
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ACTUAL PROJECTED	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30	23:00	23:30	0:00	0:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30	5:00	5:30	6:00	6:30	7:00	7:30	8:00	8:30	9:00
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PROJ	ACT	VAR
2.8	6.3	5.7
337	337	
130	41	49
8.5	8.3	

WALK IN REVENUE \$337.00

Lodi-Buckeye  
9  
13 OF 15

SUPERVISOR'S NAME: Karole Brockbridge  
UNIT NAME: Buckeye Retail Unit

AP: 13  
WK: 53  
Date: 8/4/2005

WINDOW LUNCH 1ST 16:00-17:00 LUNCH 1ST 16:00-17:00 BREAK 1ST 17:00-17:30 BREAK 2ND 17:30-18:00 DISK 18:00-18:30 BOX 18:30-19:00 MELO 19:00-19:30 BREAK 19:30-20:00

INSTRUCTIONS	CLERKS		SCHED.	ACTUAL
	CLERK 1	CLERK 2		
10:00 - 10:30	X	X	4.0	4.0
10:30 - 11:00	X	X	4.5	4.3
11:00 - 11:30	X	X		
11:30 - 12:00	X	X		
12:00 - 12:30	X	X		
12:30 - 13:00	X	X		
13:00 - 13:30	X	X		
13:30 - 14:00	X	X		
14:00 - 14:30	X	X		
14:30 - 15:00	X	X		
15:00 - 15:30	X	X		
15:30 - 16:00	X	X		
16:00 - 16:30	X	X		
16:30 - 17:00	X	X		
17:00 - 17:30	X	X		
17:30 - 18:00	X	X		
18:00 - 18:30	X	X		
18:30 - 19:00	X	X		
19:00 - 19:30	X	X		
19:30 - 20:00	X	X		
20:00 - 20:30	X	X		
20:30 - 21:00	X	X		
21:00 - 21:30	X	X		
21:30 - 22:00	X	X		
22:00 - 22:30	X	X		
22:30 - 23:00	X	X		
23:00 - 23:30	X	X		
23:30 - 0:00	X	X		
0:00 - 0:30	X	X		
0:30 - 1:00	X	X		
1:00 - 1:30	X	X		
1:30 - 2:00	X	X		
2:00 - 2:30	X	X		
2:30 - 3:00	X	X		
3:00 - 3:30	X	X		
3:30 - 4:00	X	X		
4:00 - 4:30	X	X		
4:30 - 5:00	X	X		
5:00 - 5:30	X	X		
5:30 - 6:00	X	X		
6:00 - 6:30	X	X		
6:30 - 7:00	X	X		
7:00 - 7:30	X	X		
7:30 - 8:00	X	X		
8:00 - 8:30	X	X		
8:30 - 9:00	X	X		
9:00 - 9:30	X	X		
TOTAL			8.5	8.3

PROJECTED	2.8
ACTUAL	5.3
VAR	5.7

PROJ.	\$337
ACT.	\$337
VAR	

PROJ.	\$130
ACT.	\$41
VAR	\$89

WALK IN REVENUE \$337.00



WOS SETUP SHEET  
IBM-POS  
24 HOURS

CLICK HERE FIRST

	HOURS	BEGIN																								
	OPEN	TIME																								
SATURDAY	7.5	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	
	POS	6.29	6.29	6.29	6.29	6.29	6.29	6.29	6.29		6.29	6.29	6.29	6.29	6.29	6.29	6.29									
	Reported Non-Rev	1		1		1		1			1		1		1		1									
	Actual Non-Rev	1		1		1		1			1		1		1		1									
	Proposed Staffing	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3		0.3	0.3	0.3	0.3	0.3	0.3	0.3									
SUNDAY			0:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30	5:00	5:30	6:00	6:30	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	
	POS																									
	Reported Non-Rev																									
	Actual Non-Rev																									
	Proposed Staffing																									
MONDAY	7.5	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	
	POS	6.29	6.29	6.29	6.29	6.29	6.29	6.29	6.29		6.29	6.29	6.29	6.29	6.29	6.29	6.29									
	Reported Non-Rev	1		1		1		1			1		1		1		1									
	Actual Non-Rev	1		1		1		1			1		1		1		1									
	Proposed Staffing	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3		0.3	0.3	0.3	0.3	0.3	0.3	0.3									
TUESDAY	7.5	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	
	POS	6.29	6.29	6.29	6.29	6.29	6.29	6.29	6.29		6.29	6.29	6.29	6.29	6.29	6.29	6.29									
	Reported Non-Rev	1		1		1		1			1		1		1		1									
	Actual Non-Rev	1		1		1		1			1		1		1		1									
	Proposed Staffing	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3		0.3	0.3	0.3	0.3	0.3	0.3	0.3									
WEDNESDAY	7.5	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	
	POS	6.29	6.29	6.29	6.29	6.29	6.29	6.29	6.29		6.29	6.29	6.29	6.29	6.29	6.29	6.29									
	Reported Non-Rev	1		1		1		1			1		1		1		1									
	Actual Non-Rev	1		1		1		1			1		1		1		1									
	Proposed Staffing	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3		0.3	0.3	0.3	0.3	0.3	0.3	0.3									
THURSDAY	7.5	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	
	POS	6.29	6.29	6.29	6.29	6.29	6.29	6.29	6.29		6.29	6.29	6.29	6.29	6.29	6.29	6.29									
	Reported Non-Rev	1		1		1		1			1		1		1		1									
	Actual Non-Rev	1		1		1		1			1		1		1		1									
	Proposed Staffing	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3		0.3	0.3	0.3	0.3	0.3	0.3	0.3									
FRIDAY	7.5	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	
	POS	6.29	6.29	6.29	6.29	6.29	6.29	6.29	6.29		6.29	6.29	6.29	6.29	6.29	6.29	6.29									
	Reported Non-Rev	1		1		1		1			1		1		1		1									
	Actual Non-Rev	1		1		1		1			1		1		1		1									
	Proposed Staffing	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3		0.3	0.3	0.3	0.3	0.3	0.3	0.3									

TARGET PRODUCTIVITY

	SAT	SUN	MON	TUE	WED	THUR	FRI	TOTAL
WALK-IN-REVENUE	\$337		\$337	\$337	\$337	\$337	\$337	\$2,022
WOS DAILY WORKHOURS	2.6		2.6	2.6	2.6	2.6	2.6	15.6
DAILY TARGET PRODUCTIVITY	\$130		\$130	\$130	\$130	\$130	\$130	\$130
PRODUCTIVITY GOAL	\$130		\$130	\$130	\$130	\$130	\$130	\$130

LODI - BECKEYE  
 9  
 15 OF 15

# WINDOW OPERATIONS SURVEY WOS RESULTS BRIEFING PACKAGE

PREPARED FOR  
Karole Breckenridge

WOS Completion Date: July 21 2005  
Unit Name: Buckeye Retail Store  
WOS Team Leader Lillian Flores

## IDENTIFIED WORKHOUR OPPORTUNITY

**33.7**

# WINDOW OPERATIONS SURVEY WOS RESULTS BRIEFING PACKAGE

## Buckeye Retail Unit

### Workhours

WOS	15.6
Actual week of WOS	40.08
Eight week average	40.08

**Demonstrated Performance** 40.08

### Recommendations

### Value

Excess window hours due to low workload and coverage for the hours of operation.	24.5

**Workhour Savings Opportunities** 24.5

Target Performance 15.58

Walk In Revenue \$ 1,980.00

Target Productivity \$ 127.09

# WOS EXIT PACKAGE PERFORMANCE SUMMARY

IT NO. L001-BUCKEYE  
 ITEM NO. 10  
 PAGE 3 OF 24

**UNIT NAME:** Buckeye Retail Unit  
**DISTRICT:** N Ohio  
**CITY/ZIP CODE:** Burbank 44214  
**LEVEL:** 15  
  
**POOM:** Marchelle Travis (A)  
**Postmaster:** Karole Breckenridge  
**Unit Manager:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_

**WEEK OF WOS:** \_\_\_\_\_  
**WOS COMPLETION DATE:** \_\_\_\_\_  
**DATE OF WOS RESULTS BRIEFING:** \_\_\_\_\_  
**DATE OF WOS EXIT CONFERENCE:** \_\_\_\_\_

A/P	Week	FY
YTD	45	2005
07/31/05 YTD		
FY05 WK45 YTD WOS		

**TEAM LEADER:** Rich Nalepka  
**TEAM MEMBERS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## ACTUAL UNIT PERFORMANCE DURING THE WEEK OF THE WOS

Unit Performance	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
# Hrs Window Open	7.5		7.5	7.5	7.5	7.5	7.5	45
Daily Walk-in Rev	\$330.00		\$330.00	\$330.00	\$330.00	\$330.00	\$330.00	\$1,980.00
Actual Daily LDC 45 Wkhrs	6.7		6.7	6.7	6.7	6.7	6.7	40.1
Actual Daily Productivity	\$49.40	\$0.00	\$49.40	\$49.40	\$49.40	\$49.40	\$49.40	\$49.40

### Customer Wait Time

Longest:	0:00		0:00	0:00	0:00	0:00	0:00	0:00
Time segment:								
Shortest:	0:00		0:00	0:00	0:00	0:00	0:00	0:00
Time segment:								

### Service Failures

# 15-min time segments	0		0	0	0	0	0	0
% 15-min time segments	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

## Eight Week Analysis

Eight Week Average	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Avg Daily Walk In Revenue	\$ 330.00	-	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 1,980.00
Avg Daily LDC 45 Wrkhrs	6.7	0.0	6.7	6.7	6.7	6.7	6.7	40.1
Average Daily Productivity	\$49.40	\$0.00	\$49.40	\$49.40	\$49.40	\$49.40	\$49.40	\$49.40

## WOS Results

WOS Results	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Daily Workhours	2.6		2.6	2.6	2.6	2.6	2.6	15.6
Productivity Target	\$126.92	\$0.00	\$126.92	\$126.92	\$126.92	\$126.92	\$126.92	\$126.92
Maximum Workhour Opportunity	4.1	0.0	4.1	4.1	4.1	4.1	4.1	24.5

**Buckeye Retail Store  
WOS EXIT PACKAGE  
ANALYSIS AND RECOMMENDATIONS**

TRNO. L0D1-BUCKEYE  
 DRAWING NO. 10  
 PAGE 4 OF 24

**Value of Implementing Best Practices or Correcting Inefficiencies**

Recommendations:	Service Value	Workhour Value
Unit opens for a total of 45 hrs a week.	\$5,760 / month	180/mth @\$32.00 /hr
POS/WOS reports unit earned 8.2 hrs/week at window	69,120/year	
Po Box activity is .37 hrs/day. 2.22 hrs/week		
Total for Window and Box is 10.42 hrs/week.		
Window observations study reports 10.42 hrs/wk at unit		
Variance % to SPLY -24.61% 1917.72 Diff to SPLY		
This retail unit is in addition to the main Burbank office		
Implementing CBU's to replace Po Boxes	9 CBU's @\$1200.00ea	Total = \$10,800.0
133 rural delivery centralized boxes.	\$7,500 annual	
Lease is currently at \$42,515.00 annually plus utilities.	\$42,515.00/Yr	Total = \$111,635
		0 Total

**Observations and Recommendations**

Unit opens at 9:30 and there are very few customers in the AM.	If office not considered for closing review a later opening time such as 12:00.
Registry key log not being used at unit	Registry key log was established at unit and is now being utilized.
Security log not being used at unit.	Security log established at unit and is now being utilized.
Clerks were in proper uniform.	Continue practice.
Clerk experiences a large amount of idle time due to lack of customers.	If the office is not being considered for closing Postmaster should find allied duties to keep clerk in productive status.
Clerks not placing POS terminals on stand by mode during down time.	Clerks need to place terminals on stand by mode when no customers.
Clerks are courteous and ask all Hazmat questions.	Commend clerks and continue practice.
Clerks keep office clean and lobby supplied with proper forms.	Commend clerks and continue practice.
Zip Code directory in lobby is from 2001.	Replace zip code books with current issue.
Unit currently has 232 boxes and 10 parcel lockers. 13 boxes are rented and 67 boxes are available for Mall business which do not get delivery.	If retail office closed, install CBU for current customers (133 boxes) and collection
Total work time for window transactions is less than 1 hr/day.	Office has very minimal activity and should be reviewed before lease renewal.
Total workhours for 2 PTF clerks is 10.75 daily.	64.50 workhours/wk @\$32.00/hr = \$2,064/wk Annual workhours is 3096 @ \$32.00/ hr = \$99,072/year. PTF's should be reassigned to another unit after closing.

**Buckeye Retail Unit  
WOS EXIT PACKAGE  
ACTION PLAN**

NO. LDDI-BUCKEYE  
 NO. 10  
 PAGE 5 OF 24

Productivity Target: \$129.00

**Action Items** **Implementation**

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Operational Changes      Responsibility: \_\_\_\_\_      Target Date: \_\_\_\_\_      Value: \_\_\_\_\_

Total Value      0.0

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Total Value      0.0

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Total Value      0.0

---

Total Value      0.0

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Postmaster: \_\_\_\_\_

Unit Manager \_\_\_\_\_

Mgr., Post Office Opns: \_\_\_\_\_

*For District and Area Use*      **Follow-up on Action Plan**

**14 Days from Exit Conference**      Date: \_\_\_\_\_

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**30 Days from Exit Conference**      Date: \_\_\_\_\_

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**WOS**  
**EIGHT WEEK UNIT PERFORMANCE**

OFFICE NAME Buckeye Retail Unit	ZIP CODE 44214	POSTMASTER/UNIT MANAGER Karole Breckenridge
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**UNIT WALK-IN REVENUE**

A/P	Week	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
1	1	\$330.00		\$330.00	\$330.00	\$330.00	\$330.00	\$330.00	\$1,980.00
1	2	\$330.00			\$330.00	\$330.00	\$330.00	\$330.00	\$1,650.00
1	3	\$330.00		\$330.00	\$330.00	\$330.00	\$330.00	\$330.00	\$1,980.00
1	4	\$330.00		\$330.00	\$330.00	\$330.00	\$330.00	\$330.00	\$1,980.00
6	1	\$330.00		\$330.00	\$330.00	\$330.00	\$330.00	\$330.00	\$1,980.00
6	2	\$330.00		\$330.00	\$330.00	\$330.00	\$330.00	\$330.00	\$1,980.00
6	3	\$330.00		\$330.00	\$330.00	\$330.00	\$330.00	\$330.00	\$1,980.00
6	4	\$330.00		\$330.00	\$330.00	\$330.00	\$330.00	\$330.00	\$1,980.00
<b>AVERAGE</b>		\$330.00		\$330.00	\$330.00	\$330.00	\$330.00	\$330.00	\$1,980.00

**UNIT LDC 45 WORKHOUR**

A/P	Week	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
1	1	6.68		6.68	6.68	6.68	6.68	6.68	40.08
1	2	6.68			6.68	6.68	6.68	6.68	33.40
1	3	6.68		6.68	6.68	6.68	6.68	6.68	40.08
1	4	6.68		6.68	6.68	6.68	6.68	6.68	40.08
6	1	6.68		6.68	6.68	6.68	6.68	6.68	40.08
6	2	6.68		6.68	6.68	6.68	6.68	6.68	40.08
6	3	6.68		6.68	6.68	6.68	6.68	6.68	40.08
6	4	6.68		6.68	6.68	6.68	6.68	6.68	40.08
<b>AVERAGE</b>		6.68		6.68	6.68	6.68	6.68	6.68	40.08

**UNIT REVENUE PER WORKHOUR**

A/P	Week	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
1	1	\$49.40		\$49.40	\$49.40	\$49.40	\$49.40	\$49.40	\$49.40
1	2	\$49.40			\$49.40	\$49.40	\$49.40	\$49.40	\$49.40
1	3	\$49.40		\$49.40	\$49.40	\$49.40	\$49.40	\$49.40	\$49.40
1	4	\$49.40		\$49.40	\$49.40	\$49.40	\$49.40	\$49.40	\$49.40
6	1	\$49.40		\$49.40	\$49.40	\$49.40	\$49.40	\$49.40	\$49.40
6	2	\$49.40		\$49.40	\$49.40	\$49.40	\$49.40	\$49.40	\$49.40
6	3	\$49.40		\$49.40	\$49.40	\$49.40	\$49.40	\$49.40	\$49.40
6	4	\$49.40		\$49.40	\$49.40	\$49.40	\$49.40	\$49.40	\$49.40
<b>AVERAGE</b>		\$49.40		\$49.40	\$49.40	\$49.40	\$49.40	\$49.40	\$49.40

Buckeye Retail 44214

Totals:

82515 YTD Walkin Rev 7/31/2005

88592 SPLY Walkin Rev

-6077 Diff to Sply

-6.86% % Var to Sply

WEEKLY RECAP SHEET

LOD-BUCKEYE  
10  
00 OF 24

UNIT NAME: Buckeye Retail Unit  
SUPERVISORS NAME: Karole Breckenridge

AP: 10  
WK: 45  
FY: 2005

ENTER DATA IN YELLOW CELLS ONLY

WORKHOURS		VAR. TO
ACTUAL		ACTUAL
SCHEDULED	40	1
PLAN	40	
SPLY	40	

REVENUE		VAR. TO
ACTUAL		ACTUAL
PROJECTED	\$1,978	\$2
PLAN	\$2,000	-\$20
SPLY	\$2,124	-\$144

REV. PER WORKHOUR		VAR. TO
ACTUAL		ACTUAL
TARGET	\$49	-\$80
PLAN	\$50	\$0
SPLY	\$53	-\$4

	SAT	SUN	MON	TUE	WED	THUR	FRI	TOTAL
SPLY Walk-in Revenue	\$354		\$354	\$354	\$354	\$354	\$354	\$2,124
% Variance SPLY	-6.9%	-6.9%	-6.9%	-6.9%	-6.9%	-6.9%	-6.9%	-6.9%
Projected revenue	\$330		\$330	\$330	\$330	\$330	\$330	\$1,978
Projected workhours	2.6		2.6	2.6	2.6	2.6	2.6	15.3
Productivity	\$129		\$129	\$129	\$129	\$129	\$129	\$129
Actual Workhours	SAT 7	SUN	MON 7	TUE 7	WED 7	THUR 7	FRI 7	TOTAL 40
Actual Revenue	\$330		\$330	\$330	\$330	\$330	\$330	\$1,980
Actual Productivity	\$49		\$49	\$49	\$49	\$49	\$49	\$49







LODI-BUCKEYE  
10  
12 OF 24

SUPERVISOR NAME: Karla Beckenridge  
 UNIT NAME: Buckeye Retail Unit  
 WINDOCH: LUNCH 1ST 15  
 BREAK 1ST: 15  
 BREAK 2ND: 15  
 BREAK 3RD: 15  
 AP: 10  
 WK: 45  
 Date: 02/20/05

INSTRUCTIONS	SCHED.		ACTUAL	
	10:00	10:30	10:00	10:30
CLERKS	0.3	0.3	0.3	0.3
TARGET WORKLOAD	0.3	0.3	0.3	0.3
Client 1	X	X	X	X
Client 2				
10:30 - 11:00				
11:00 - 11:30				
11:30 - 12:00				
12:00 - 12:30				
12:30 - 13:00				
13:00 - 13:30				
13:30 - 14:00				
14:00 - 14:30				
14:30 - 15:00				
15:00 - 15:30				
15:30 - 16:00				
16:00 - 16:30				
16:30 - 17:00				
17:00 - 17:30				
17:30 - 18:00				
18:00 - 18:30				
18:30 - 19:00				
19:00 - 19:30				
19:30 - 20:00				
20:00 - 20:30				
20:30 - 21:00				
21:00 - 21:30				
21:30 - 22:00				
22:00 - 22:30				
22:30 - 23:00				
23:00 - 23:30				
23:30 - 0:00				
0:00 - 0:30				
0:30 - 1:00				
1:00 - 1:30				
1:30 - 2:00				
2:00 - 2:30				
2:30 - 3:00				
3:00 - 3:30				
3:30 - 4:00				
4:00 - 4:30				
4:30 - 5:00				
5:00 - 5:30				
5:30 - 6:00				
6:00 - 6:30				
6:30 - 7:00				
7:00 - 7:30				
7:30 - 8:00				
8:00 - 8:30				
8:30 - 9:00				
9:00 - 9:30				
TOTAL	6.5	6.7	4.0	4.0

LDC 45 WORKHOURS			
PROJECTED	2.4	PROJ.	\$330
ACTUAL	8.7	ACT.	\$330
VAR	4.1	VAR	50

REVENUE			
PROJECTED	1129	PROJ.	\$330
ACTUAL	448	ACT.	\$330
VAR	-480	VAR	50

WALK IN REVENUE \$330.00

LOX-BUCKEY  
10  
13 OF 24

WEDNESDAY

UNIT NAME: Budejny Retail Unit

SUPERVISOR NAME: Kerol Breckenridge

LUNCH 1ST 15 BREAK 1ST 15

POST BOX

VEG

AP: 10  
WK: 45  
Date: 03/20/05

INSTRUCTIONS	SCHED.		ACTUAL	
	START	END	START	END
CERKS	9:30	10:00		
TARGET WORKLOAD	0.3	0.3		
Client 1	X			
Client 2		X		
10:00				
10:30				
11:00				
11:30				
12:00				
12:30				
13:00				
13:30				
14:00				
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4:00				
4:30				
5:00				
5:30				
6:00				
6:30				
7:00				
7:30				
8:00				
8:30				
9:00				
TOTAL			6.5	6.7

LOX 48 WORKHOURS	PROJECTED	2.8
	ACTUAL	8.7
	VAR	4.1

REVENUE	PROJ	\$330
	ACT	\$330
	VAR	\$0

REV PER WORKHOUR	PROJ	\$119
	ACT	\$48
	VAR	-\$80

WALK IN REVENUE \$330.00

LODI-BOCKEYE  
10  
14 OF 24

THURSDAY

UNIT NAME: Buckeye Retail Unit

SUPERVISOR NAME: Keith Breckenridge

WEEKEND: LUNCH 1ST 16 BREAK 1ST BOX 2ND 3RD 4TH 5TH 6TH 7TH 8TH 9TH 10TH 11TH 12TH 13TH 14TH 15TH 16TH 17TH 18TH 19TH 20TH 21TH 22TH 23TH 24TH 25TH 26TH 27TH 28TH 29TH 30TH 31ST

APR: 10  
WK: 48  
DATE: 04/20/05

INSTRUCTIONS	SCHED.		ACTUAL	
	START	END	START	END
CLERKS	9:30	10:00		
TARGET WORKLOAD	0.3	0.3		
Clerk 1	X			
Clerk 2				
10:00				
10:30				
11:00				
11:30				
12:00				
12:30				
13:00				
13:30				
14:00				
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4:00				
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5:00				
5:30				
6:00				
6:30				
7:00				
7:30				
8:00				
8:30				
9:00				
TOTAL			6.5	6.7

LODI 48 WORKHOURS

PROJECTED	2.6
ACTUAL	6.7
VAR	4.1

REVENUE

PROJ	\$330
ACT	\$330
VAR	\$0

REV PER WORKHOUR

PROJ	\$128
ACT	\$48
VAR	-\$80

WALK IN REVENUE

TOTAL	\$330.00
-------	----------

LOX-BUCKEYE  
10  
15 OF 24

UNIT NAME: Buckeye Retail Unit

SUPERVISOR NAME: Karla Brockbridge

WEEKEND: LUNCH 13:15 - 14:00 BREAK 1ST 17:00 - 17:30 BOX 21:00 - 21:30  
 LUNCH 13:15 - 14:00 BREAK 1ST 17:00 - 17:30 BOX 21:00 - 21:30  
 LUNCH 13:15 - 14:00 BREAK 1ST 17:00 - 17:30 BOX 21:00 - 21:30

AP: 10  
WK: 45  
Date: 01/22/2005

INSTRUCTIONS	SCHED.		ACTUAL	
	START	END	START	END
CLIENTS	9:30	10:00		
TARGET WORKLOAD	0.3	0.3		
Client 1	X			
Client 2		X		
10:00				
10:30				
11:00				
11:30				
12:00				
12:30				
13:00				
13:30				
14:00				
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4:30				
5:00				
5:30				
6:00				
6:30				
7:00				
7:30				
8:00				
8:30				
9:00				
TOTAL	9.5	9.5	6.5	6.7

LDG 45 WORKHOURS

PROJ	2.6
ACT	6.7
VAR	4.1

REVENUE

PROJ	\$30
ACT	\$30
VAR	\$0

REV PER WORKHOUR

PROJ	\$12
ACT	\$45
VAR	\$33

WALK IN REVENUE

PROJ	\$330.00
------	----------

LODI-BOCKEYE  
10  
16 OF 24

CLICK HERE FIRST

WOS SETUP SHEET  
16H/POS  
24 HOURS

HOURS BEGIN

OPEN	7.5	8:30	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00
Reported Non-Rev	POS	6.16	6.16	6.16	6.16	6.16	6.16	6.16	6.16	6.16	6.16	6.16	6.16	6.16	6.16	6.16	6.16	6.16	6.16	6.16	6.16	6.16	6.16	6.16	6.16	6.16
Actual Non-Rev	POS	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Proposed Staffing	POS	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3

SUNDAY

Reported Non-Rev	Actual Non-Rev	Proposed Staffing
POS	POS	POS
7.5	7.5	7.5
8:30	8:30	8:30
10:00	10:00	10:00
11:00	11:00	11:00
12:00	12:00	12:00
13:00	13:00	13:00
14:00	14:00	14:00
15:00	15:00	15:00
16:00	16:00	16:00
17:00	17:00	17:00
18:00	18:00	18:00
19:00	19:00	19:00
20:00	20:00	20:00
21:00	21:00	21:00

MONDAY

Reported Non-Rev	Actual Non-Rev	Proposed Staffing
POS	POS	POS
7.5	7.5	7.5
8:30	8:30	8:30
10:00	10:00	10:00
11:00	11:00	11:00
12:00	12:00	12:00
13:00	13:00	13:00
14:00	14:00	14:00
15:00	15:00	15:00
16:00	16:00	16:00
17:00	17:00	17:00
18:00	18:00	18:00
19:00	19:00	19:00
20:00	20:00	20:00
21:00	21:00	21:00

TUESDAY

Reported Non-Rev	Actual Non-Rev	Proposed Staffing
POS	POS	POS
7.5	7.5	7.5
8:30	8:30	8:30
10:00	10:00	10:00
11:00	11:00	11:00
12:00	12:00	12:00
13:00	13:00	13:00
14:00	14:00	14:00
15:00	15:00	15:00
16:00	16:00	16:00
17:00	17:00	17:00
18:00	18:00	18:00
19:00	19:00	19:00
20:00	20:00	20:00
21:00	21:00	21:00

WEDNESDAY

Reported Non-Rev	Actual Non-Rev	Proposed Staffing
POS	POS	POS
7.5	7.5	7.5
8:30	8:30	8:30
10:00	10:00	10:00
11:00	11:00	11:00
12:00	12:00	12:00
13:00	13:00	13:00
14:00	14:00	14:00
15:00	15:00	15:00
16:00	16:00	16:00
17:00	17:00	17:00
18:00	18:00	18:00
19:00	19:00	19:00
20:00	20:00	20:00
21:00	21:00	21:00

THURSDAY

Reported Non-Rev	Actual Non-Rev	Proposed Staffing
POS	POS	POS
7.5	7.5	7.5
8:30	8:30	8:30
10:00	10:00	10:00
11:00	11:00	11:00
12:00	12:00	12:00
13:00	13:00	13:00
14:00	14:00	14:00
15:00	15:00	15:00
16:00	16:00	16:00
17:00	17:00	17:00
18:00	18:00	18:00
19:00	19:00	19:00
20:00	20:00	20:00
21:00	21:00	21:00

FRIDAY

Reported Non-Rev	Actual Non-Rev	Proposed Staffing
POS	POS	POS
7.5	7.5	7.5
8:30	8:30	8:30
10:00	10:00	10:00
11:00	11:00	11:00
12:00	12:00	12:00
13:00	13:00	13:00
14:00	14:00	14:00
15:00	15:00	15:00
16:00	16:00	16:00
17:00	17:00	17:00
18:00	18:00	18:00
19:00	19:00	19:00
20:00	20:00	20:00
21:00	21:00	21:00

TARGET PRODUCTIVITY

	SAT	SUN	MON	TUE	WED	THUR	FRI	TOTAL
WALK-IN-REVENUE	\$330		\$330	\$330	\$330	\$330	\$330	\$1,980
WOS DAILY WORKHOURS	2.6		2.6	2.6	2.6	2.6	2.6	15.3
DAILY TARGET PRODUCTIVITY	\$129		\$129	\$129	\$129	\$129	\$129	\$1,290
PRODUCTIVITY GOAL	\$129		\$129	\$129	\$129	\$129	\$129	\$1,290



LODI-BUCKEYE  
10  
18 OF 24

# Postal Unit Fact Sheet

Office: **BUCKEYE RETAIL STORE**

Unit & Zip Code: **44214**

AP:  WEEK: **43**

DAY:  DATE: **7/20/2005**

**Office Hours of Operation:**

Monday:	9:15 AM	5:45 PM
Tuesday:	9:15 AM	5:45 PM
Wednesday:	9:15 AM	5:45 PM
Thursday:	9:15 AM	5:45 PM
Friday:	9:15 AM	5:45 PM
Saturday:	9:15 AM	5:45 PM
Sunday:		

**Window Hours of Operation:**

	9:30 AM	5:30 PM

**Positions:**

	2
	2
	2
	2
	2
	2

**BMEU Hours**

N/A	

**Customers**

Caller Fee:	0
Firm Holdouts:	0
BBM Permit:	0
2nd Cl. Permit:	0
1st Cl Permit:	0
BRM Permit:	0
Postage Due:	0

**Clerk Employees**

FTR:	0
PTR:	0
PTF:	2
TE:	0
Casuals:	0
Non-Clk 33/69:	0
F4 Managers:	0

**HCR Schedule**

Trip	Time	Carrier
1	11:30 AM	Carrier
2	4:30 PM	
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

**Office Emploess**

Unit	Total
2	
<b>FTER - Full Time Equivalent Routes</b>	
Carrier	P.O. Box
0	

**Revenue YTD**

Walk-in:	
AP / WK:	
FY Days:	
<b>Vending:</b>	
AP / WK:	
FY Days:	

**Leave YTD**

Annual	
Sick	
LWOP	0
AP / WK:	
FY Days:	

**Unit P.O. Boxes**

Rented	Total
80	232
<b>Cut Off Times</b>	
P.O. Box	Carrier
1:30 PM	

# MAIL PROCESSING WORKLOAD VOLUME RECORDING

LODI-BUCKEYE  
10  
19 OF 24

OFFICE: Burbank - Buckeye Retail Store  
UNIT & ZIP: 44214-9998

A/P: \_\_\_\_\_  
DAY: Wed-Thurs

WEEK: 43  
DATE: July 20, 21, 2005

TYPE	TRIP #9 12:00 AM	TRIP #10 12:00 AM	TRIP #11 12:00 AM	TRIP #12 12:00 AM	TRIP #13 12:00 AM	TRIP #14 12:00 AM	TRIP #15 12:00 AM	TOTAL FEET	CARRY OVER	TOTAL WORKED
Arrival Time Box										
Equipment Used										

## LDC 44 WORKLOAD VOLUME

### SECONDARY LETTERS

1st Class										
Standard										

### WALLED LETTERS

1st Class										
Standard										

### SECONDARY FLATS

1st Class										
Periodicals										
Standard										

### WALLED FLATS

1st Class										
Periodicals										
Standard										

### PARCEL POST

Pieces										
Sequence										



# On Site Mail Arrival Profile and Processing Analysis

101-BUCKEYE  
10  
20 OF 24

OFFICE: Burbank- Buckeye Retail Store A/P: \_\_\_\_\_ WEEK: 43  
 UNIT & ZIP: 44214 DAY: Wed-Thurs DATE: July 20-21, 2005

Process	TRIP #9 0:00		TRIP #10 0:00		TRIP #11 0:00		TRIP #12 0:00		TRIP #13 0:00		TRIP #14 0:00		TRIP #15 0:00		TOTAL	
	Workload	Earned	Workload	Earned	Workload	Earned	Workload	Earned	Workload	Earned	Workload	Earned	Workload	Earned	Workload	Earned
	Volume	Hours	Volume	Hours	Volume	Hours	Volume	Hours	Volume	Hours	Volume	Hours	Volume	Hours	Volume	Hours

### LETTERS

1st Class	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Standard	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Redistribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

### FLATS

1st / Periodical	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Standard	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Redistribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

### BREAKOUT

Letters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Flats	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

### SPREADING

Letters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Flats	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

### PULLDOWN

Letters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Flats	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

### PARCEL POST

OTRs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APCs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hampers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sequenced	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

### TOTAL

Preferential	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Standard	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALL LDC 43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALL LDC 44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.69	0.00	0.00	0.00	0.00	0.00	0.14

### LDC 44 WORKLOAD VOLUME

Cased Letters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.08
Cased Flats	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.06
Walled Letters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Walled Flats	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parcel Post	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

DISTRIBUTION	0	BREAKOUT	53.00	PULLDOWN	88.00	BOX WALLING	5.00	SPREADING	231.00	PARCEL POST	0.495
LETTERS	6.00										
FLATS	9.00		53.00		109.00		7.00		128.00		0.275
PARCEL POST						120.00					0.440

LDD - Buckeye  
10  
21 OF 24

**LDC 43 AND LDC 44 Volume and Productivity Expectations**

OFFICE: Buckeye Retail A/P: \_\_\_\_\_ WEEK: 43  
 UNIT & ZIP: 44214-9998 DAY: ed-Thurs DATE: uly 20-21, 2005

Seasonal  
Adj. Factor

Process	Volume Day of Study	Seasonally Adjusted Volume	Productivity Expectations	Daily Earned Hours
<b>LETTERS</b>				
1st Class	0.00	0.00	6.00	0.00
Standard	0.00	0.00	6.00	0.00
Redistribution	0.00	0.00	6.00	0.00
<b>FLATS</b>				
1st / Periodical	0.00	0.00	9.00	0.00
Standard	0.00	0.00	9.00	0.00
Redistribution	0.00	0.00	9.00	0.00
<b>BREAKOUT</b>				
Letters	0.00	0.00	53.00	0.00
Flats	0.00	0.00	53.00	0.00
<b>SPREADING</b>				
Letters	0.00	0.00	231.00	0.00
Flats	0.00	0.00	128.00	0.00
<b>PULLDOWN</b>				
Letters	0.00	0.00	88.00	0.00
Flats	0.00	0.00	109.00	0.00
<b>PARCEL POST</b>				
OTRs	0.00	0.00	0.495	0.00
APCs	0.00	0.00	0.275	0.00
Hampers	0.00	0.00	0.440	0.00
Sequenced	0.00	0.00	231.000	0.00
0				
Preferential				0.00
0				0.00
ALL LDC 43				0.00
ALL LDC 44				0.14
0				
Cased Letters	0.50	0.00	6.00	0.00
0	0.50	0.00	9.00	0.00
Walled Letters	0.00	0.00	5.00	0.00
0	0.00	0.00	7.00	0.00
Parcel Post	0.00	0.00	120.00	0.00



LOD-BUCKEYE

10  
23 OF 24  
CRAFT

FD39 NORTHERN OHIO CS DISTRICT  
R0025  
R0468

HUMAN RESOURCES INFORMATION SYSTEM  
SENIORITY ROSTER WITH VETERANS PREFERENCE CODE

PAGE: 1  
REQUESTED: 09/01/05 06:58:58  
PRODUCED: 09/01/05 06:59:07

INSTALLATION: LC86 BURBANK POST OFFICE

\*\*\*USPS RESTRICTED INFORMATION\*\*\*

NOT FOR POSTING - FOR USE IN PERSONNEL OFFICE ONLY

EMPLOYEE NAME

CLERK

EMPLOYEE ID SENIORITY

RANK

PART-TIME FLEXIBLE

REMARKS DES/ACT VETERANS PREF CODE

EMPLOYEE NAME	CLERK	EMPLOYEE ID	SENIORITY	RANK	PART-TIME FLEXIBLE	REMARKS	DES/ACT	VETERANS PREF	CODE
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]					

\*\*\*\*\*  
\*\*\*\*\*  
END OF REPORT R0025  
\*\*\*\*\*  
\*\*\*\*\*

44514

1621 BUCKEYE  
1 of 24

TD39 NORTHERN OHIO CS DISTRICT  
R002

HUMAN RESOURCES INFORMATION SYSTEM  
EMPLOYEE/JOB INFORMATION BY SELECTED PAY/LOC

PAGE: 1  
REQUESTED: 09/01/05 05:58:29  
PRODUCED: 09/01/05 05:58:41

FINANCE NO: [REDACTED]  
PAY LOC : 000

INSTALLATION: LC86 BURBANK POST OFFICE  
\*\*\* USPS RESTRICTED INFORMATION \*\*\*

EMPLOYEE NAME	EMPLOYEE ID	JOB ID	D/A	LDC	LV	OCC TITLE	OCC CODE	BEGIN DATE	SEN DATE	RNK	JOB SLOT	STATUS
[REDACTED]												

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\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*

END OF REPORT R0022

# WINDOW OPERATIONS SURVEY WOS RESULTS BRIEFING PACKAGE

PREPARED FOR  
Karole Breckenridge

**WOS Completion Date:** 07/31/05 YTD  
**Unit Name:** Buckeye Retail Unit  
**WOS Team Leader:** Rich Nalepka

## IDENTIFIED WORKHOUR OPPORTUNITY

**33.9**

# WINDOW OPERATIONS SURVEY WOS RESULTS BRIEFING PACKAGE

## Buckeye Retail Unit

### Workhours

WOS	15.6
Actual week of WOS	49.5
Eight week average	49.5

**Demonstrated Performance** 49.5

Recommendations	Value
-----------------	-------

Excess window hours due to low workload and coverage for the hours of operation.	33.9

**Workhour Savings Opportunities** 33.9

**Target Performance** 15.6

**Walk In Revenue** \$ 1,980.00

**Target Productivity** \$ 126.92



**Buckeye Retail Unit  
WOS EXIT PACKAGE  
ANALYSIS AND RECOMMENDATIONS**

PT. NO.  
WOS NO.  
PAGE

LODI - Buckeye  
11  
4 OF 15

**Value of Implementing Best Practices or Correcting Inefficiencies**

**Recommendations:**

A YTD WOS study for FY05 shows 33.9 non-productive hours per week used in the window because of the low workload and the need to cover the hours of operation.

33.9 hours per week x 52 weeks x \$32.00 = \$56,409.60

**Service Value      Workhour Value**

0      **Total**

**Observations and Recommendations**

The office used in FY05 YTD approximately 33.9 non-productive hours per week due to low workload and need to cover hours of operation. In addition to the non-productive hours used there is a lease and associated allied expenses. Window service hours may be shortened to improve office productivity.

Buckeye Retail Unit  
WOS EXIT PACKAGE  
ACTION PLAN

NO. LODI - BOCKEYE  
PAGE 11  
5 OF 15

Productivity Target: \$127.00

Action Items Implementation

Operational Changes      Responsibility: \_\_\_\_\_      Target Date: \_\_\_\_\_      Value: \_\_\_\_\_

Total Value      0.0

Total Value      0.0

Total Value      0.0

Total Value      0.0

Postmaster: \_\_\_\_\_

Unit Manager \_\_\_\_\_

Mgr., Post Office Opns: \_\_\_\_\_

For District and Area Use      Follow-up on Action Plan

14 Days from Exit Conference      Date: \_\_\_\_\_

30 Days from Exit Conference      Date: \_\_\_\_\_

## WOS EIGHT WEEK UNIT PERFORMANCE

OFFICE NAME <b>Buckeye Retail Unit</b>	ZIP CODE <b>44214</b>	POSTMASTER/UNIT MANAGER <b>Karole Breckenridge</b>
---	--------------------------	---

### UNIT WALK-IN REVENUE

A/P	Week	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
1	1	\$330.00		\$330.00	\$330.00	\$330.00	\$330.00	\$330.00	\$1,980.00
1	2	\$330.00			\$330.00	\$330.00	\$330.00	\$330.00	\$1,650.00
1	3	\$330.00		\$330.00	\$330.00	\$330.00	\$330.00	\$330.00	\$1,980.00
1	4	\$330.00		\$330.00	\$330.00	\$330.00	\$330.00	\$330.00	\$1,980.00
6	1	\$330.00		\$330.00	\$330.00	\$330.00	\$330.00	\$330.00	\$1,980.00
6	2	\$330.00		\$330.00	\$330.00	\$330.00	\$330.00	\$330.00	\$1,980.00
6	3	\$330.00		\$330.00	\$330.00	\$330.00	\$330.00	\$330.00	\$1,980.00
6	4	\$330.00		\$330.00	\$330.00	\$330.00	\$330.00	\$330.00	\$1,980.00
<b>AVERAGE</b>		\$330.00		\$330.00	\$330.00	\$330.00	\$330.00	\$330.00	\$1,980.00

### UNIT LDC 45 WORKHOUR

A/P	Week	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
1	1	8.25		8.25	8.25	8.25	8.25	8.25	49.50
1	2	8.25			8.25	8.25	8.25	8.25	41.25
1	3	8.25		8.25	8.25	8.25	8.25	8.25	49.50
1	4	8.25		8.25	8.25	8.25	8.25	8.25	49.50
6	1	8.25		8.25	8.25	8.25	8.25	8.25	49.50
6	2	8.25		8.25	8.25	8.25	8.25	8.25	49.50
6	3	8.25		8.25	8.25	8.25	8.25	8.25	49.50
6	4	8.25		8.25	8.25	8.25	8.25	8.25	49.50
<b>AVERAGE</b>		8.25		8.25	8.25	8.25	8.25	8.25	49.50

### UNIT REVENUE PER WORKHOUR

A/P	Week	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
1	1	\$40.00		\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
1	2	\$40.00			\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
1	3	\$40.00		\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
1	4	\$40.00		\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
6	1	\$40.00		\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
6	2	\$40.00		\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
6	3	\$40.00		\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
6	4	\$40.00		\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
<b>AVERAGE</b>		\$40.00		\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00

LOD, BUCKEYE  
11  
7 OF 15

WEEKLY REPORT SHEET

UNIT NAME: Buckeye Retail Unit  
 SUPERVISORS NAME: Karole Breckenridge  
 AP: 10  
 WK: 45  
 FY: 2005

ENTER DATA IN YELLOW CELLS ONLY

WORKHOURS		VAR. TO
ACTUAL		ACTUAL
	48	
SCHEDULED	51	-3
PLAN	50	-2
SPLY	50	-2

REVENUE		VAR. TO
ACTUAL		ACTUAL
	\$1,980	
PROJECTED	\$1,978	\$2
PLAN	\$2,000	-\$20
SPLY	\$2,124	-\$144

REV. PER WORKHOUR		VAR. TO
ACTUAL		ACTUAL
	\$41	
TARGET	\$129	-\$88
PLAN	\$40	\$1
SPLY	\$43	-\$2

	SAT	SUN	MON	TUE	WED	THUR	FRI	TOTAL
SPLY Walk-in Revenue	\$354		\$354	\$354	\$354	\$354	\$354	\$2,124
% Variance SPLY	-6.9%	-6.9%	-6.9%	-6.9%	-6.9%	-6.9%	-6.9%	-6.9%
Projected revenue	\$330		\$330	\$330	\$330	\$330	\$330	\$1,978
Projected workours	2.6		2.6	2.6	2.6	2.6	2.6	15.3
Productivity	\$129		\$129	\$129	\$129	\$129	\$129	\$129

	SAT	SUN	MON	TUE	WED	THUR	FRI	TOTAL
Actual Workhours	8		8	8	7	8	8	48
Actual Revenue	\$330		\$330	\$330	\$330	\$330	\$330	\$1,980
Actual Productivity	\$40		\$40	\$40	\$49	\$40	\$40	\$41





Lodi - Buckeye  
11  
10 OF 15

TUESDAY

UNIT NAME: Buckeye Retail Unit  
SUPERVISORS NAME: Karole Buckenidge

AP: 10  
WK: 49  
Date: 6/2/2005

WINDOW LUNCH LUNCH 2ND LUNCH 1ST 15 BREAK 1ST BREAK 2ND OPEN CLOSE 1 QST BOX VEND OTHER BREAK 1ST BREAK 2ND

INSTRUCTIONS	SCHED.		ACTUAL	
	START	END	START	END
CLIENTS	9:30	10:00		
TARGET WORKLOAD	0.0	0.0	0.0	0.0
Client 1	X	X	X	X
Client 2	X	X	X	X
10:00	10:30			
10:30	11:00			
11:00	11:30			
11:30	12:00			
12:00	12:30			
12:30	13:00			
13:00	13:30			
13:30	14:00			
14:00	14:30			
14:30	15:00			
15:00	15:30			
15:30	16:00			
16:00	16:30			
16:30	17:00			
17:00	17:30			
17:30	18:00			
18:00	18:30			
18:30	19:00			
19:00	19:30			
19:30	20:00			
20:00	20:30			
20:30	21:00			
21:00	21:30			
21:30	22:00			
22:00	22:30			
22:30	23:00			
23:00	23:30			
23:30	0:00			
0:00	0:30			
0:30	1:00			
1:00	1:30			
1:30	2:00			
2:00	2:30			
2:30	3:00			
3:00	3:30			
3:30	4:00			
4:00	4:30			
4:30	5:00			
5:00	5:30			
5:30	6:00			
6:00	6:30			
6:30	7:00			
7:00	7:30			
7:30	8:00			
8:00	8:30			
8:30	9:00			
9:00	9:30			
TOTAL	8.5	8.3		

LDC 48 WORKHOURS

PROJECTED	2.8
ACTUAL	8.3
VAR	5.7

REVENUE

PROJ	\$330
ACT	\$330
VAR	\$0

REV PER WORKHOUR

PROJ	\$128
ACT	\$40
VAR	-\$88

WALKIN  
REVENUE  
\$350.00

LODI-BUCKEYE  
11  
11 OF 15

WEDNESDAY

UNIT NAME: Bucyrus Retail Unit  
SUPERVISOR NAME: Karol Breckenridge

AP: 10  
WK: 45  
Date: 8/31/2006

INSTRUCTIONS	SCHED.		ACTUAL	
	START	END	START	END
CLERKS	9:30	10:00		
TARGET WORKLOAD	0.3	0.3		
Chart 1	X	X		
Chart 2				
10:00	10:30			
10:30	11:00			
11:00	11:30			
11:30	12:00			
12:00	12:30			
12:30	13:00			
13:00	13:30			
13:30	14:00			
14:00	14:30			
14:30	15:00			
15:00	15:30			
15:30	16:00			
16:00	16:30			
16:30	17:00			
17:00	17:30			
17:30	18:00			
18:00	18:30			
18:30	19:00			
19:00	19:30			
19:30	20:00			
20:00	20:30			
20:30	21:00			
21:00	21:30			
21:30	22:00			
22:00	22:30			
22:30	23:00			
23:00	23:30			
23:30	0:00			
0:00	0:30			
0:30	1:00			
1:00	1:30			
1:30	2:00			
2:00	2:30			
2:30	3:00			
3:00	3:30			
3:30	4:00			
4:00	4:30			
4:30	5:00			
5:00	5:30			
5:30	6:00			
6:00	6:30			
6:30	7:00			
7:00	7:30			
7:30	8:00			
8:00	8:30			
8:30	9:00			
9:00	9:30			
TOTAL	8:0	8:0	8:0	8:0

LOC 45 WORKHOURS

PROJECTED	2.8
ACTUAL	8.7
VAR	4.1

REVENUE

PROJ	\$330
ACT.	\$330
VAR	\$0

REV PER WORKHOUR

PROJ	\$119
ACT.	\$48
VAR	-\$80

WALK IN REVENUE	\$330.00
SCHED.	4.0
ACTUAL	8.0







LODI - Buckeye

FD39 NORTHERN OHIO CS DISTRICT  
R0750

HUMAN RESOURCES INFORMATION SYSTEM  
EMPLOYEE/JOB INFORMATION BY SELECTED DRS ACT

PAGE: 1  
REQUESTED: 08/30/05 11:59:41  
PRODUCED: 08/30/05 11:59:51

INSTALLATION: LC86 BURBANK POST OFFICE  
\*\*\* USPS RESTRICTED INFORMATION \*\*\*

DES ACT : 410  
PAY LOC : 000

EMPLOYEE NAME	EMPLOYEE ID	JOB ID	P/L	LDC	LV	OCC TITLE	OCC CODE	BEGIN DATE	SEN DATE	RNK	JOB SLOT STATUS
[REDACTED]	[REDACTED]	3611519	000	4700	05	DISTRIBUTION AND WIN TRAINING	234002XX	01/16/99	01/16/99	1	
SKILLS: WINDOW CLERK ALLOWANCE: UNIFORM											
[REDACTED]	[REDACTED]	[REDACTED]	000	4700	05	DISTRIBUTION AND WIN	234002XX	11/09/96	11/09/96	3	
ALLOWANCE: UNIFORM											

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\*\*\*\*\*  
END OF REPORT R0750  
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PHE221C1

UNITED STATES POSTAL SERVICE RESTRICTED INFORMATION

PAGE 1

DDE UCIM BROWSE PAY PERIOD GROSS DATA

NO.  
PAGE

1001-BOCKEYE  
12  
2 OF 2

EMPLOYEE NAME: [REDACTED]

YR	PP	GROSS	YR	PP	GROSS	YR	PP	GROSS	YR	PP	GROSS
03	20	1733.43	04	07	1231.77	04	20*	1808.81	05	06	1210.48
03	21	977.97	04	08	1237.23	04	21	1695.19	05	07	1252.33
03	22	924.07	04	09	1574.69	04	22	1047.28	05	08	1298.52
03	23	1140.97	04	10	1458.19	04	23	1178.20	05	09	1559.98
03	24	1360.68	04	11	1351.68	04	24	1198.37	05	10	1375.51
03	25	1110.60	04	12	1768.44	04	25	1089.72	05	11	1052.16
03	26	1234.06	04	13	1201.04	04	26	1230.91	05	12	1524.35
04	01	1081.11	04	14	1152.41	04	27	1144.08	05	13	1216.40
04	02	1114.24	04	15	1055.16	05	01	1213.23	05	14	1110.35
04	03	1114.24	04	16	1176.73	05	02	1133.87	05	15	1157.49
04	04	1232.55	04	17	1293.43	05	03	1266.66	05	16	1314.62
04	05	1148.63	04	18	1308.01	05	04	1205.37	05	17	1325.09
04	06	1354.39	04	19	1300.90	05	05	1440.32	05	18*	1645.00

OPTIONS: 2-GROSS 2G-WORK/LEAVE 2O-OVERTIME  
 2P-PREMIUM 3-NET 4-ADJUSTMENTS 5-TERMINAL  
 6-TOTAL EARNINGS 7-SEVERANCE PAY  
 M-MENU E-EXIT N-NEXT P-PREVIOUS

ENTER: SSN

OPTION

PHE221 3390 MORE RECORDS ON FILE FOR THIS REQUEST

#33694.29 THRU PP18 FY05

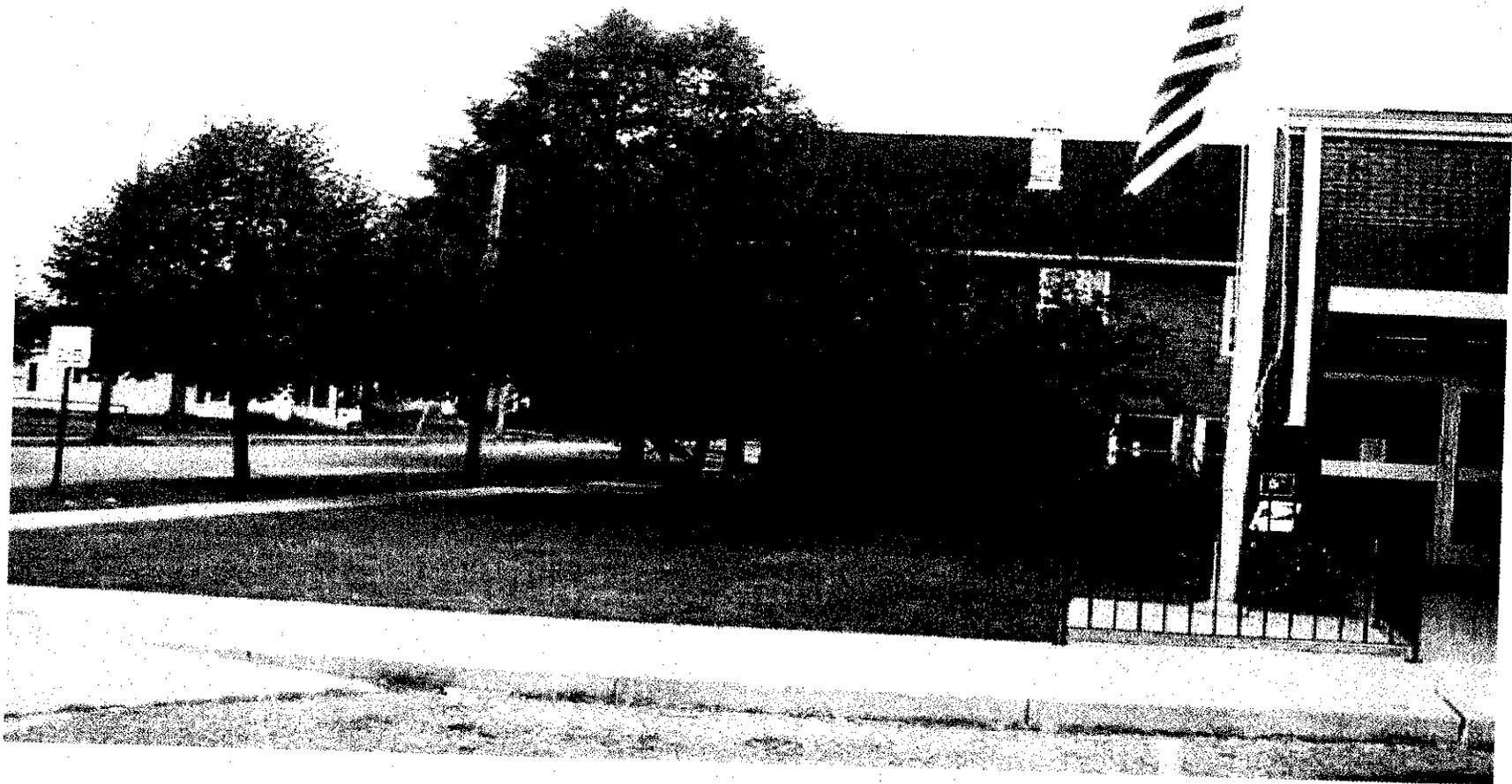
AVG PP 1295.93

# 34,989

NO.  
SERIAL NO.  
PAGE

LODI BUCKEYE  
13  
1 OF 27

# LODI POST OFFICE – VIEW TO THE WEST



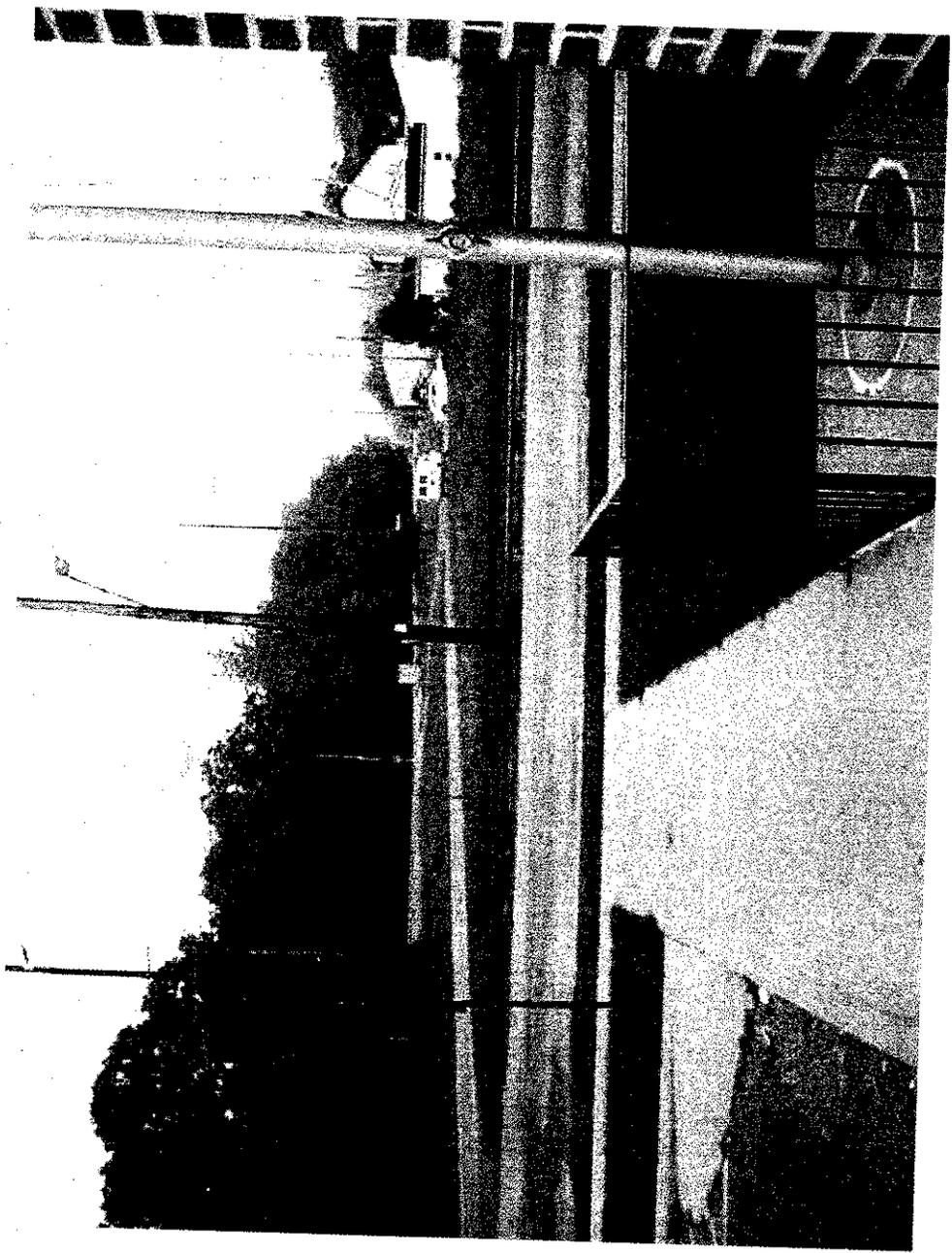
LODI - BUCKEYE

13

2 OF 27

NO.  
PAGE

LODI POST OFFICE - VIEW TO THE SOUTH

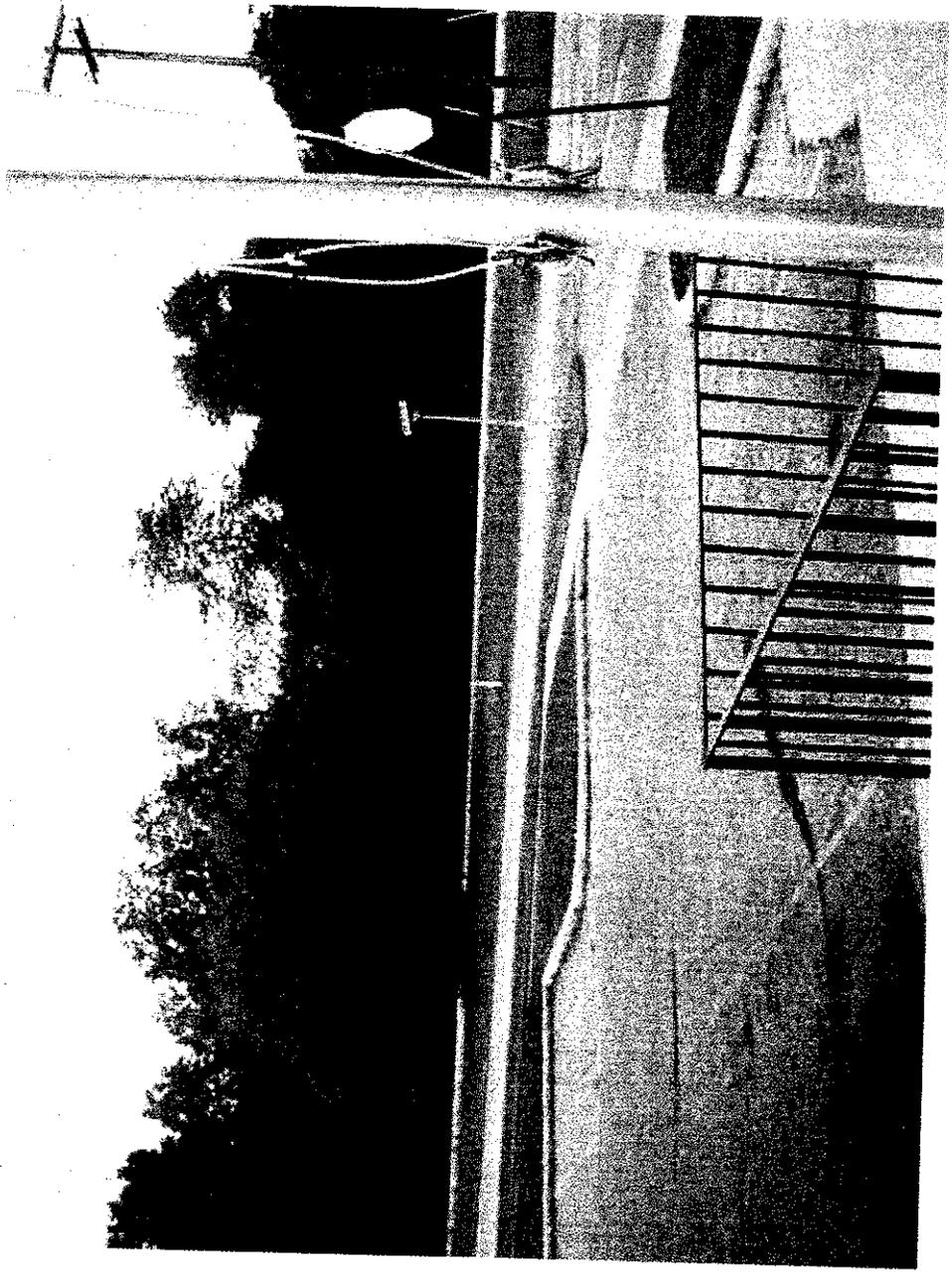


LODI LOCKEY

13

3 OF 27

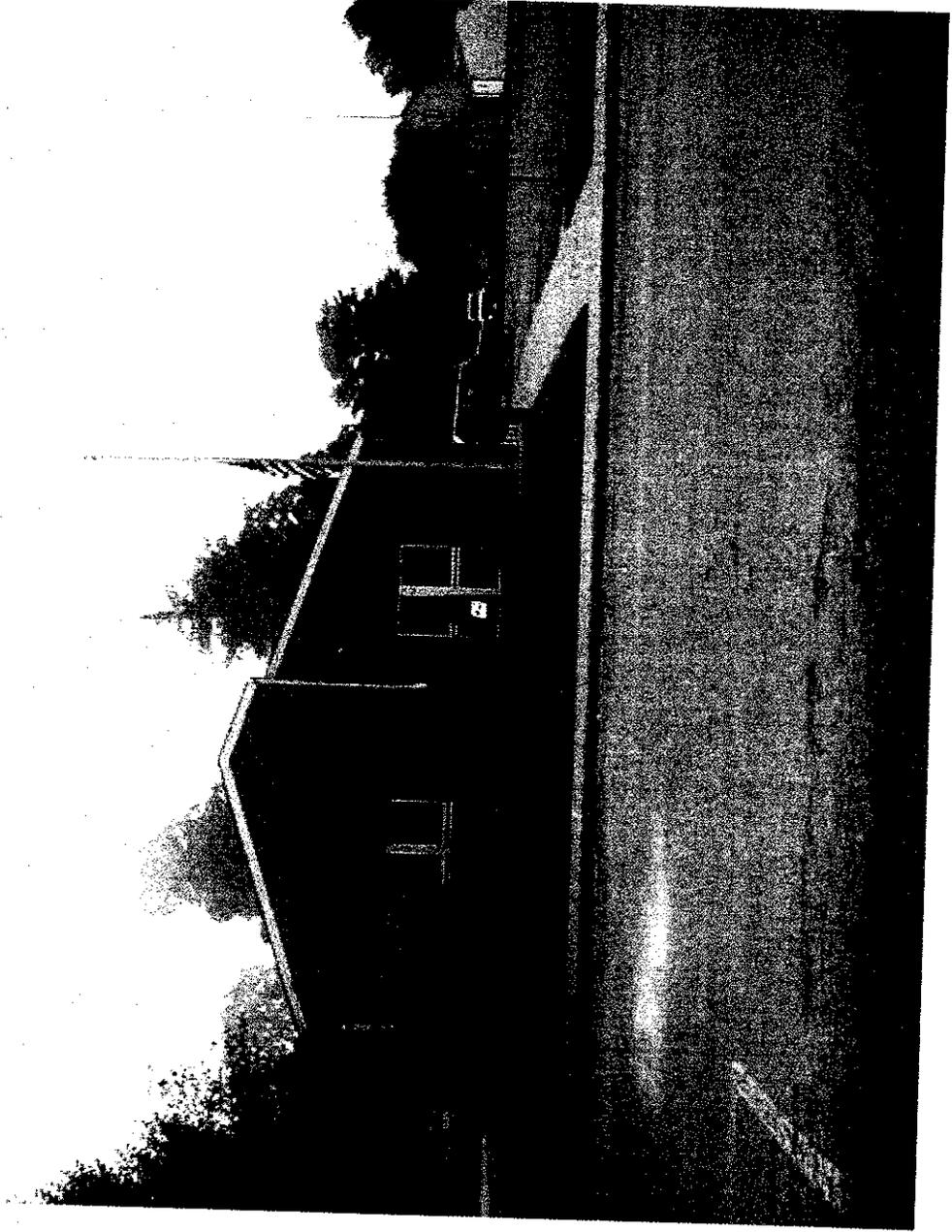
LODI POST OFFICE - VIEW TO THE EAST



LODI BUCKEYE  
13  
4 OF 27

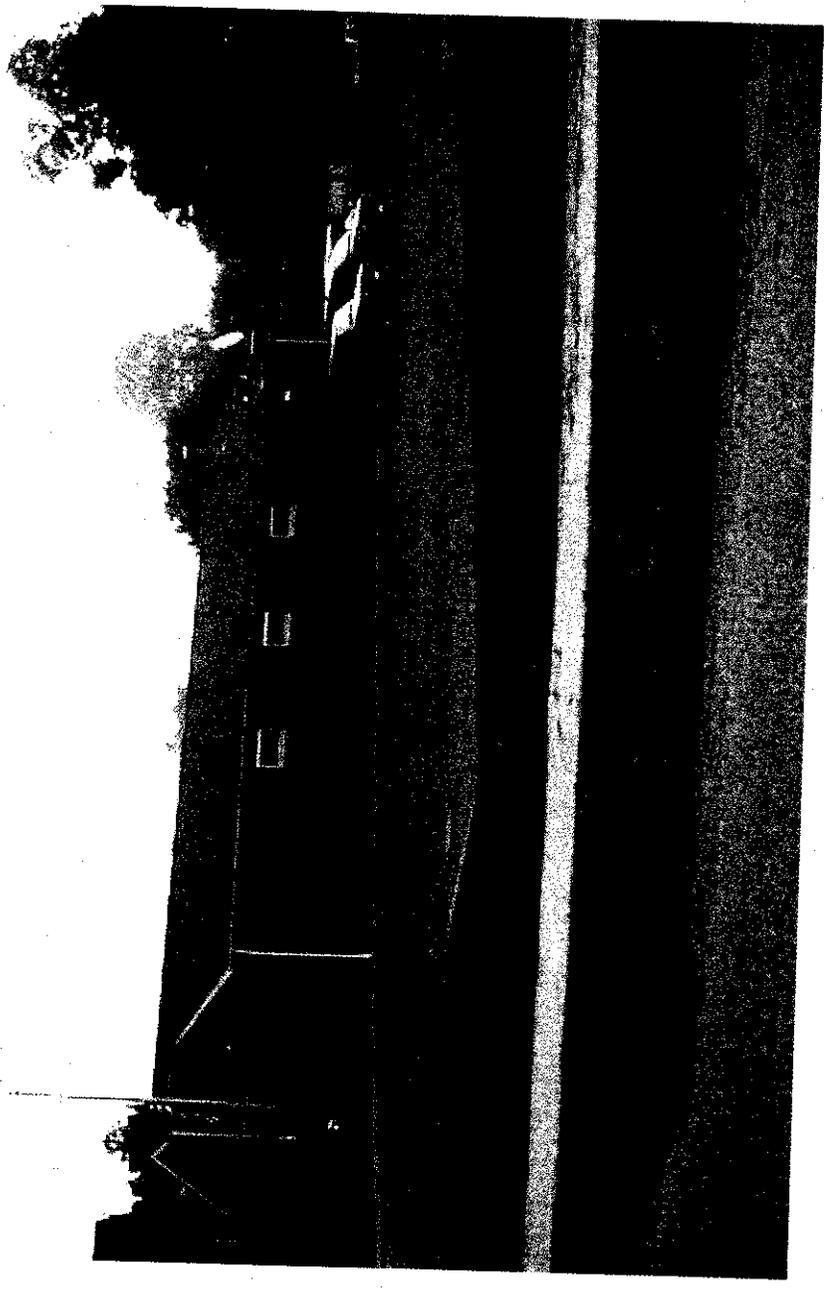
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LODI POST OFFICE - VIEW OF THE FRONT

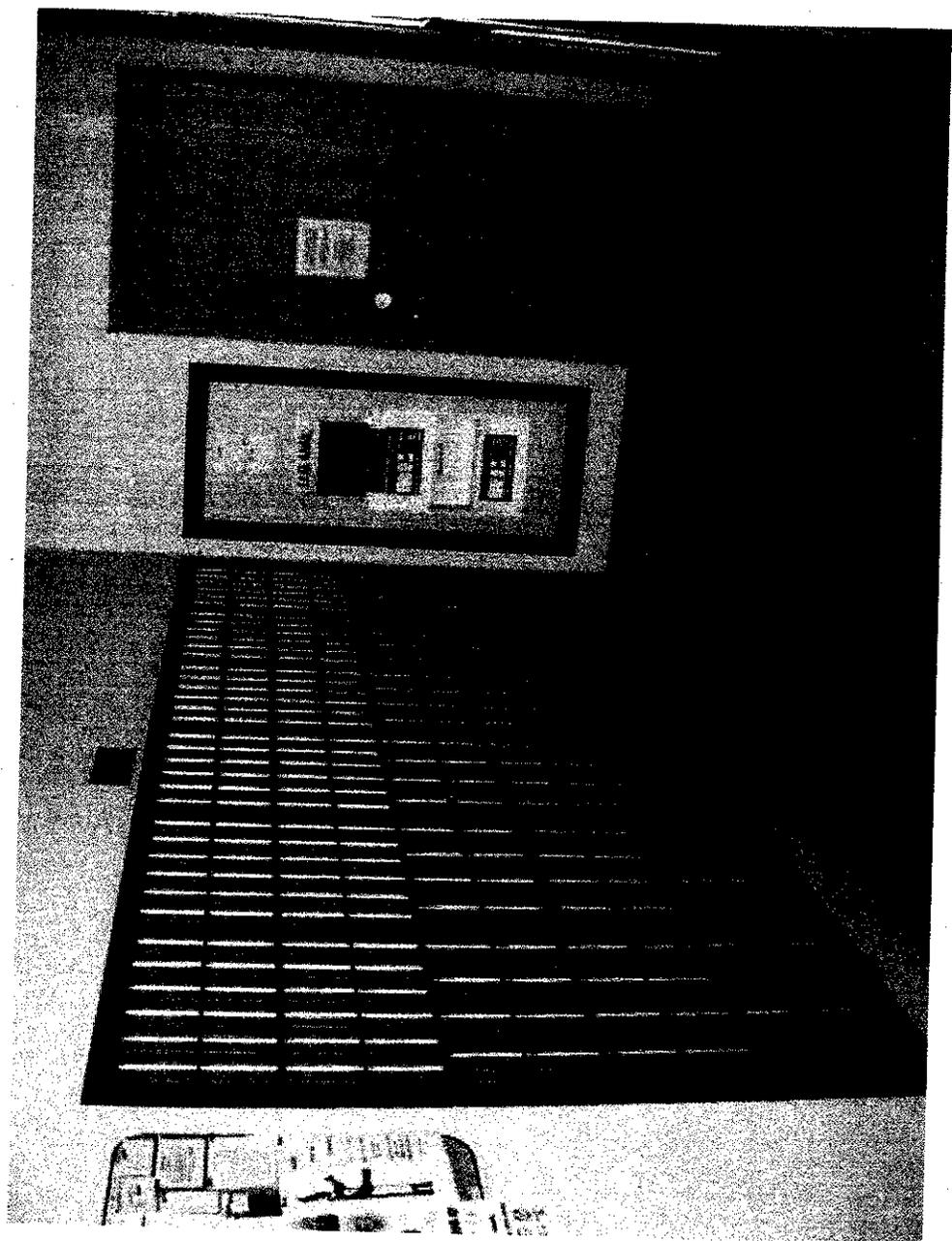


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LODI - BUCKEYE  
5 OF 27

LODI POST OFFICE - VIEW OF THE PARKING LOT / HANDICAP  
RAMP

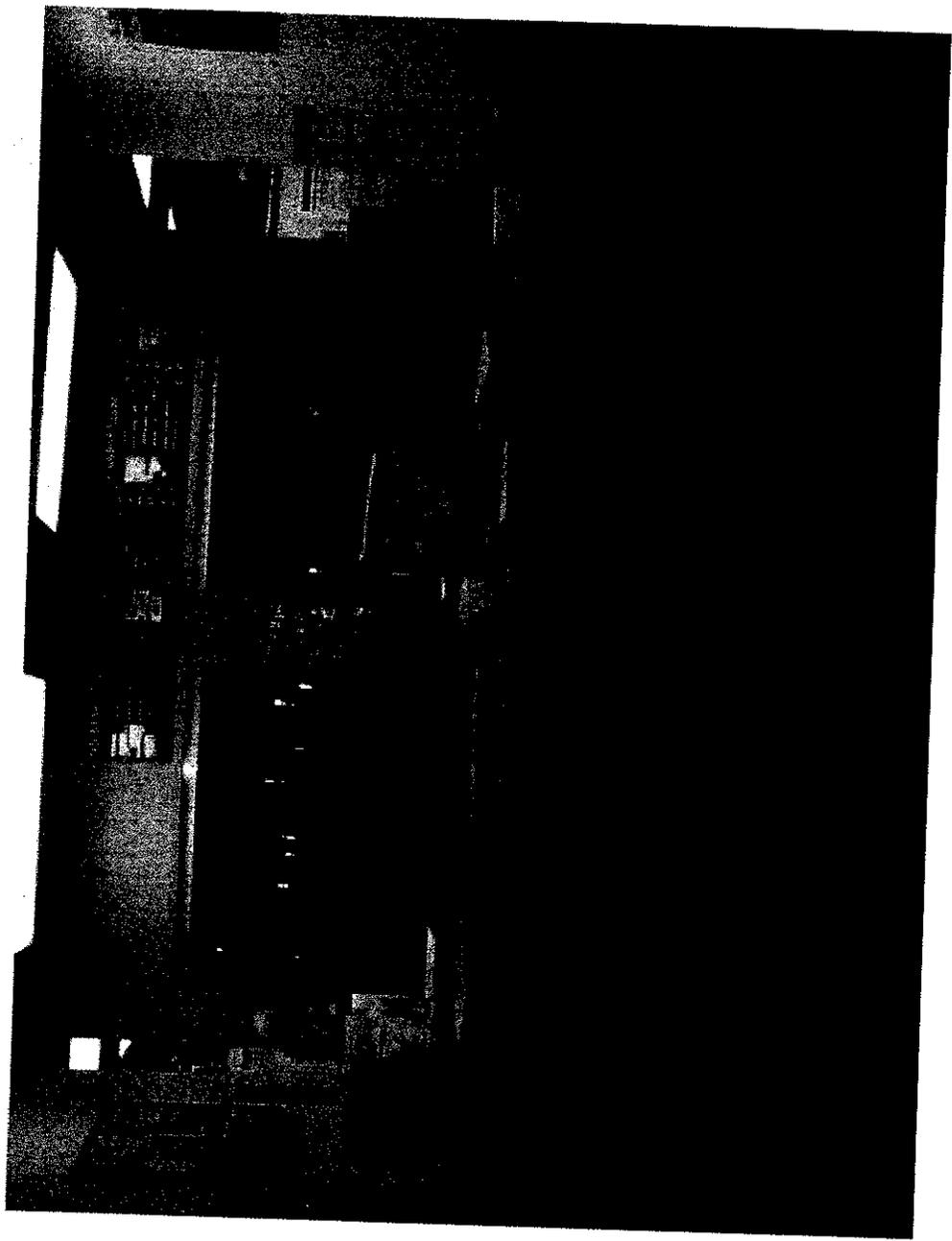


LODI POST OFFICE - VIEW OF THE LOBBY



LODI-FOKYE  
13  
7 OF 27

LODI POST OFFICE -- VIEW OF THE COUNTER



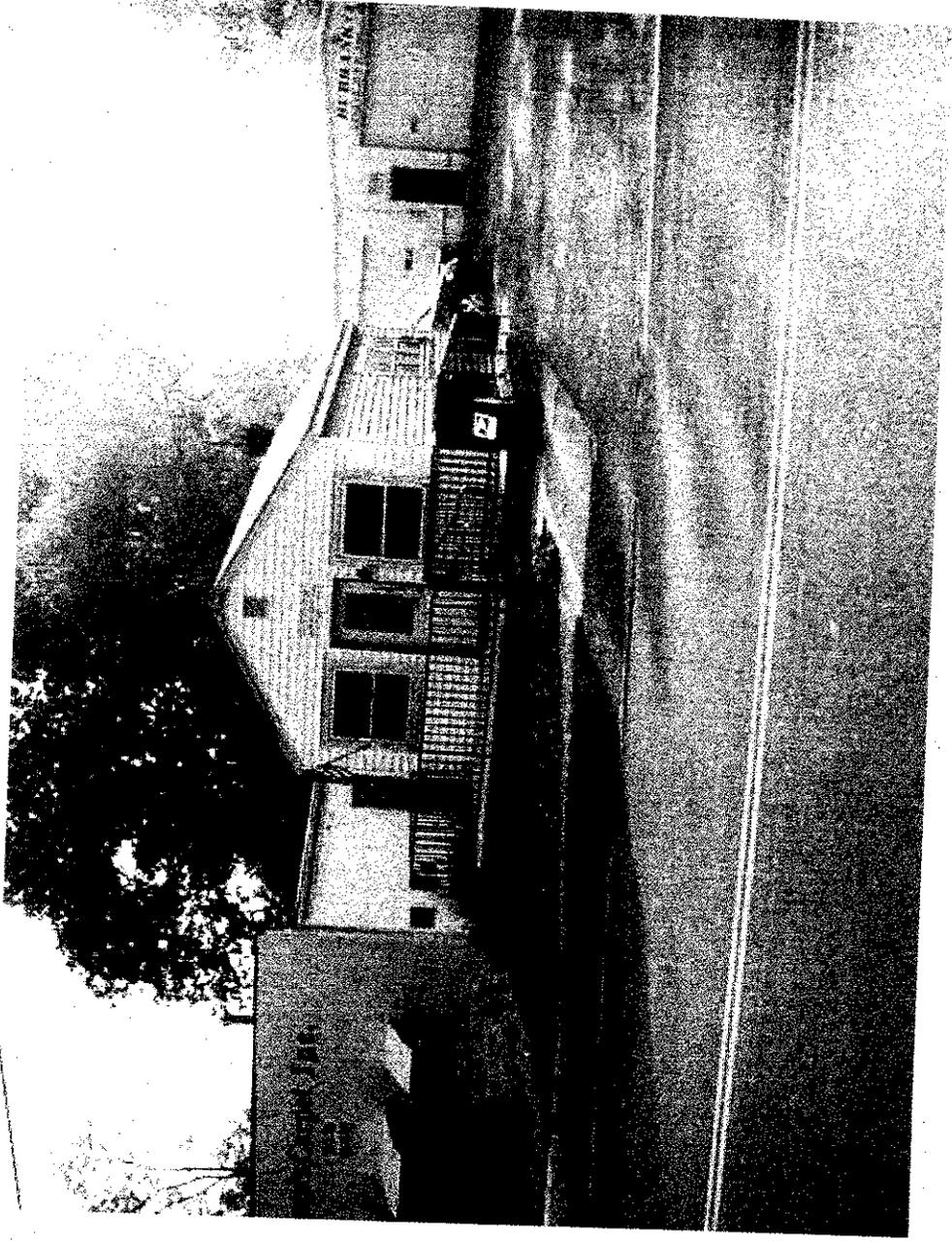
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13

8 OF 27

NO.  
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BURBANK POST OFFICE - VIEW OF THE FRONT

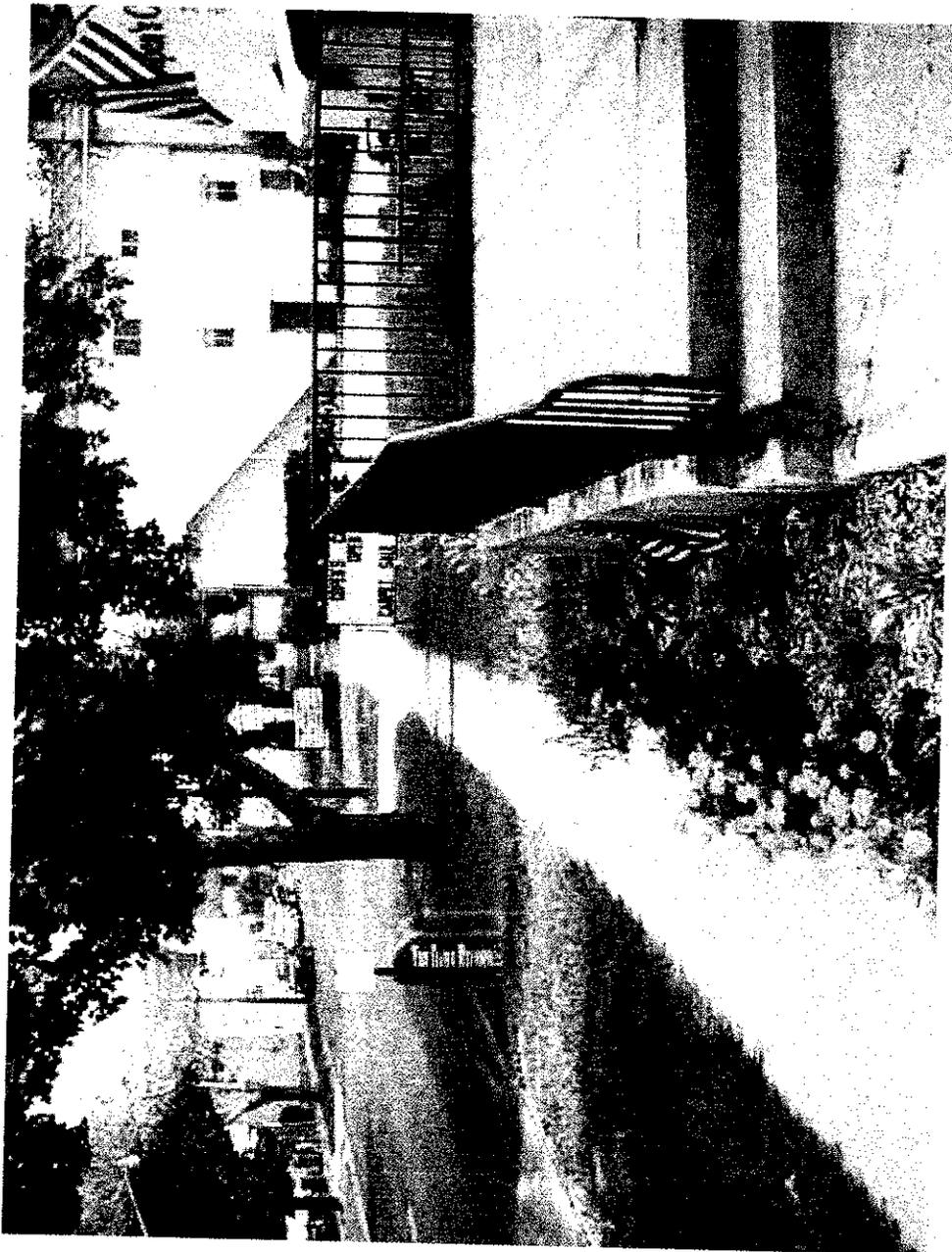


LOL BUCKEYE

13

9 OF 27

BURBANK POST OFFICE -- VIEW TO THE WEST



Lockeye

13

10 OF 27

BURBANK POST OFFICE -- VIEW TO THE EAST



# BURBANK POST OFFICE – VIEW OF THE BOX SECTION

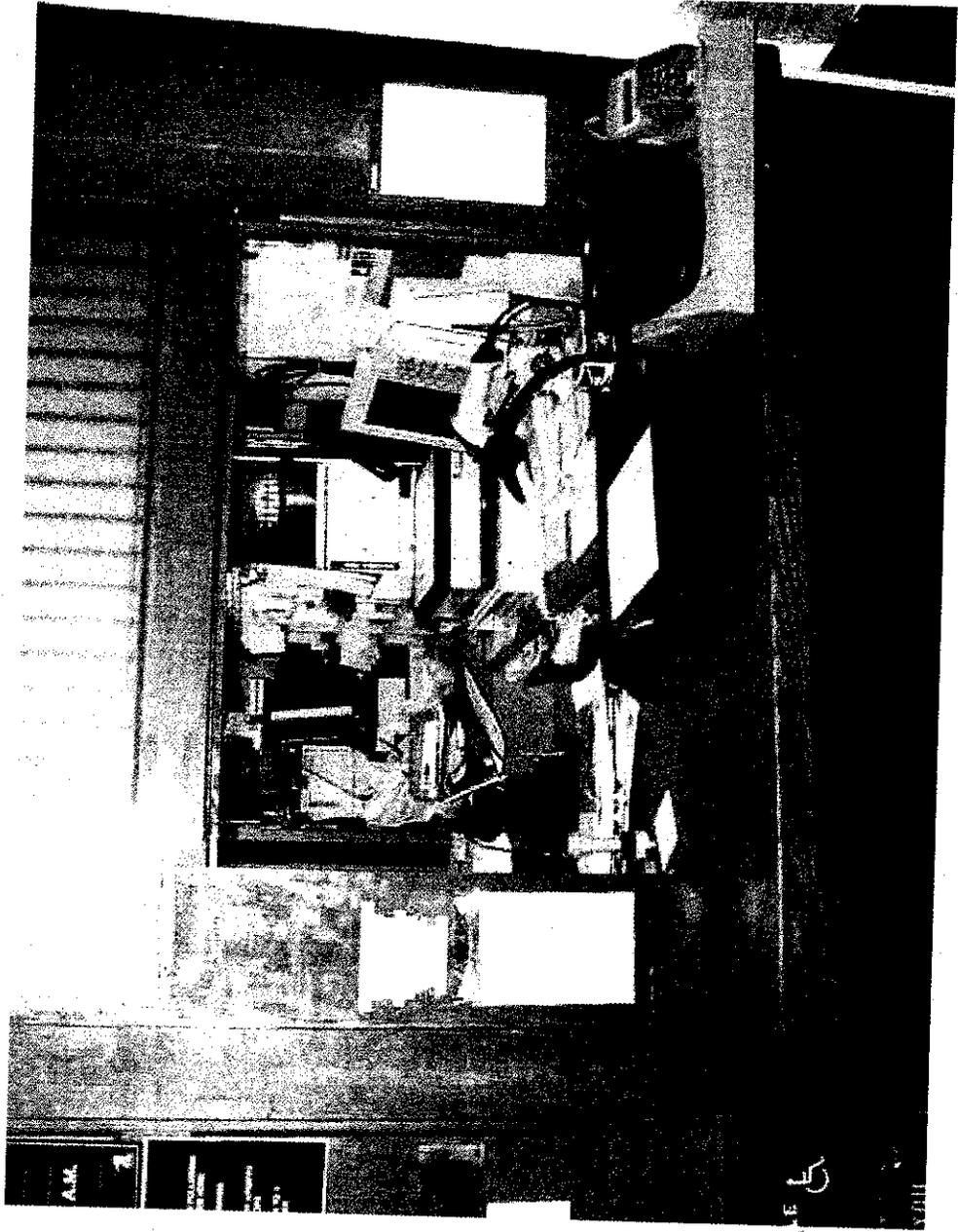


Lodi Beckey  
13  
12 OF 27

BURBANK POST OFFICE - VIEW OF THE LOBBY



BURBANK POST OFFICE - VIEW OF THE COUNTER

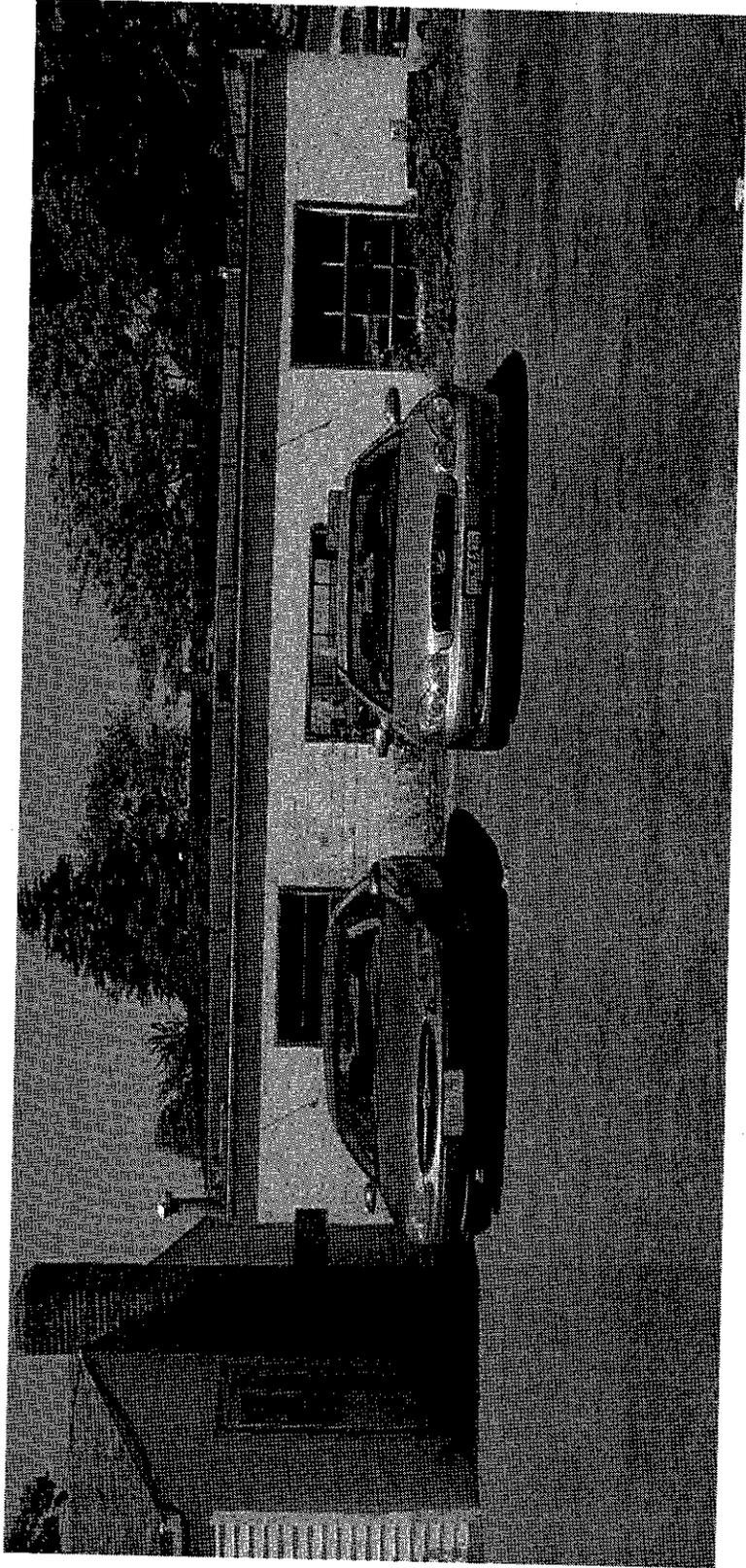


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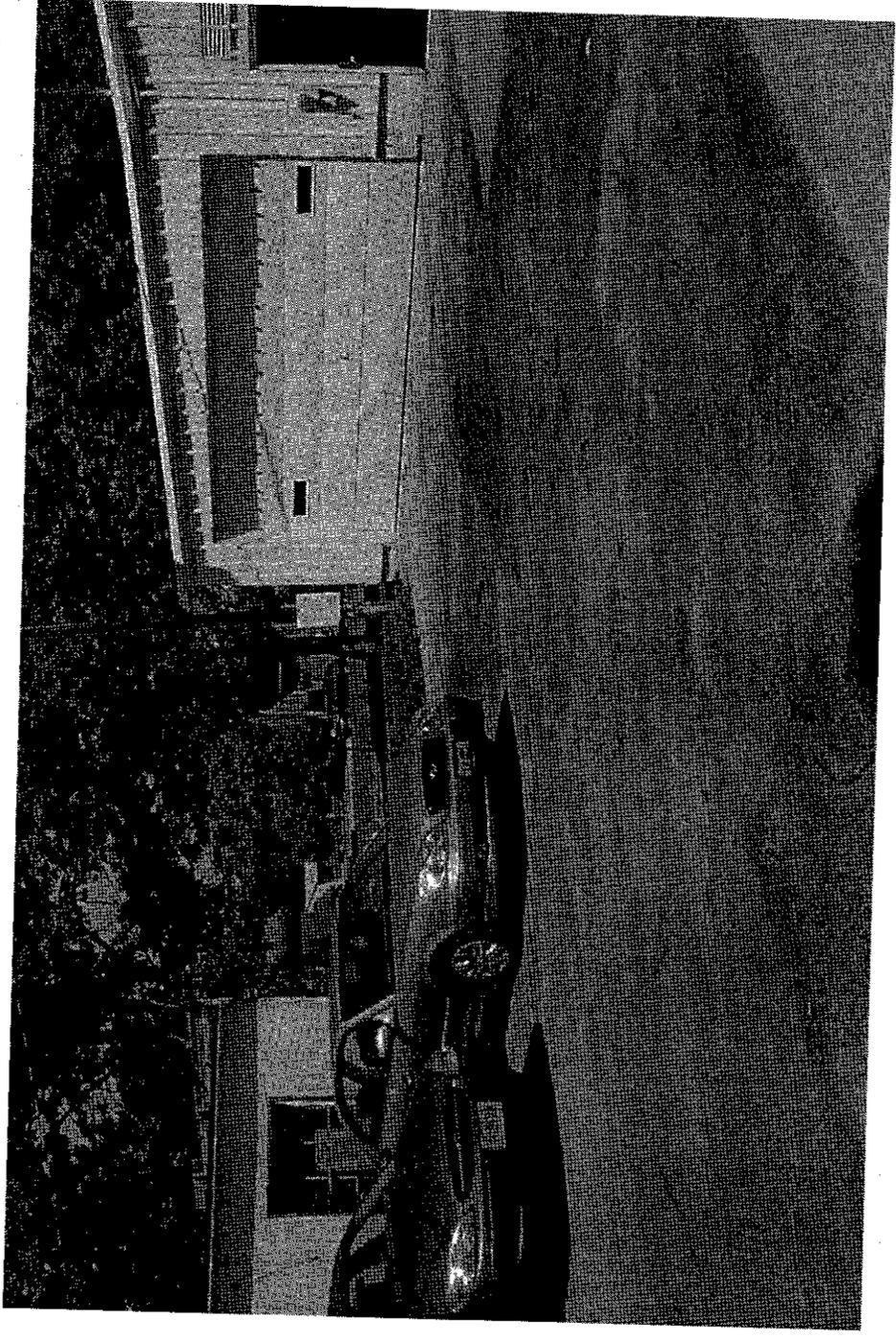
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14 OF 27

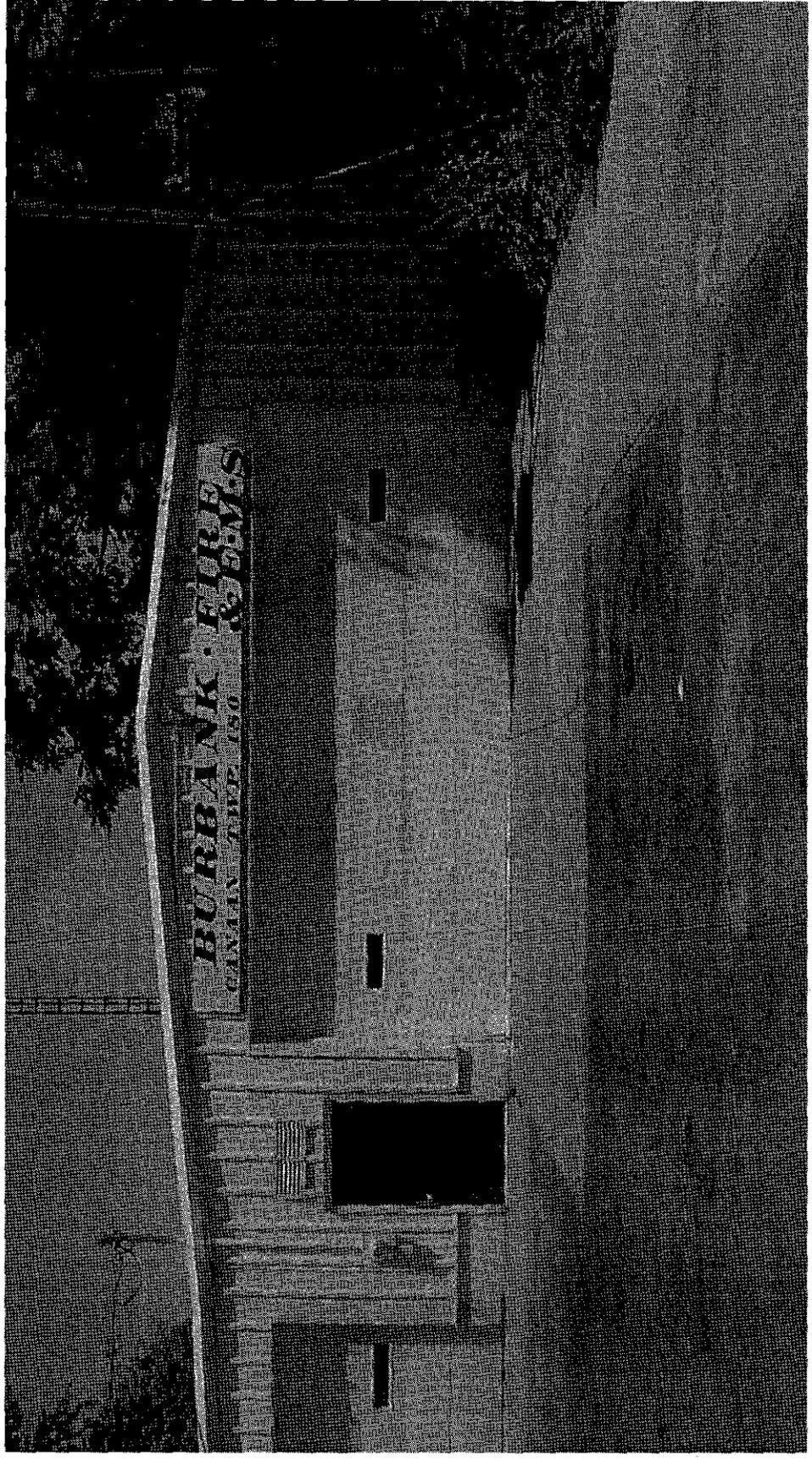
# BURBANK RR PARKING



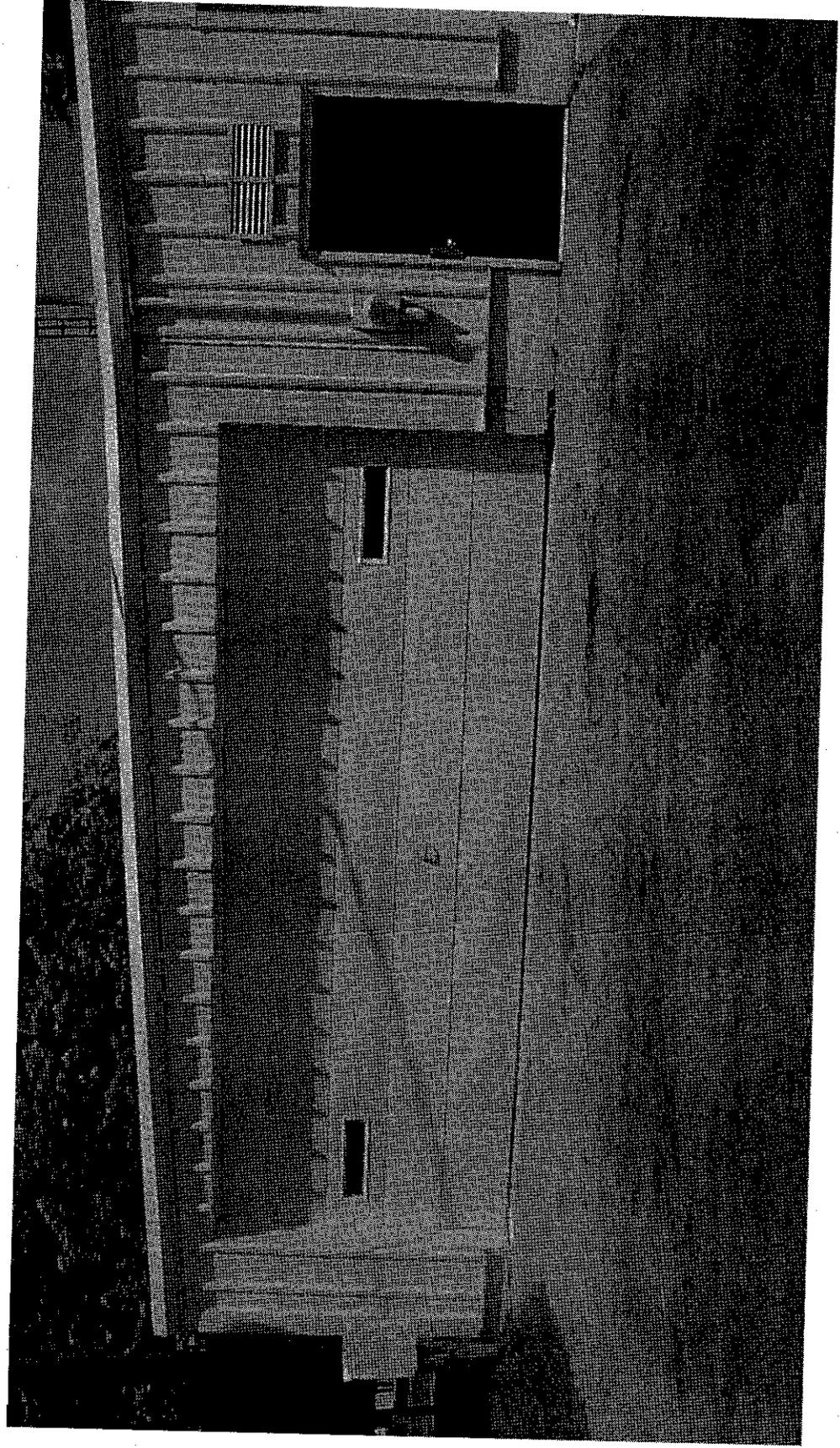
# BURBANK RR PARKING



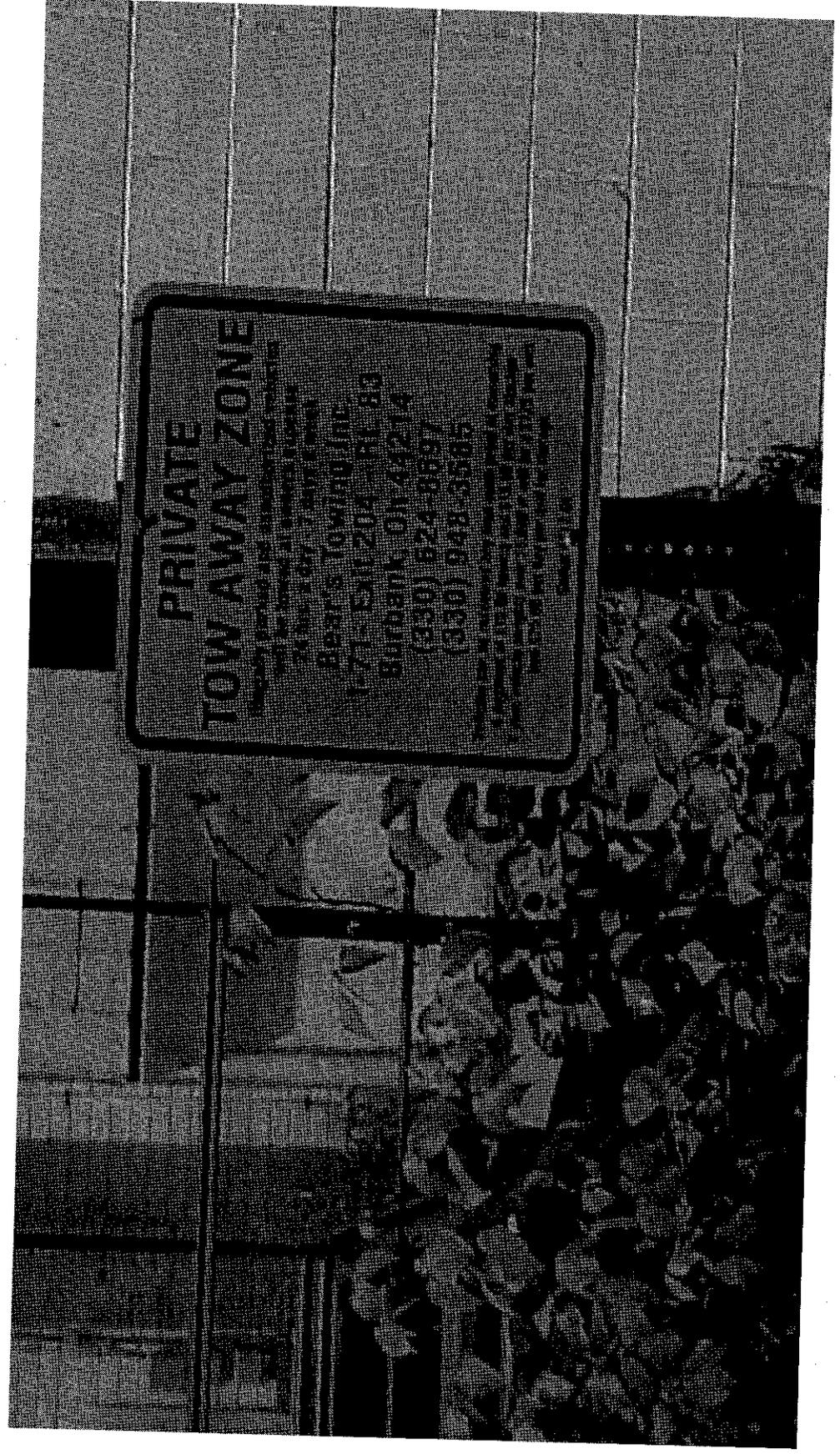
# PARKING LOT VIEW OF MAIN BAY



# PARKING LOT VIEW OF 2ND BAY



# BURBANK PO TOWING INFO.

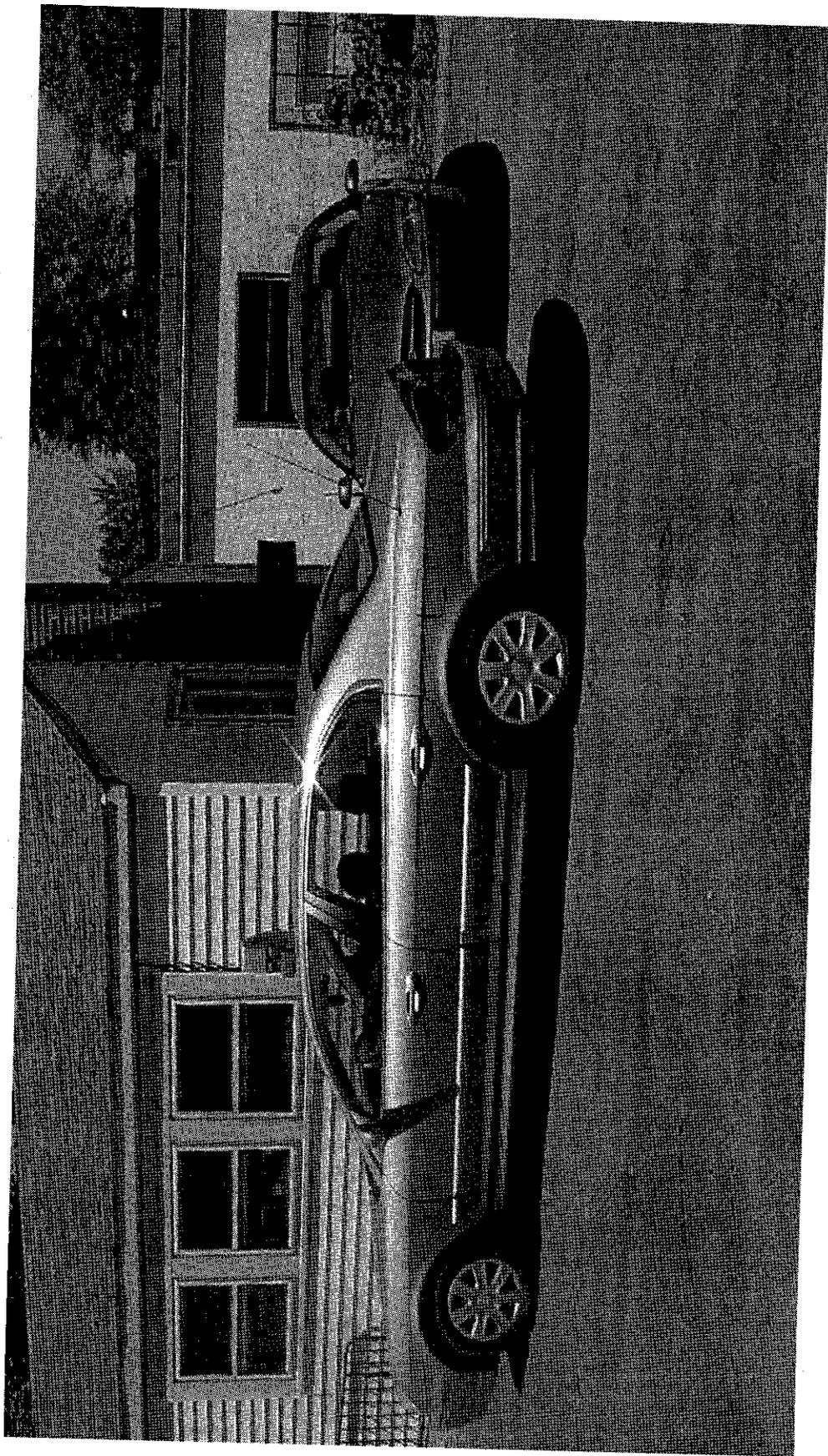


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13

19 OF 27

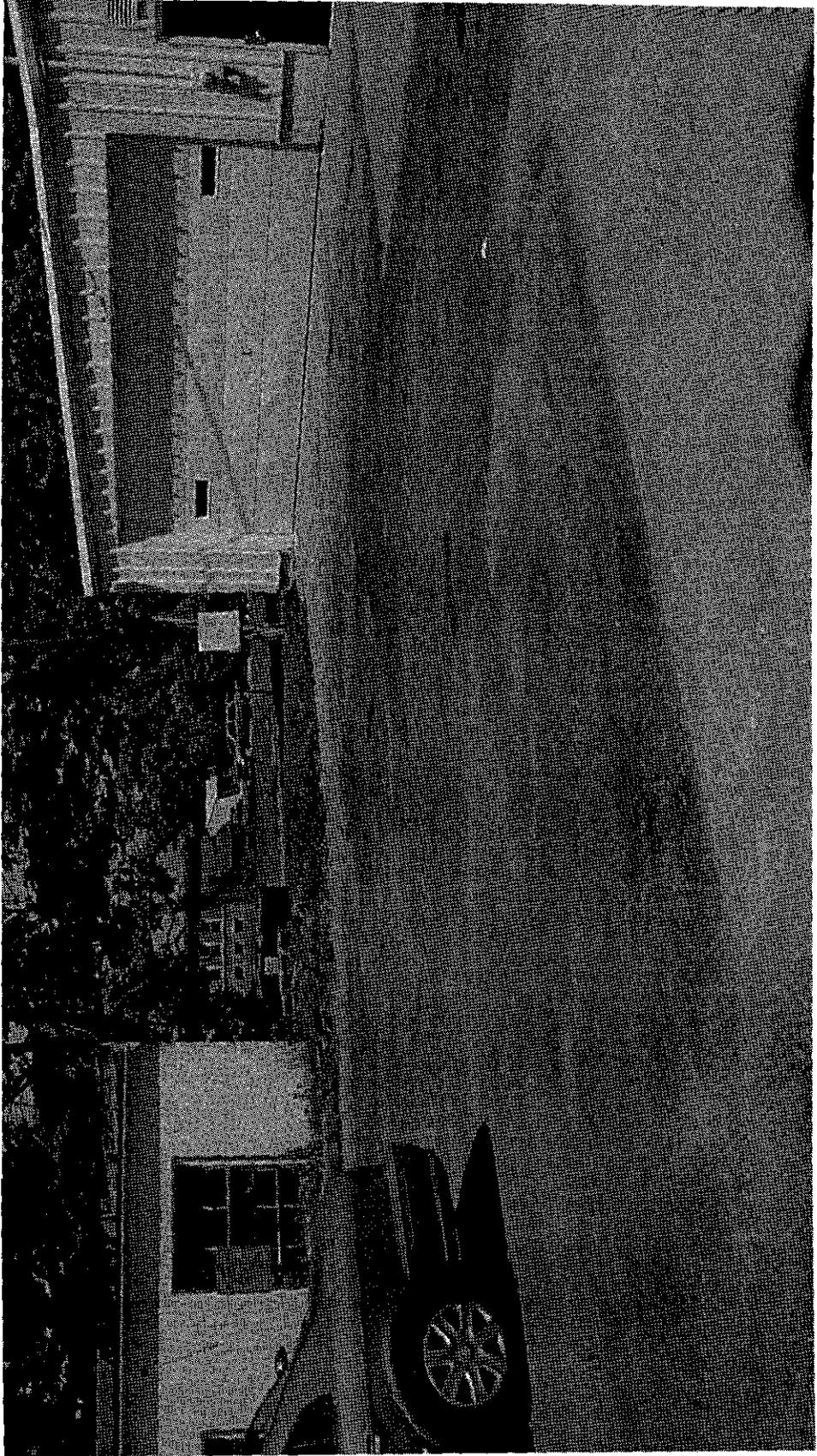
# BURBANK CUSTOMER PARKING



Lodi - Berkeley

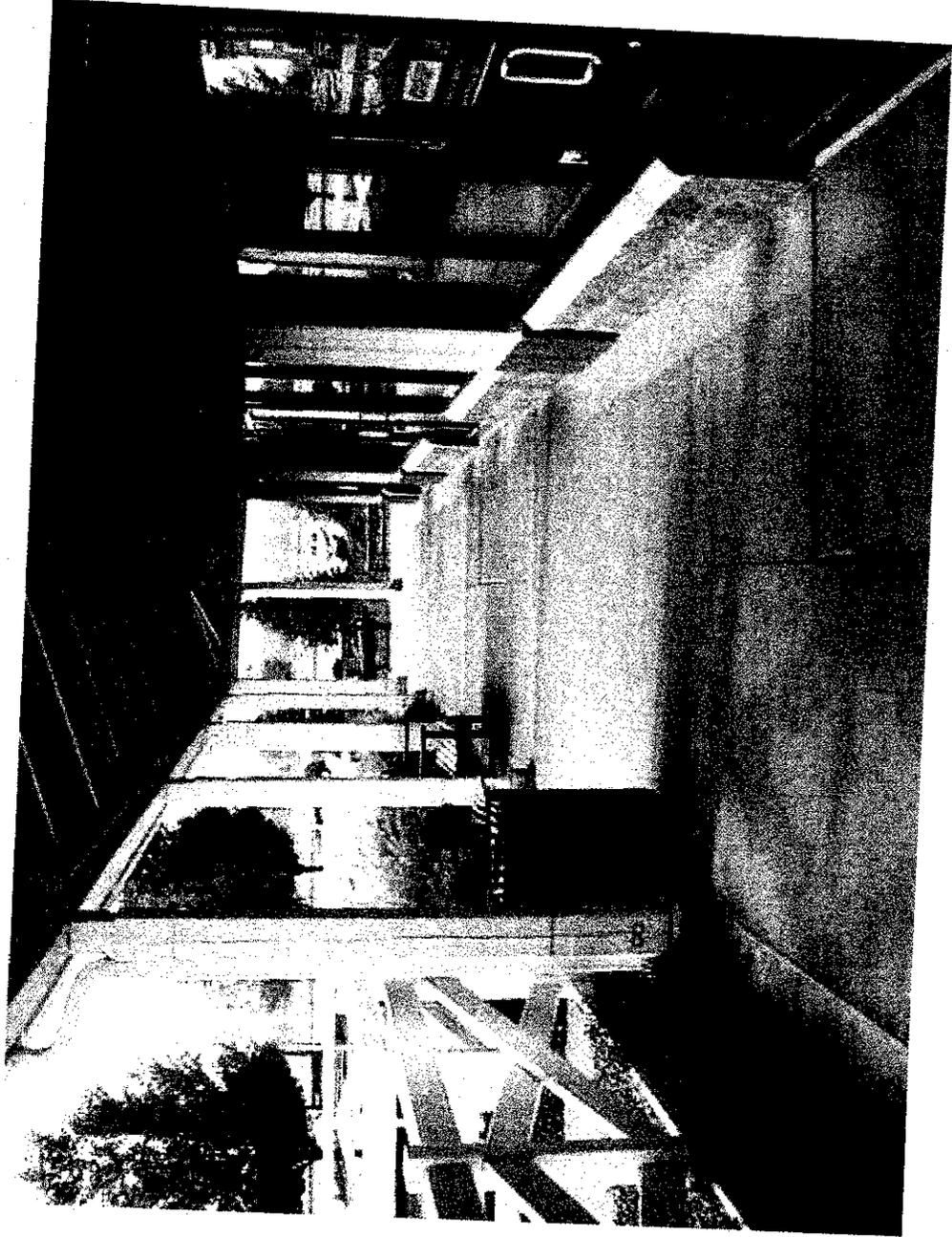
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20 OF 27

# BURBANK PARKING VIEW

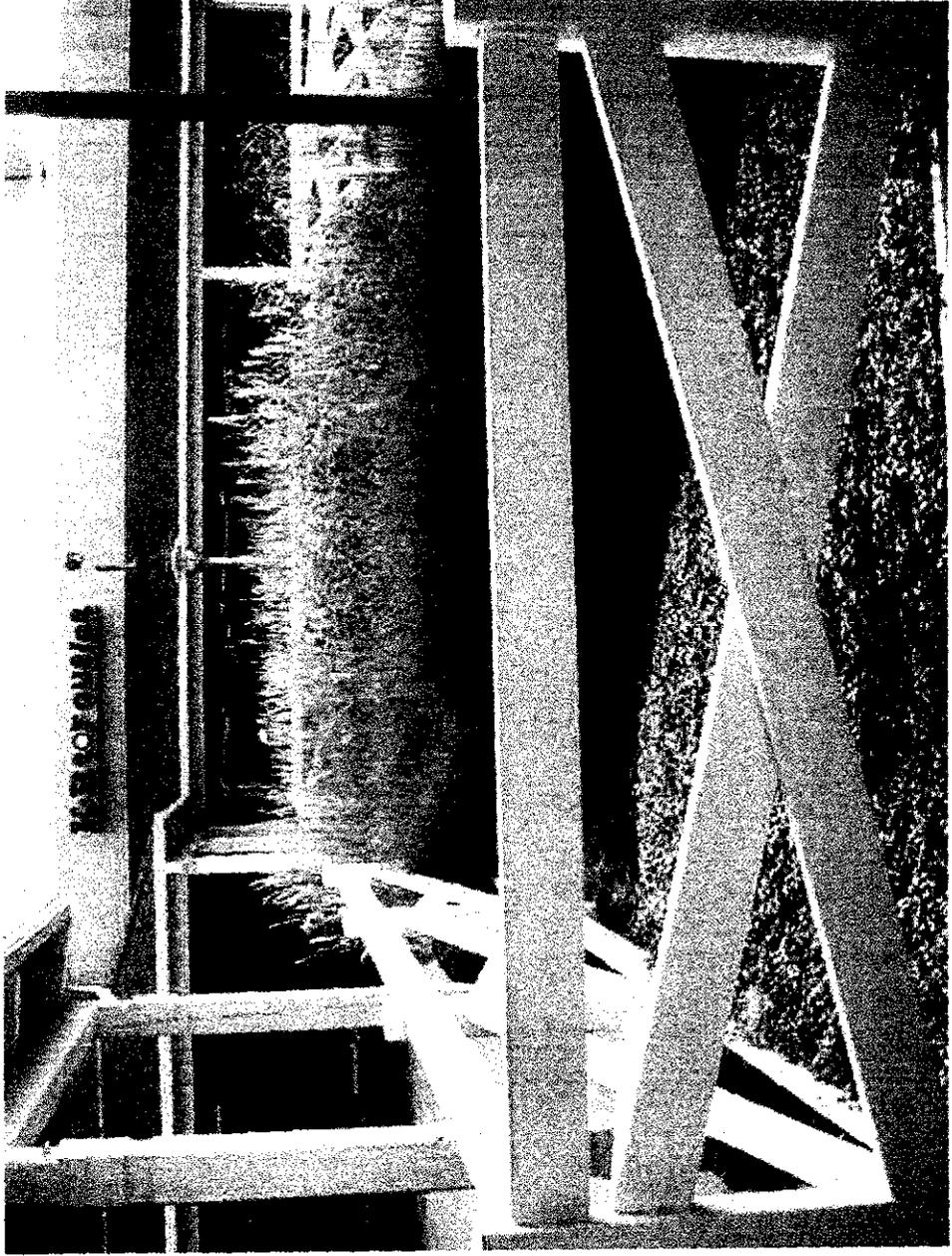


LODI-~~PR~~KEYE  
13  
21 OF 27

BUCKEY RETAIL STORE AT PRIME OUTLET- VIEW TO THE EAST



BUCKEYE RETAIL STORE AT PRIME OUTLET - VIEW TO THE NORTH



LODI BUCKEYE

13

23 OF 27

BUCKEYE RETAIL STORE AT PRIME OUTLET - VIEW TO THE WEST



BUCKEYE RETAIL STORE AT PRIME OUTLET - VIEW OF THE FRONT OF STORE

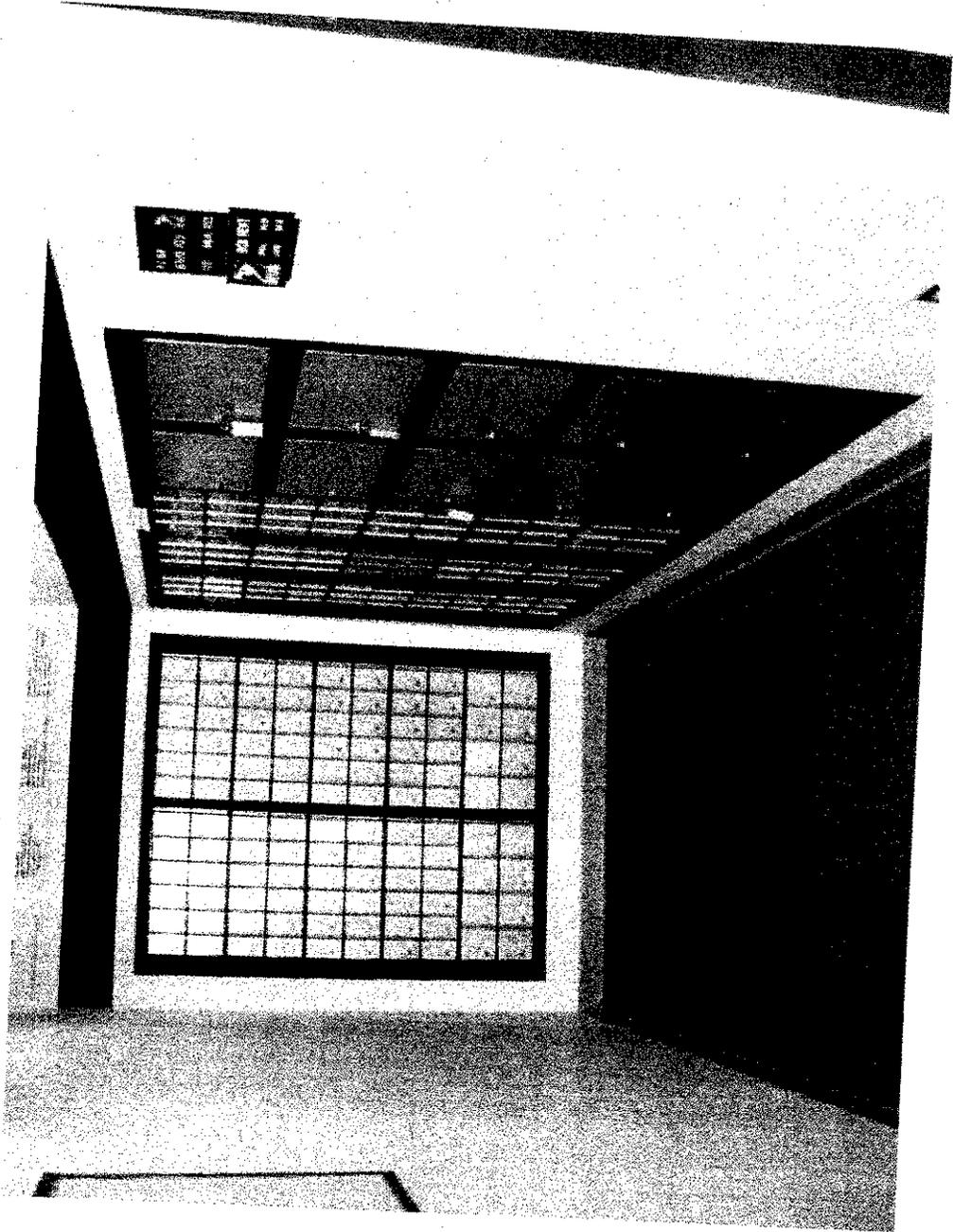


LODI - BUCKEYE

13

25 OF 27

BUCKEYE RETAIL STORE AT PRIME OUTLET - VIEW OF BOX SECTION



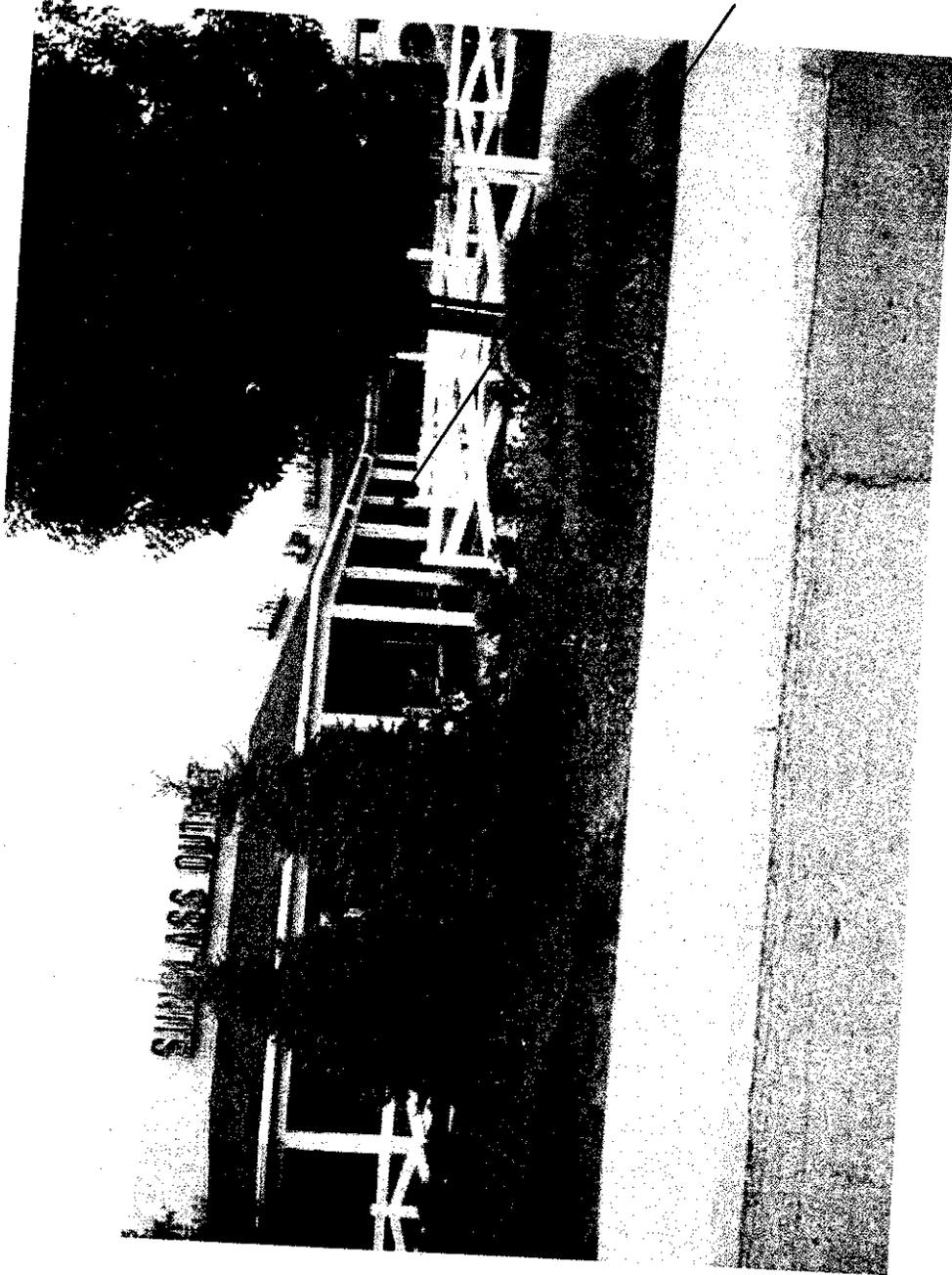
LOD BUCKEYE  
13  
26 of 27

# BUCKEYE RETAIL STORE AT PRIME OUTLET – VIEW OF COUNTER AND LOBBY



LODI-REYE  
13  
27 OF 27

BUCKEYE RETAIL STORE AT PRIME OUTLET - VIEW OF STORE  
FROM PARKING LOT



USPS



August 30, 2005

OIC/POSTMASTER

SUBJECT: BUCKEYE RETAIL STORE AT PRIME OUTLET

Please provide the names and addresses of businesses, religious institutions, civic organizations and local government offices and schools, that are served by the **Buckeye Retail Store at Prime Outlet**. The list of businesses must include small, part-time and in-home businesses, as well as public institutions such as schools, police departments, etc.; religious institutions; and businesses physically located outside the community that use retail services on a routine basis at the **Buckeye Retail Store at Prime Outlet**. Also, please provide the total number of permit mailers and postage meter customers. Indicate in the space below the total number of Post Office box and general and street delivery customers served by the office. Return all documents to Tom Lipker by September 09, 2005. This information will be entered into the official record for public viewing.

Post Office Box	<u>81</u>
General Delivery	_____
Rural Route (RR)	_____
Highway Contract Route (HCR)	_____
Intermediate RR	_____
Intermediate HCR	_____
City Delivery	_____
Total Customers	<u>81</u>

If you have any comments on alternate means of providing services to the Buckeye Lodi Retail Store customers, please provide them below.

Thomas Lipker  
 Post Office Review Coordinator

Comments:

See attached Store Roster. 14 current PO Box Holders pay rent. All others receive free PO Box.

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PRIME OUTLET - LODI OHIO  
STORE ROSTER

NO.  
PAGE

LODI-BUCKEYE  
17  
2 OF 24

Store Name	Site/Suite # <i>click on suite # to view center map</i>	Phone #
Claire's	225	(330) 948-6442
King's Jewelry	280	(330) 948-2345 127
Sample 'n' Gift Outlet	255	(330) 948-9316 126
Sunglass Outlet	290	(330) 948-9981 125
The John Deere Store	190	(330) 948-5386 124
totes ISOTONER Sunglass World	345	(330) 948-5149 123
Ultra Diamonds	130	(330) 948-0003 122
Wilson's Leather Outlet	620	(330) 948-8700 121

Children's Apparel [return to top](#)

Store Name	Site/Suite # <i>click on suite # to view center map</i>	Phone #
Adidas	625	(330) 948-0060 120
Big Dog Sportswear	180	(330) 948-2217 119
Carter's	220	(330) 948-5092 118
Gap Outlet	560	(330) 948-0902 117
Healthtex	540	(330) 948-1705 116
Jockey	115	(330) 948-9971 115
L'eggs Hanes Bali Playtex	415	(330) 948-5212 114
Lee Wrangler	685	(330) 948-5362 113
Nautica	200	(330) 948-3501 112
OshKosh B'Gosh	175	(330) 948-8909 111
Vanity Fair	610	(330) 948-1538 110

Family Apparel [return to top](#)

Store Name	Site/Suite # <i>click on suite # to view center map</i>	Phone #
Adidas	625	(330) 948-0060 109
Big Dog Sportswear	180	(330) 948-2217 108
Gap Outlet	560	(330) 948-0902 107
Jockey	115	(330) 948-9971 106
L'eggs Hanes Bali Playtex	415	(330) 948-5212 105
Lee Wrangler	685	(330) 948-5362 104

Levis/Dockers Outlet by Designs	195	(330) 948-9902	103
Polo Ralph Lauren Factory Store	100	(330) 948-6550	102
Vanity Fair	610	(330) 948-1538	101

**Food** [return to top](#)

Store Name	Site/Suite # <i>click on suite # to view center map</i>	Phone #
Arby's	C	(330) 948-8316
Auntie Anne's	G	(330) 948-5153
Great Steak & Potato	E	(330) 948-5145
Subway	A	(330) 948-2038
Villa Pizza	D	(330) 948-9932
Wok N Roll	F	(330) 948-3220

**Health & Beauty** [return to top](#)

Store Name	Site/Suite # <i>click on suite # to view center map</i>	Phone #
Bath & Body Works	670	(330) 948-9300
Beauty Express	475	(330) 948-5081
Vitamin World	465	(330) 948-9975

**Home Furnishings** [return to top](#)

Store Name	Site/Suite # <i>click on suite # to view center map</i>	Phone #
Sample 'n' Gift Outlet	255	(330) 948-9316

**Housewares** [return to top](#)

Store Name	Site/Suite # <i>click on suite # to view center map</i>	Phone #
Corningware Corelle Revere Factory Stores	155	(330) 948-9961
Hamilton Beach	245	(330) 948-1421
Kitchen Collection	250	(330) 948-1636
Mikasa Factory Store	480	(330) 948-2004
Pfaltzgraf	535	(330) 948-7020
Polo Ralph Lauren Factory Store	100	(330) 948-6550
Root Candles	165	(330) 948-8919
Sample 'n' Gift Outlet	255	(330) 948-9316
Springmaid Wamsutta	370	(330) 948-9958

Welcome Home

270

PRICE

(330) 948-6574

LODI-BUCKEYE  
14  
4 OF 24

Lingerie/Hosiery

return to top

Store Name	Site/Suite # <i>click on suite # to view center map</i>	Phone #
Jockey		
L'eggs Hanes Bali Playtex	115	(330) 948-9971 41
	415	(330) 948-5212 80

Luggage/Handbags

return to top

Store Name	Site/Suite # <i>click on suite # to view center map</i>	Phone #
Bass Outlet		
Liz Claiborne Outlet	300	(330) 948-6566 79
Samsonite Company Stores	500	(330) 948-7080 78
totes ISOTONER Sunglass World	120	(330) 948-1828 77
Wilson's Leather Outlet	345	(330) 948-5149 16
	620	(330) 948-8700 75

Men's Apparel

return to top

Store Name	Site/Suite # <i>click on suite # to view center map</i>	Phone #
Adidas		
Bass Outlet	625	(330) 948-0060 74
Big Dog Sportswear	300	(330) 948-6566 73
Casual Male Big & Tall	180	(330) 948-2217 72
Eddie Bauer Outlet	315	(330) 948-2688 71
Gap Outlet	330	(330) 948-1529 70
Geoffrey Beene	560	(330) 948-0902 69
Haggar Clothing Co.	320	(330) 948-3707 68
IZOD	675	(330) 948-8898 67
Jockey	310	(330) 948-3404 66
Lee Wrangler	115	(330) 948-9971 65
Levis/Dockers Outlet by Designs	685	(330) 948-5362 64
Maurices	195	(330) 948-9902 63
Nautica	215	(330) 948-1409 62
Polo Ralph Lauren Factory Store	200	(330) 948-3501 61
Reebok Outlet Store	100	(330) 948-6550 60
Rue 21	140	(330) 948-9944 59
S & K Menswear	350	(330) 948-0018 58
	655	(330) 948-0095 57

Lodi - Buckeye  
14  
5 OF 24

Tommy Hilfiger	600	(330) 948-8872	50
Van Heusen	400	(330) 948-4320	55
Vanity Fair	610	(330) 948-1538	54
Wilson's Leather Outlet	620	(330) 948-8700	53

**Services**

return to top

Store Name	Site/Suite # <i>click on suite # to view center map</i>	Phone #	
Trade Secrets	475	(330) 948-5081	52
United States Postal Service	275	(330) 948-4305	51

**Shoes**

return to top

Store Name	Site/Suite # <i>click on suite # to view center map</i>	Phone #	
Adidas	625	(330) 948-0060	50
Bass Outlet	300	(330) 948-6566	44
Factory Brand Shoes	470	(330) 948-9980	48
Rack Room	260	(330) 948-8012	47
Reebok Outlet Store	140	(330) 948-9944	46
SAS Factory Shoe Store	150	(330) 948-4189	45

**Specialty**

return to top

Store Name	Site/Suite # <i>click on suite # to view center map</i>	Phone #	
Bath & Body Works	670	(330) 948-9300	44
Beauty Express	475	(330) 948-5081	43
Bible Factory Outlet	Unit 375	(330) 948-2380	42
Book Warehouse	235	(330) 948-6577	41
Harry and David	445	(330) 948-7075	40
KB Toy Express	185	(330) 948-6490	39
Motherhood Maternity	125	(330) 948-5010	38
Music For A Song	550	(330) 948-4185	37
Paper Factory	520	(330) 948-1110	36
Rocky Mountain Chocolate Factory	385	(330) 948-9953	35
Root Candles	165	(330) 948-8919	34
Sample 'n' Gift Outlet	255	(330) 948-9316	33
Scrapbook Outlet	425	(330) 948-8080	32
Sunglass Outlet	290	(330) 948-9981	31

The John Deere Store	190	(330) 948-5386
notes ISOTONER Sunglass World	345	(330) 948-5149 30
Trade Secrets	475	(330) 948-5081 29
United States Postal Service	275	(330) 948-4305 28
Vitamin World	465	(330) 948-9975 21
Welcome Home	270	(330) 948-6574 26

Women's Apparel [return to top](#)

Store Name	Site/Suite # <small>click on suite # to view center map</small>	Phone #
Adidas	625	(330) 948-0060 25
Bass Outlet	300	(330) 948-6566 24
Big Dog Sportswear	180	(330) 948-2217 23
Casual Corner Outlet	510	(330) 948-4147 22
Casual Corner Woman Outlet	510	(330) 948-7052 21
Dress Barn Outlet/Dress Barn Woman Outlet	355	(330) 948-5044 20
Eddie Bauer Outlet	330	(330) 948-1529 19
Gap Outlet	560	(330) 948-0902 18
Geoffrey Beene	320	(330) 948-3707 17
IZOD	310	(330) 948-3404 16
Jockey	115	(330) 948-9971 15
Leggs Hanes Bali Playtex	415	(330) 948-5212 14
Lee Wrangler	685	(330) 948-5362 13
Levis/Dockers Outlet by Designs	195	(330) 948-9902 12
Liz Claiborne Outlet	500	(330) 948-7080 11
Maurices	215	(330) 948-1409 10
Motherhood Maternity	125	(330) 948-5010 9
Petite Sophisticate Outlet	510	(330) 948-8305 8
Polo Ralph Lauren Factory Store	100	(330) 948-6550 7
Reebok Outlet Store	140	(330) 948-9944 6
Rue 21	350	(330) 948-0018 5
Tommy Hilfiger	600	(330) 948-8872 4
Van Heusen	400	(330) 948-4320 3
Vanity Fair	610	(330) 948-1538 2
Wilsons Leather Outlet	620	(330) 948-8700 1

\*\* RESTRICTED INFORMATION \*\*



Customer Report  
BURBANK  
BURBANK, OH 44214

Lodi - BUCKEYE  
14  
7 of 24

BAT350B1

9/8/2005

Customer Number	Customer Name	Size	Status	Box Number
[REDACTED]	[REDACTED]	1	RENTED	[REDACTED]
[REDACTED]	[REDACTED]	1	RENTED	[REDACTED]
[REDACTED]	[REDACTED]	1	RENTED	[REDACTED]
[REDACTED]	[REDACTED]	1	RENTED	[REDACTED]
[REDACTED]	[REDACTED]	2	RENTED	[REDACTED]
[REDACTED]	[REDACTED]	1	RENTED	[REDACTED]
[REDACTED]	[REDACTED]	1	RENTED	[REDACTED]
[REDACTED]	[REDACTED]	1	RENTED	[REDACTED]
[REDACTED]	[REDACTED]	1	RENTED-DELINQUENT	[REDACTED]
[REDACTED]	[REDACTED]	1	RENTED	[REDACTED]
[REDACTED]	[REDACTED]	1	RENTED	[REDACTED]
[REDACTED]	[REDACTED]	1	RENTED	[REDACTED]
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[REDACTED]	[REDACTED]	1	RENTED	[REDACTED]
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[REDACTED]	[REDACTED]	1	RENTED	[REDACTED]
[REDACTED]	[REDACTED]	1	RENTED	[REDACTED]

BUCKEYE  
P.O. BOX  
RENT PAYING  
BOXHOLDERS

3



\*\* RESTRICTED INFORMATION \*\*



**Customer Report**  
BURBANK  
BURBANK, OH 44214

BAT350B1

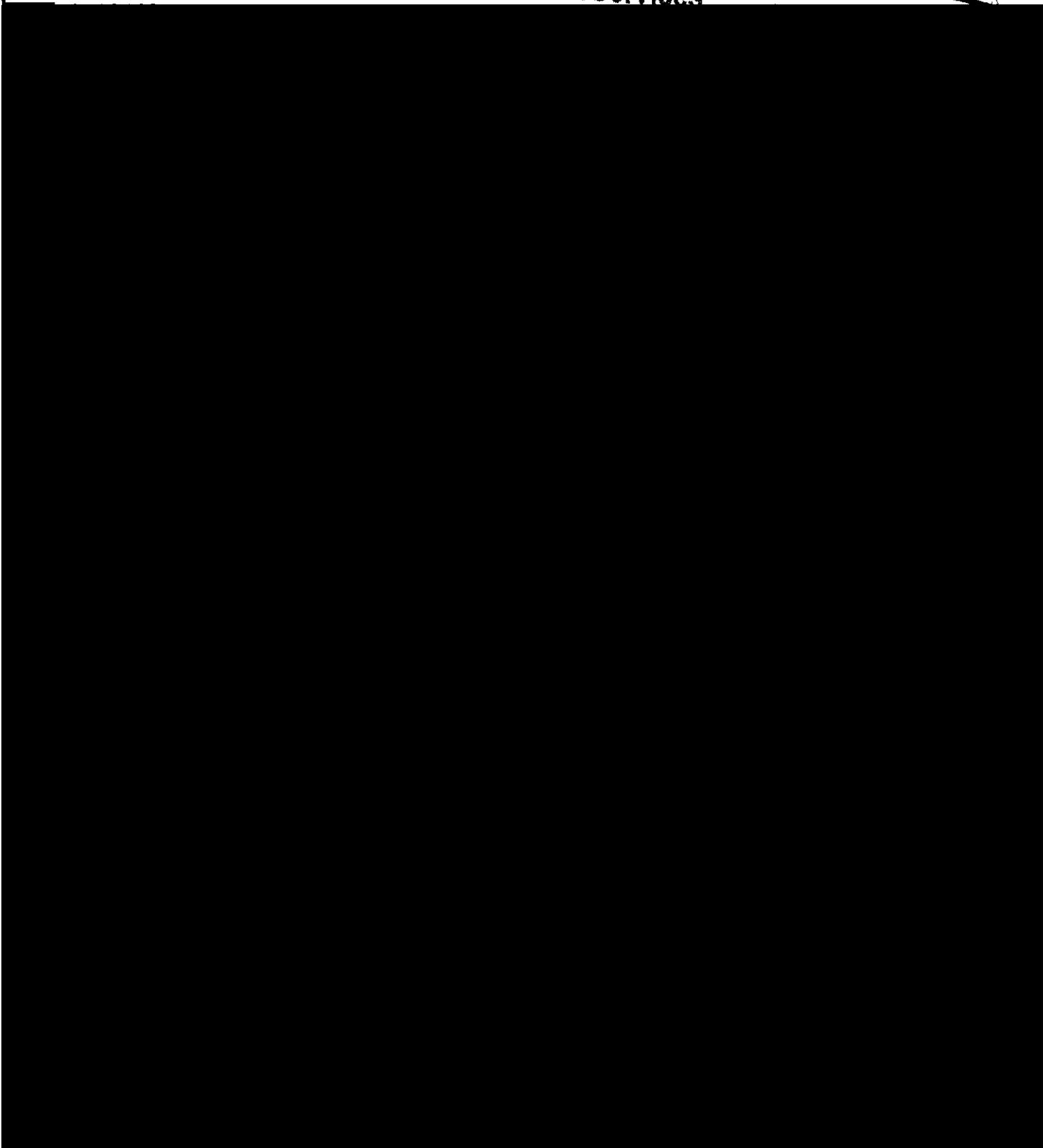
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LODI-BOCKEYE  
14  
9 OF 24

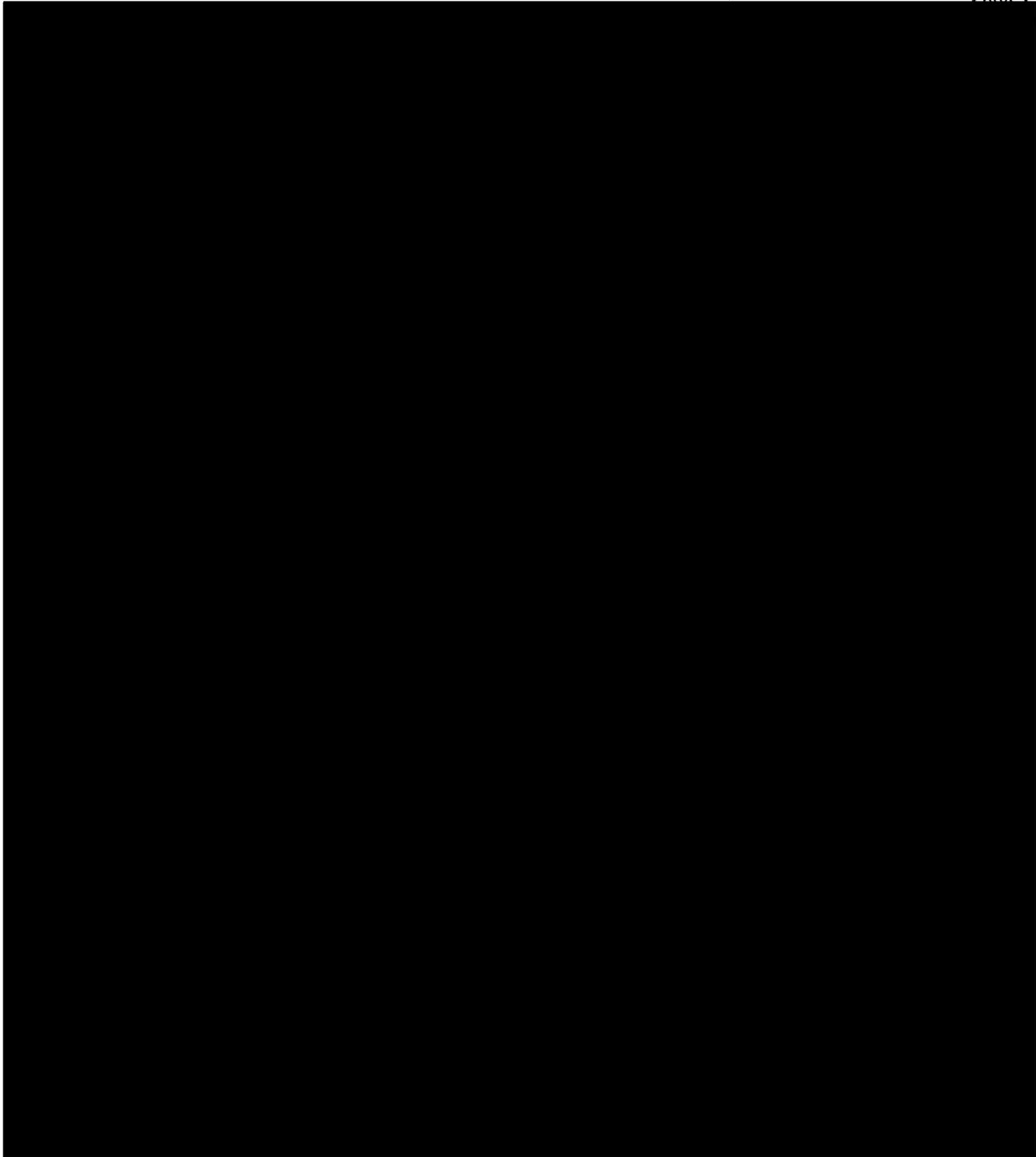
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		3	RENTED	
		1	RENTED	
		1	RENTED	
		2	RENTED	
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		2	RENTED	
		1	RENTED	
		3	RENTED	
		1	RENTED	
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		1	RENTED	
		3	RENTED	
		1	RENTED	
		2	RENTED	



Edit 1093 for Boxes/Services

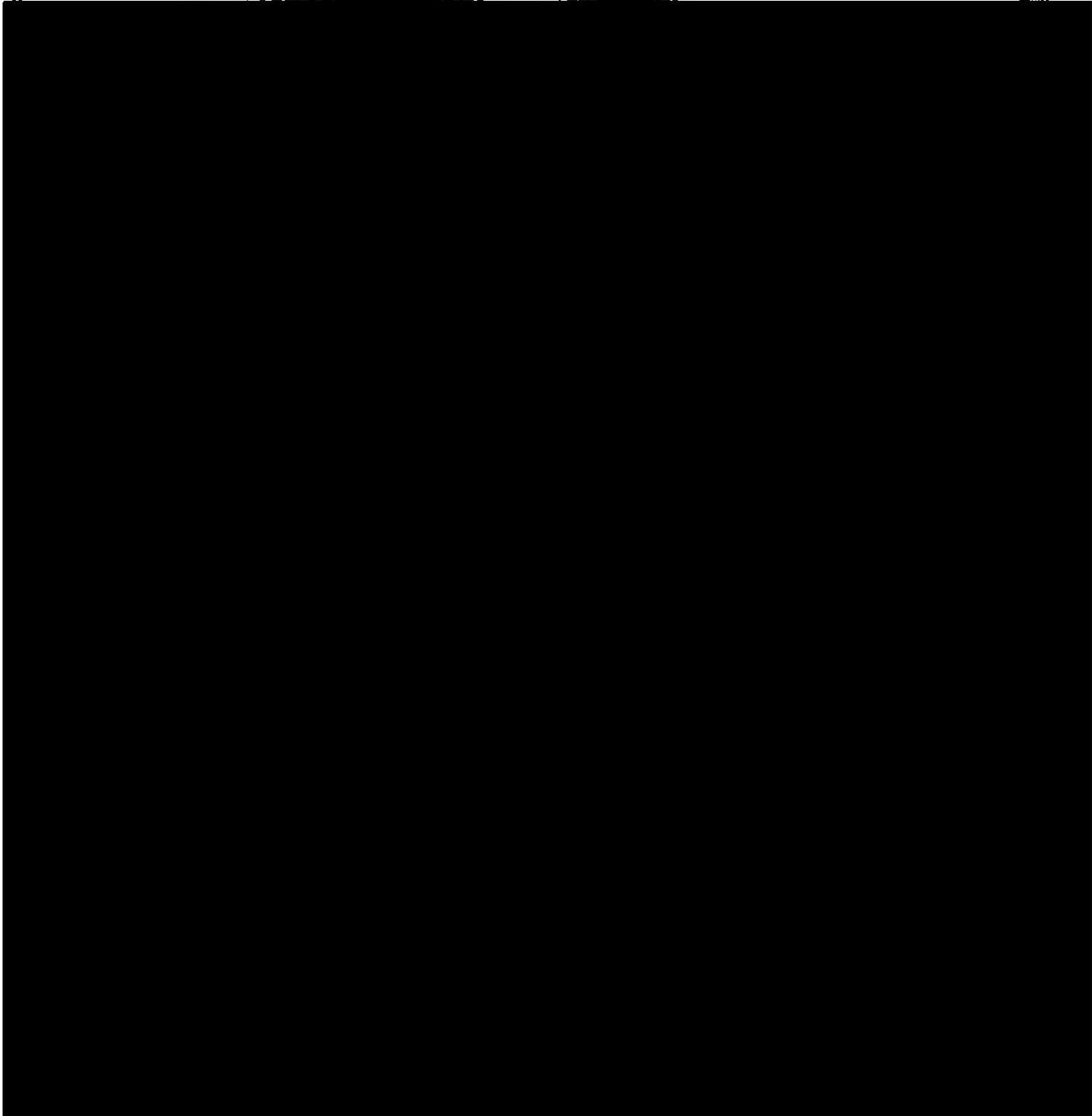


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14  
11 OF 24

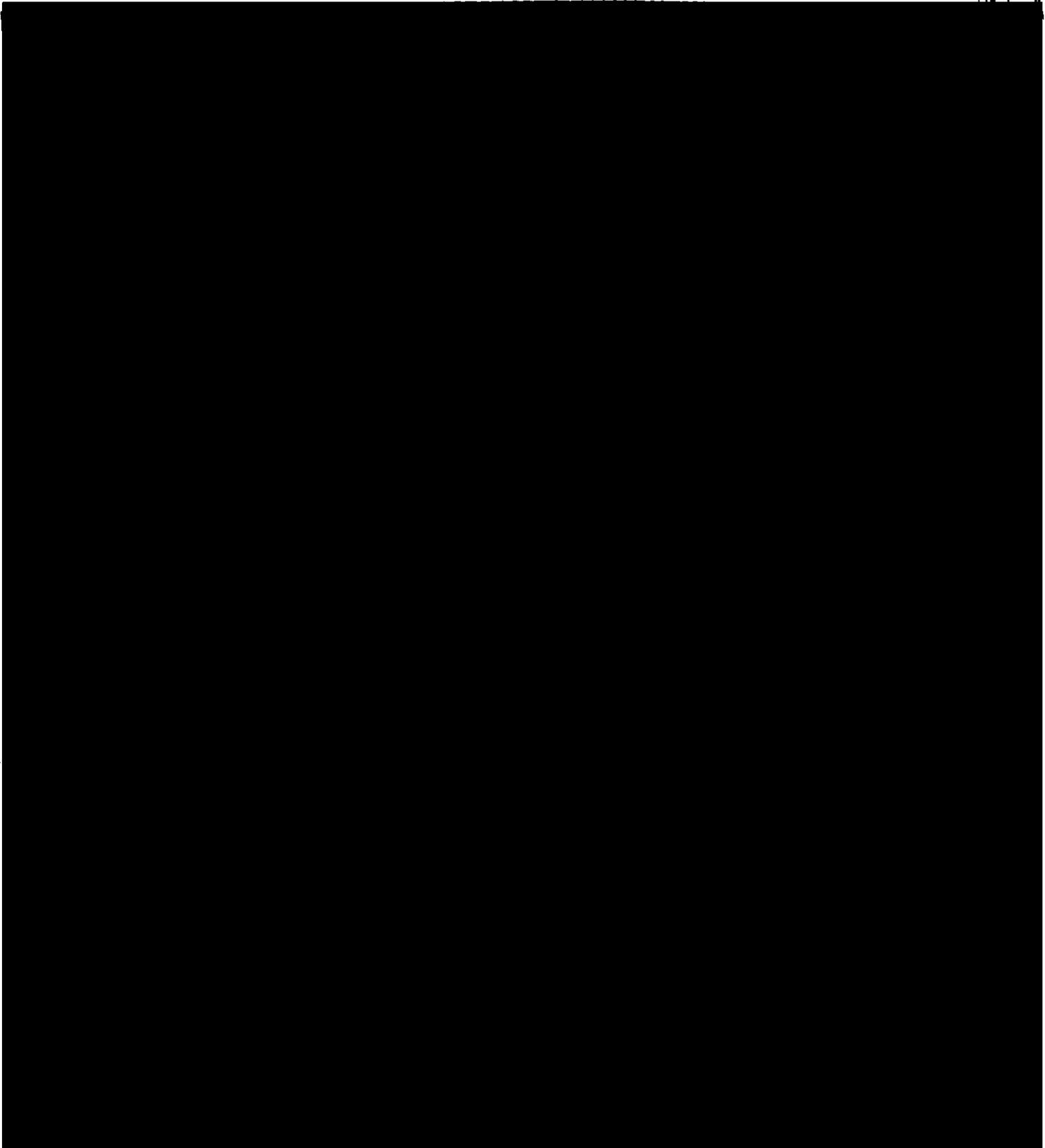


*LODI-BOCKEYE*  
*14*  
*12 OF 24*

Edit 1093 for Boxes/Services

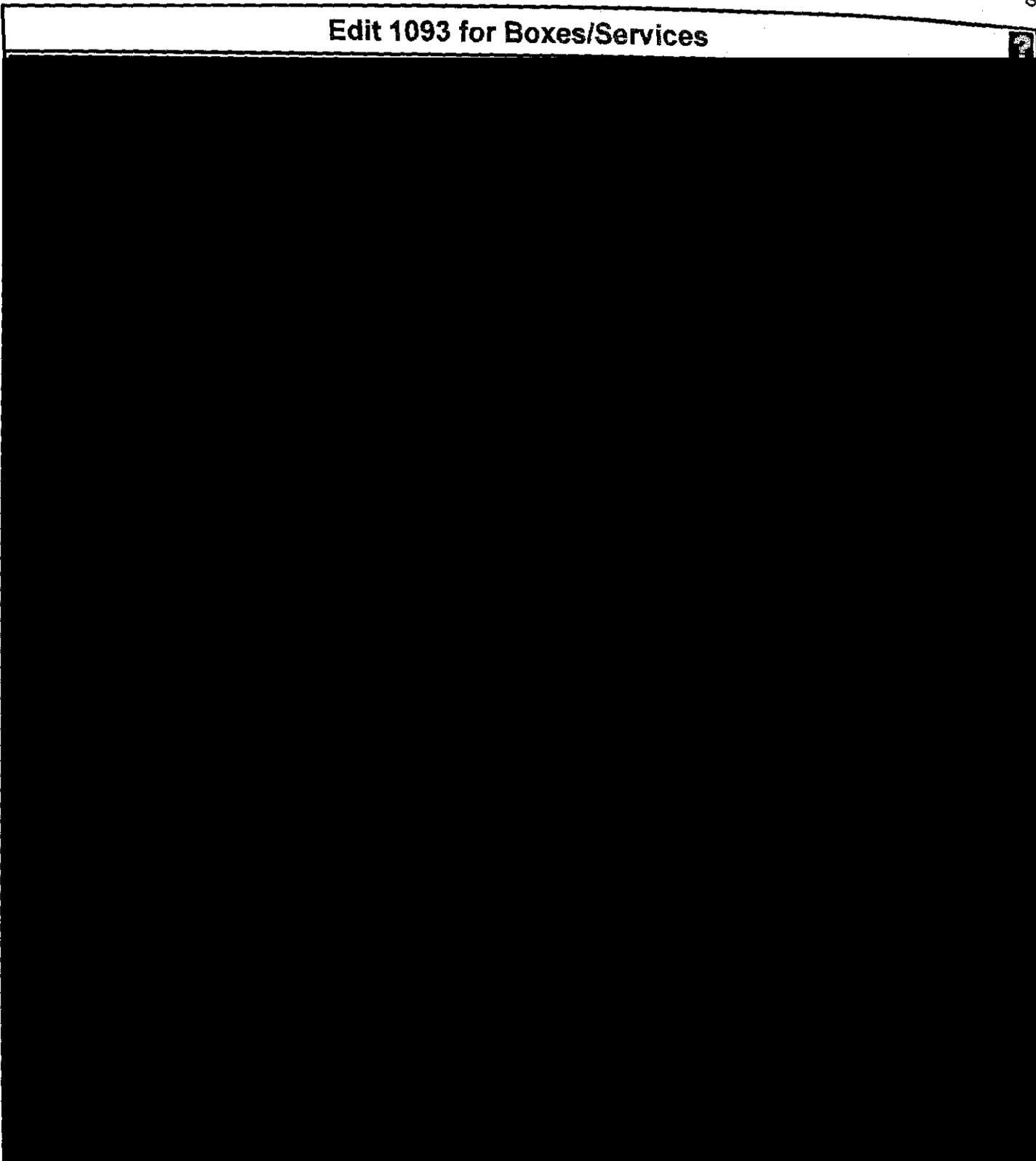


LODY BUCKEYE  
14  
13 OF 24



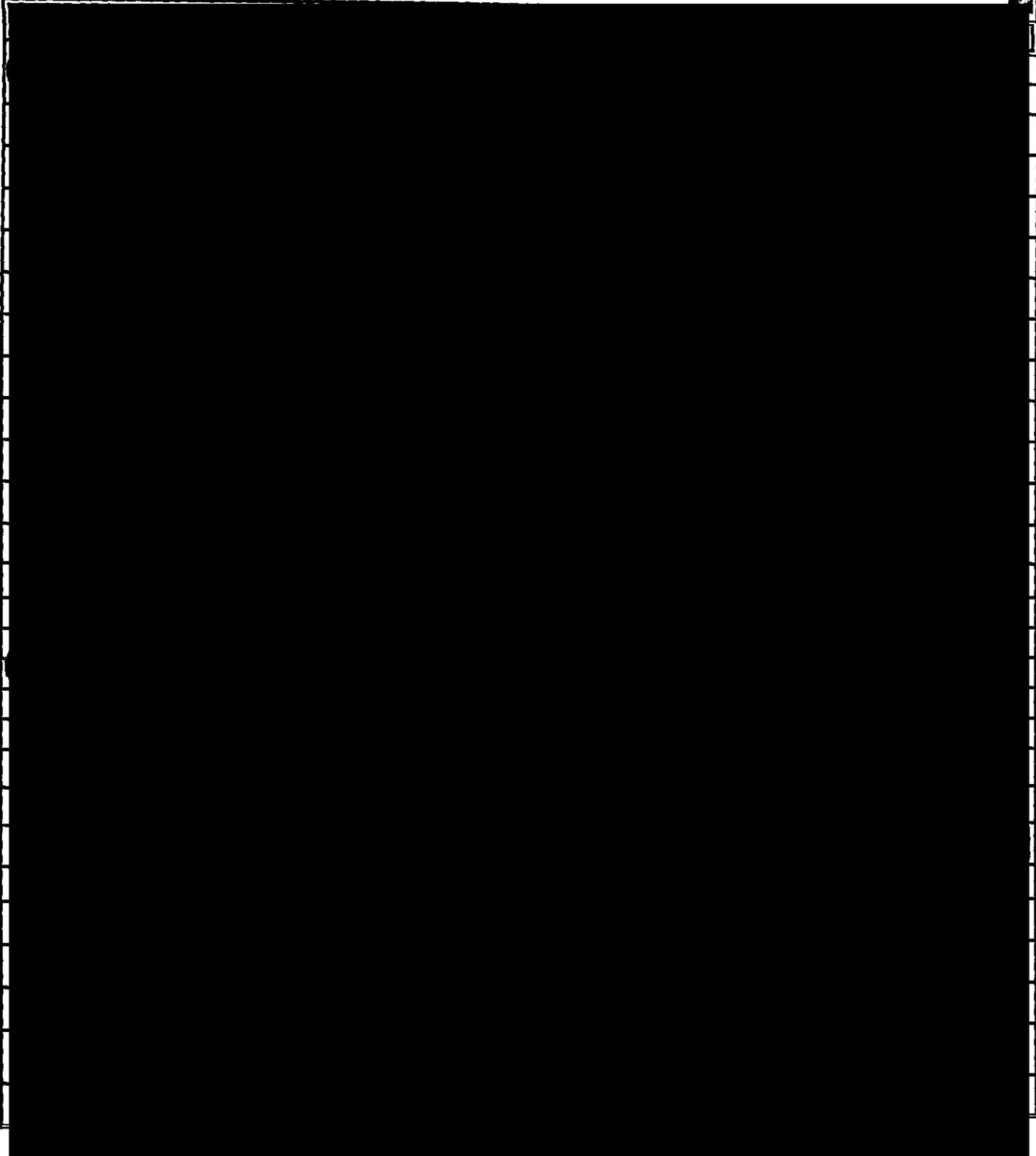
LODI BUCKLEY  
14  
14 OF 24

Edit 1093 for Boxes/Services



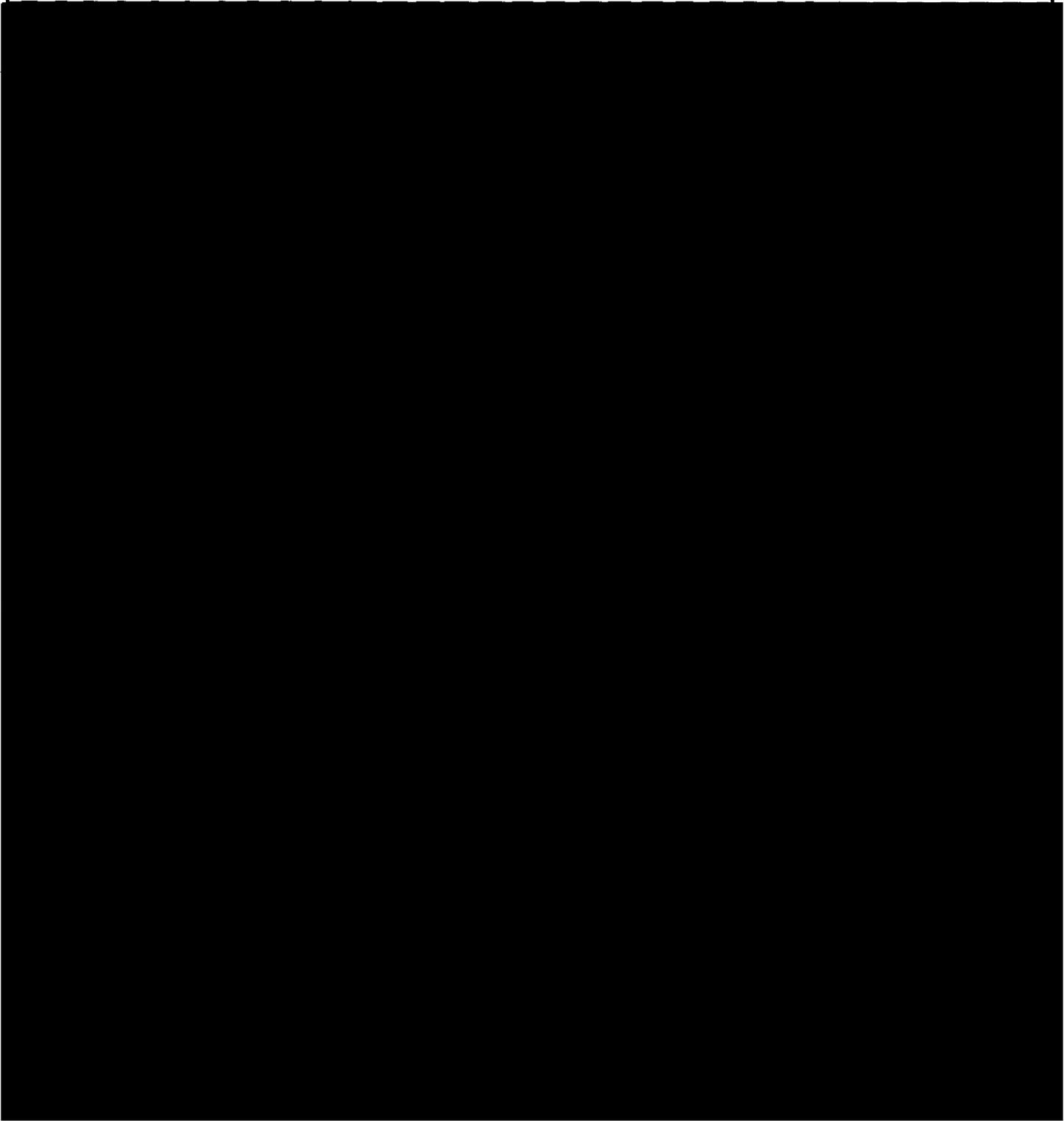
Lodi BUCKEYE  
14  
15 OF 24

Edit 1093 for Boxes/Services



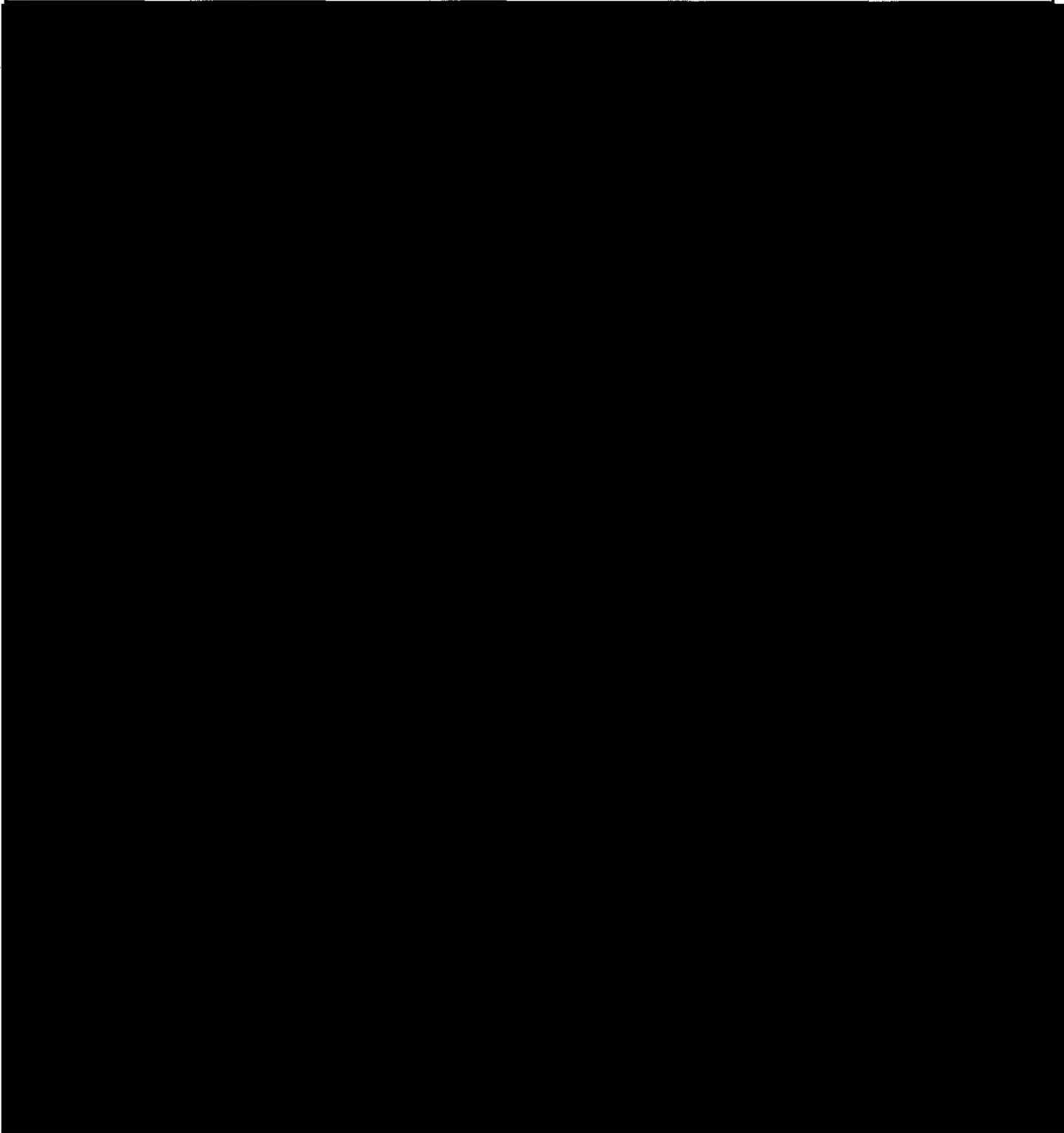
*LODI-BUCKEYE*  
*14*  
*16 OF 24*

**Edit 1093 for Boxes/Services**



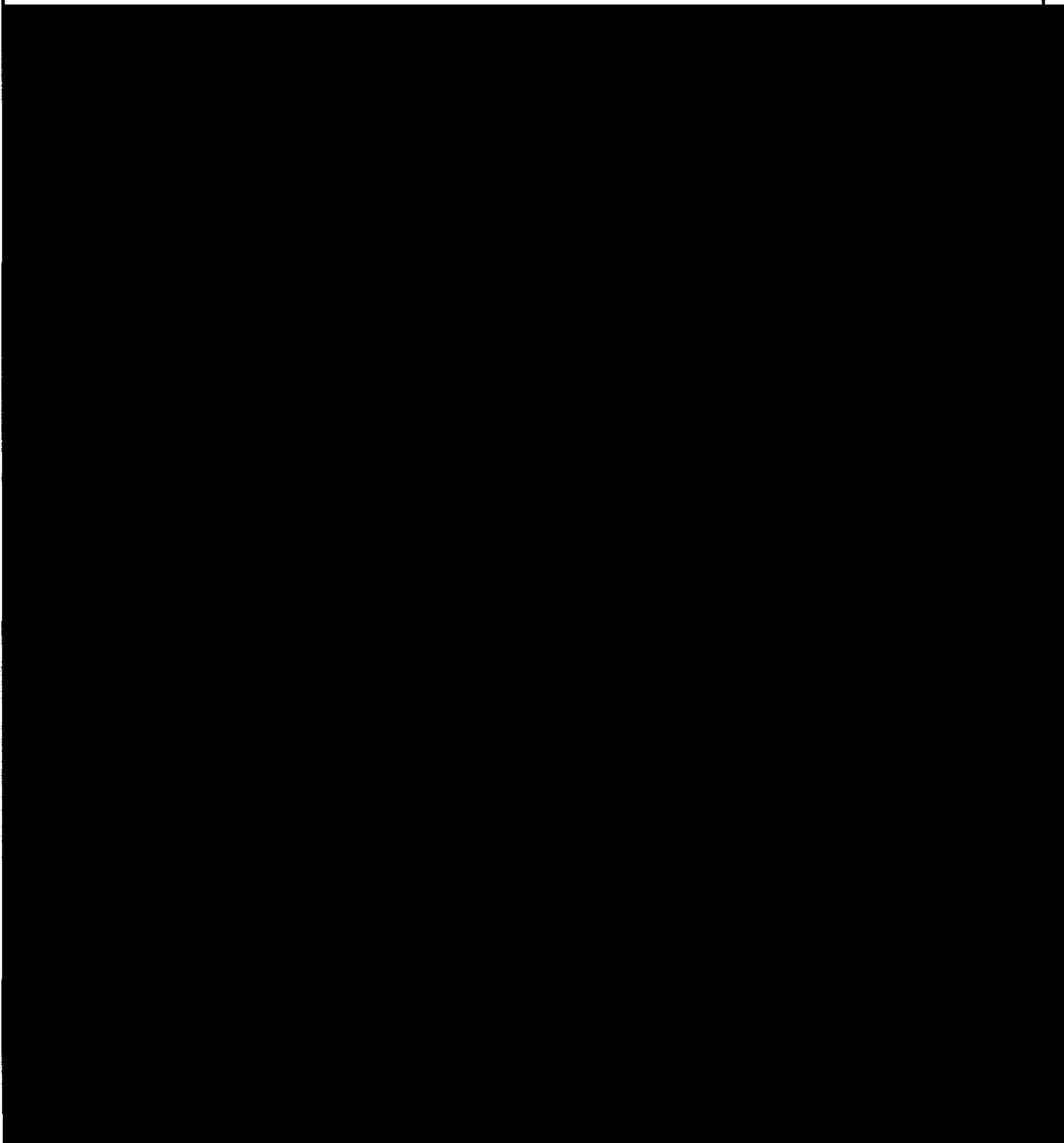
*Lodi-BUCKEYE*  
*14*  
*17 OF 24*

**Edit 1093 for Boxes/Services**



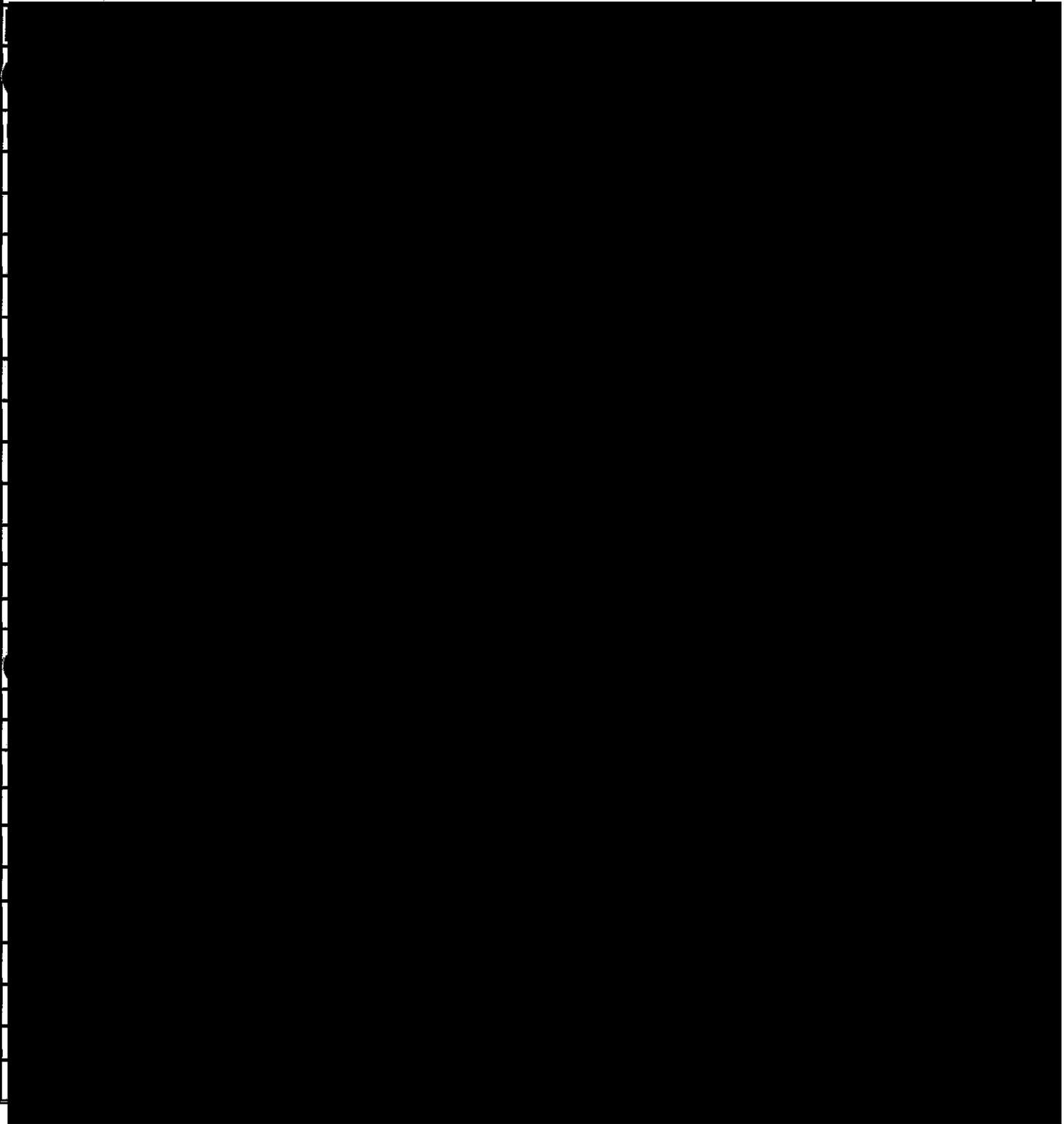
*LODI-BOCKEHL*  
14  
13 OF 24

**Edit 1093 for Boxes/Services**



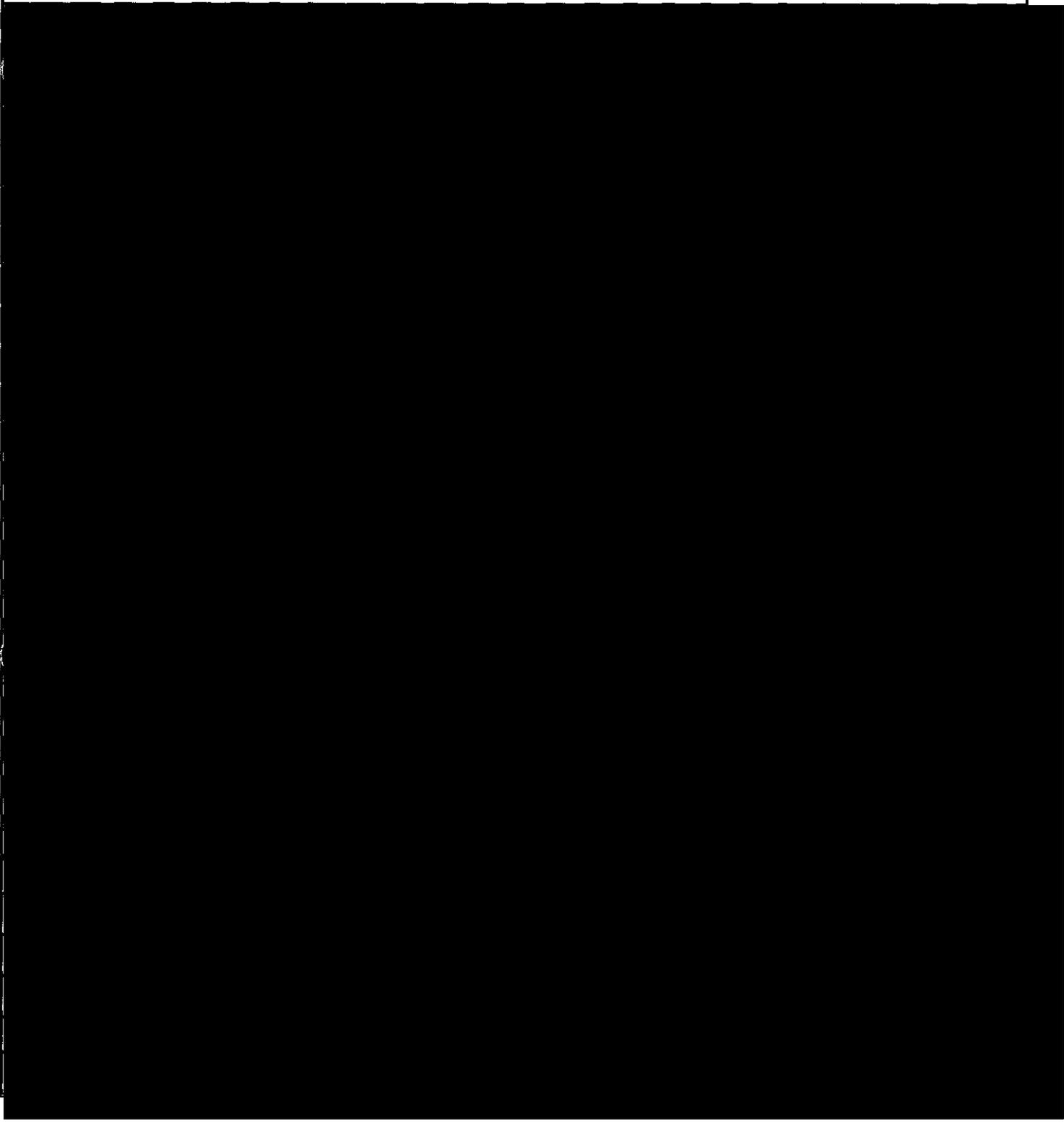
*KODI BOXKEYE*  
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*19 OF 24*

**Edit 1093 for Boxes/Services**



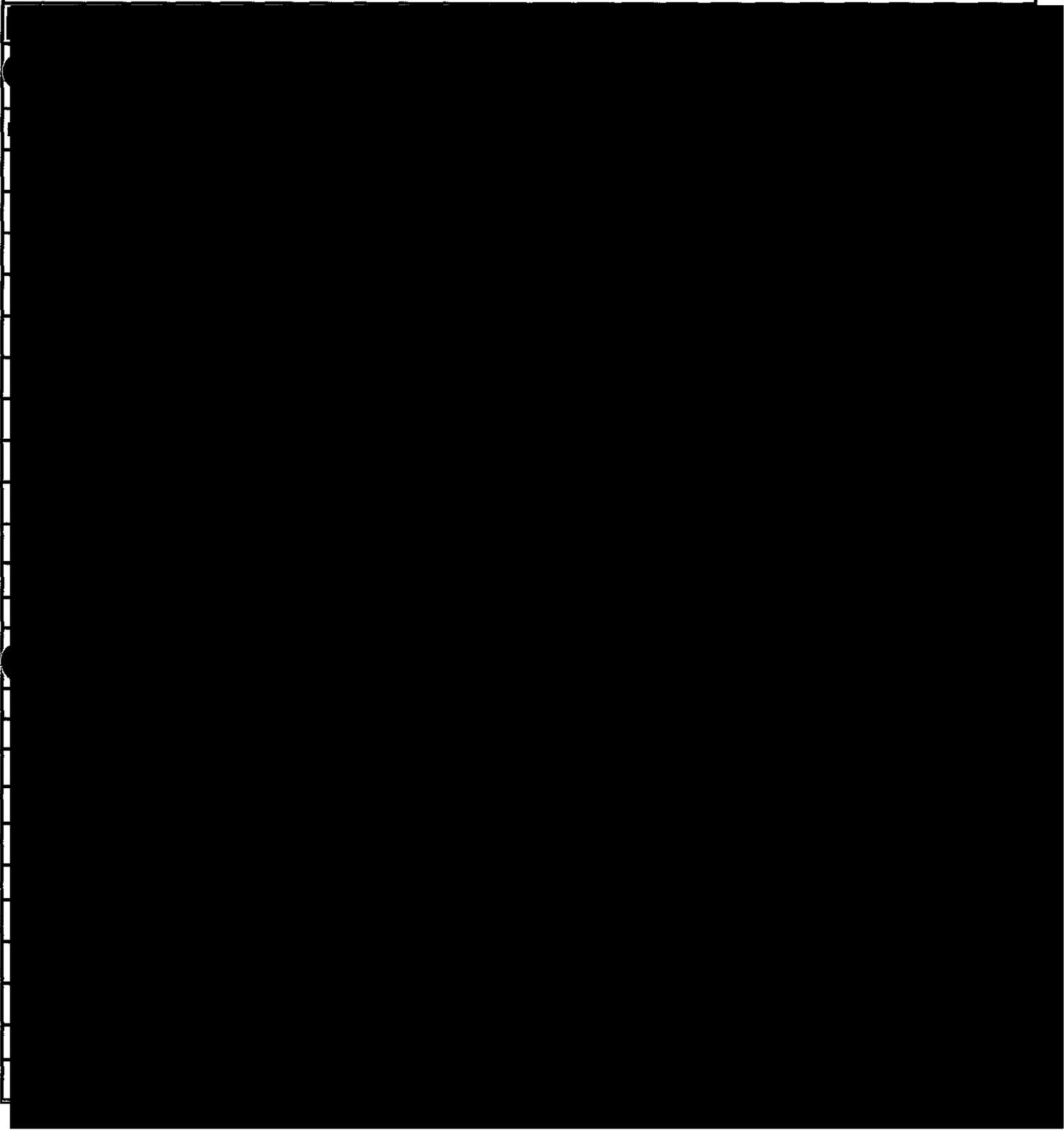
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*20 OF 24*

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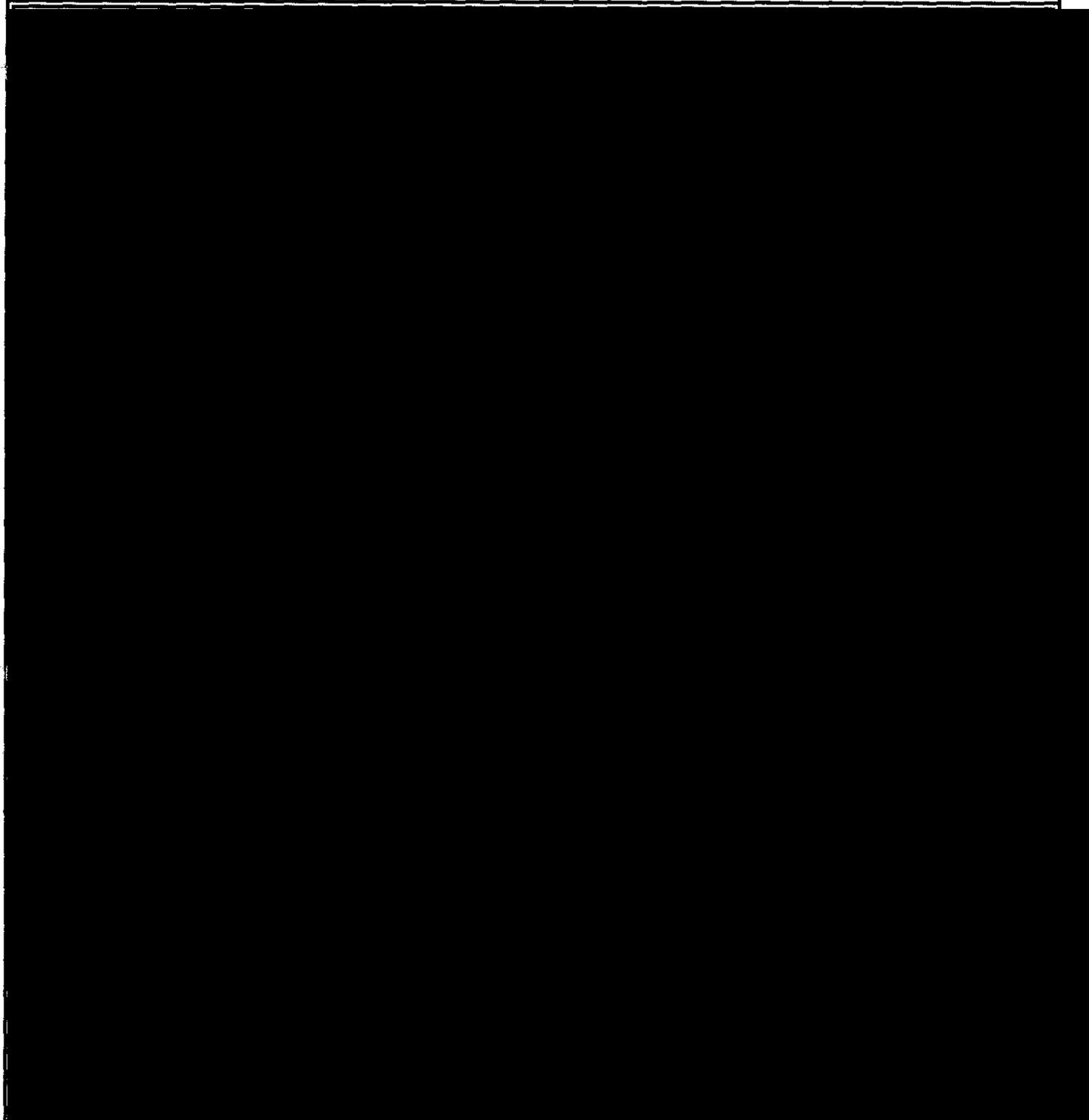
*LODI-BUCKEYE*  
*14*  
*21 OF 24*

**Edit 1093 for Boxes/Services**



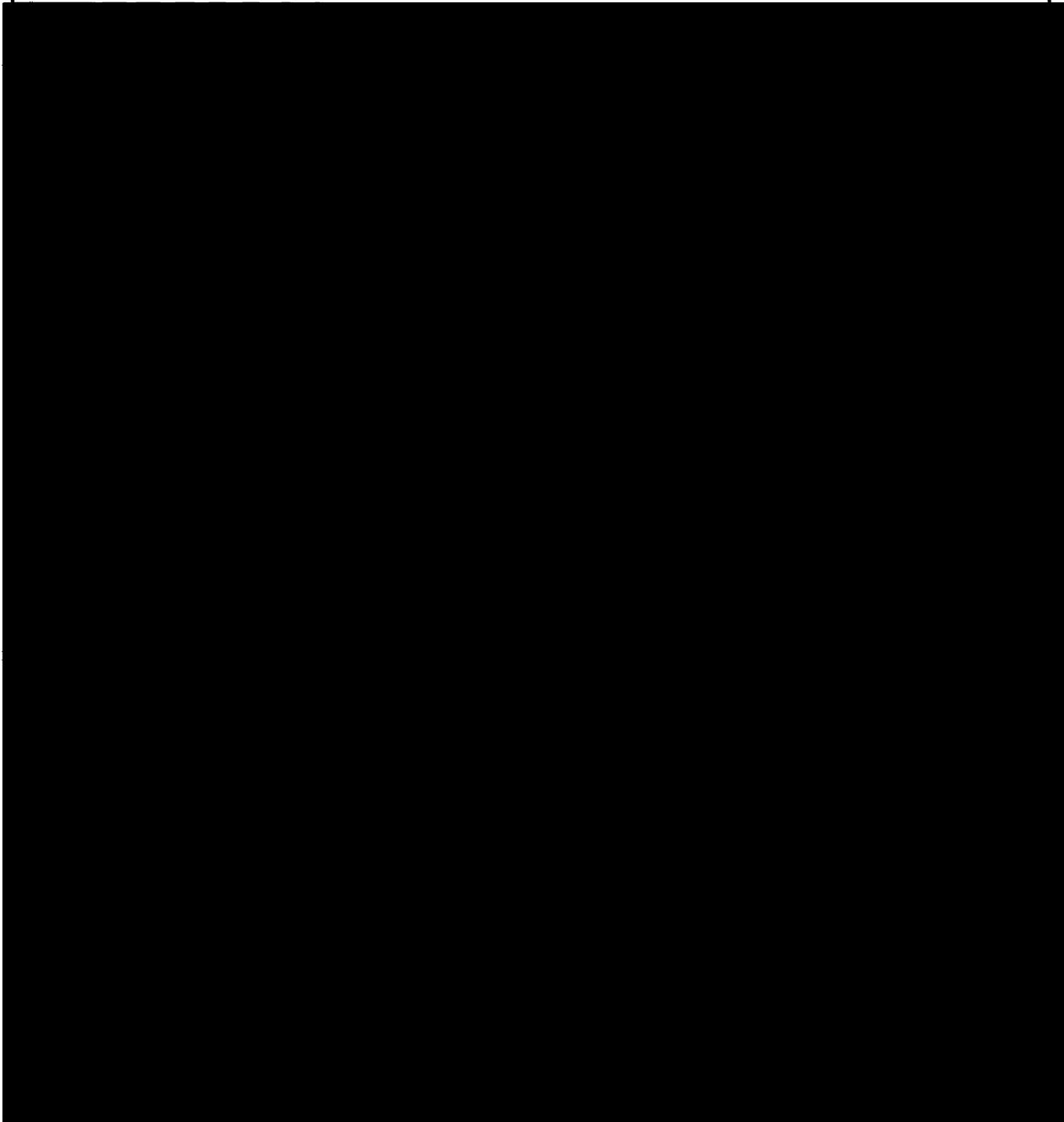
*1021-BUCKEYE*  
*14*  
*22 OF 24*

**Edit 1093 for Boxes/Services**



*LODI-BUCKEYE*  
*14*  
*23 OF 24*

**Edit 1093 for Boxes/Services**



*Red-BUCKEYE*  
*14*  
*24 OF 24*



UNITED STATES  
POSTAL SERVICE

9/12/05

POSTAL INSPECTION SERVICE  
INSPECTOR SAMUELS  
PO BOX 5726  
2400 ORANGE AVE.  
CLEVELAND, OHIO 44101

NO. Lodi-BUCKEYE  
PAGE NO. 15  
PAGE 1 OF 1

SUBJECT: POSSIBLE DISCONTINUANCE OF POST OFFICE

Inspector Samuels,

The Postal Service is currently conducting an investigation concerning the possible discontinuance of the Buckeye Retail Store at The Prime Outlet, 9911 Avon Lake Rd., Burbank, Ohio 44214 located in Medina County. Please search your records for any recent reports of mail theft or vandalism in the area.

Please return your findings in the enclosed envelope. You may use the bottom of this form to report your findings, accompanied by your signature, title, and date.

If you have any questions, contact Tom Lipker (Customer Service Analyst) at 216-443-4508.

Thank you for your assistance in this matter.

Thomas Lipker  
Post Office Review Coordinator

Enclosure: Return Envelope

No records of mail theft or vandalism

Comments/Findings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: E. J. Samuels

Title: Postal Inspector

Date: 9.13.2005



9/12/05

NO. Lodi-Buckeye  
PAGE 16  
1 OF 1

Lt. Detchon  
Medina County Sheriff Department  
555 Independence Dr.  
Medina, Ohio 44256-2460

SUBJECT: Possible Discontinuance of Post Office

The Postal Service is currently conducting an investigation concerning the possible discontinuance of the Buckeye Retail Store at Prime Outlet, 9911 Avon Lake Rd., Burbank, Ohio 44214 located in Medina County. Please search your records for any recent reports of mail theft or vandalism in the area.

Please return your findings in the enclosed envelope. You may use the bottom of this form to report your findings, accompanied by your signature, title, and date.

If you have any questions, contact Tom Lipker (Customer Service Analyst) at 216-443-4508.

Thank you for your assistance in this matter.

Thomas Lipker  
Post Office Review Coordinator  
Northern Ohio District  
2200 Orange Ave. RM212  
Cleveland, Ohio 44101

Enclosure: Return Envelope

No records of mail theft or vandalism

Comments/Findings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: [Handwritten Signature] Title: OPERATIONS COMMANDER  
Date: 9/14/05



**September 19, 2005**

**TO: POSTMASTER OF BURBANK (44214)**

**SUBJECT: CUSTOMER SERVEY / BUCKEYE RETAIL STORE AT PRIME  
OUTLET**

Postmaster,

In the enclosed package you will find pre-addressed envelopes to the PO Box Customers at the Buckeye Retail Store at the Prime Outlet. Please place one envelope in all the current and active PO Boxes. Inside these envelopes is a cover letter informing the customers that the Northern Ohio District is currently performing a study concerning the possible retail/delivery changes at the Buckeye Retail Store. Also enclosed is a survey that they are asked to complete. Instructions are for the customers to give the completed surveys back to the retail associate.

I have enclosed also pre-addressed envelopes for the retail associate to return the completed surveys back to Tom Lipker (C.S.A.). The retail associate should mail any returned surveys daily.

I have also enclosed some copies of the survey that should be placed on the counter for walk up customers. You can make additional copies has needed.

If you have any questions, contact Tom Lipker at 216-443-4508.

Tom Lipker  
C.S.A.  
Northern Ohio District

9/12/05

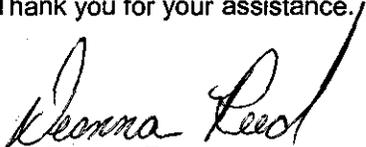
Dear Postal Customer:

As the postal manager responsible for all post offices in your area, I would like your opinion concerning a possible change in how your postal services are provided at the Buckeye Retail Store at Prime Outlet. The recommended change is tentative and will not lead to a formal proposal unless we conclude that it will provide a maximum degree of regular and effective service.

Briefly, we would like to change the service at the Buckeye Retail Store at Prime Outlet by moving the retail services to the Burbank Post Office located in Burbank, Ohio 55 S. Front St. Burbank, Ohio 44214. Delivery of the mail currently being placed in post office boxes will be provided by rural delivery to centralized cluster boxes (CBU) located at the Prime Outlet Mall.

I invite you to think about a possible change to your postal services. Please return the enclosed questionnaire to the retail associate at the Buckeye Retail Store at Prime Outlet by Friday September 30, 2005. Please be aware that, if we formalize a proposal, your questionnaire will become part of an official record.

Thank you for your assistance.

  
Ms. Deanna Reed  
Manager, Post Office Operations  
2200 Orange Ave.  
Cleveland, Ohio 44101

Enclosures: Questionnaire

## Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mailing Letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mailing Parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Picking Up PO Box Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing Money Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fill Postage Meters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?**

Yes ( )      No ( )

If Yes, which office? \_\_\_\_\_

**Would you retain your post office box if it was moved to a nearby location?**

Yes ( )      No ( )

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Date \_\_\_\_\_

**Comments**

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**Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.**

**BUCKEYE RETAIL  
SURVEY OF INCOMING MAIL**

9/10 - 9/30

	Letters 1st Class	Letters Std.	Flats 1st Class	Flats Std.	Parcels Priority	Parcels Std.	Other
10-Sep							
12-Sep							
13-Sep							
14-Sep							
15-Sep							
16-Sep							
17-Sep							
19-Sep							
20-Sep							
21-Sep							
22-Sep							
23-Sep							
24-Sep							
26-Sep							
27-Sep							
28-Sep							
29-Sep							
30-Sep							
TOTAL							

NO. LODI-BUCKEYE  
 18  
1 OF 3

	Letters 1st Class	Letters Std.	Flats 1st Class	Flats Std.	Parcels Priority	Parcels Std.	Other Pieces (Express / Delivery Confirmation)
Average Pieces Per Day Footage							

Survey of Incoming Mail  
(Record in Pieces)

NO. 11  
PAGE

LODI-BUCKEYE  
18  
2 OF 3

Post Office Name and ZIP+4: BUCKEYE RETAIL AT PRIME OUTLET 44214

Dates Recorded: 09/10/05 through 09/30/05

Date	Letters		Flats		Parcels		Other
	First Class	Standard	First Class	Standard	Priority	Standard	
9-10 Saturday							
9-12 Monday							
9-13 Tuesday							
9-14 Wednesday							
9-15 Thursday							
9-16 Friday							
9-17 Saturday							
9-19 Monday							
9-20 Tuesday							
9-21 Wednesday							
9-22 Thursday							
9-23 Friday							
TOTALS							
Daily Average							

REG  
EXP / CERT

Signature of Person Making Count: [Signature]

Printed Name: Rebecca Rose

Title: SSA

Conversion Rate

Letter Type	Total Pieces Per Foot	Flat Type	Total Pieces Per Foot
Manual Letters	227	Manual Flats	115
Automated Letters	215	Automated Flats	115
Sequenced Letters	227	Sequenced Flats	115

Note: Conversion rates are subject to periodic updates which will be published and disseminated when applicable.

WA

**Survey of Incoming Mail**  
(Record in Pieces)

Post Office Name and ZIP+4: BUCKEYE RETAIL AT PRIME OUTLET 44214

Dates Recorded: 09/12/05 through 09/30/05

Date	Letters		Flats		Parcels		Other
	First Class	Standard	First Class	Standard	Priority	Standard	
9-24-05 Saturday							
9-26 Monday							
9-27 Tuesday							
9-28 Wednesday							
9-29 Thursday							
9-30 Friday							
Saturday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
TOTALS							
Daily Average							

Signature of Person Making Count: *Rose*

Printed Name: Rebecca ROSE

Title: SSA

LODI-BUCKEYE  
18  
3 OF 3

**Conversion Rate**

Letter Type	Total Pieces Per Foot	Flat Type	Total Pieces Per Foot
Manual Letters	227	Manual Flats	115
Automated Letters	215	Automated Flats	115
Sequenced Letters	227	Sequenced Flats	115

Note: Conversion rates are subject to periodic updates which will be published and disseminated when applicable.

**BUCKEYE RETAIL  
SURVEY OF DISPATCHED MAIL**

9/10 - 9/30

NO. LODI-BUCKEYE  
19  
1 OF 4

	Letters 1st Class	Letters Std.	Flats 1st Class	Flats Std.	Parcels Priority	Parcels Std.	Other
10-Sep							
12-Sep							
13-Sep							
14-Sep							
15-Sep							
16-Sep							
17-Sep							
19-Sep							
20-Sep							
21-Sep							
22-Sep							
23-Sep							
24-Sep							
26-Sep							
27-Sep							
28-Sep							
29-Sep							
30-Sep							
TOTAL							

	Letters 1st Class	Letters Std.	Flats 1st Class	Flats Std.	Parcels Priority	Parcels Std.	Other Pieces (Express / Delivery Confirmation)
Average Pieces Per Day Footage	105 2/4	0 0	23 1/4	1 0	5	2	1

**Survey of Dispatched Mail  
(Record in Pieces)**

Post Office Name and ZIP+4: BUCKEYE RETAIL STORE AT PRIME OUTLET

Dates Recorded: 09/10/05 through 09/30/05

EXP-CERT

Date 9-10	Letters		Flats		Parcels		Other
	First Class	Standard	First Class	Standard	Priority	Standard	
Saturday 9-12							
Monday 9-13							
Tuesday 9-14							
Wednesday 9-15							
Thursday 9-16							
Friday 9-17							
Saturday 9-19							
Monday 9-20							
Tuesday 9-21							
Wednesday 9-22							
Thursday 9-23							
Friday							
TOTALS							
Daily Average							

Signature of Person Making Count: RRose

Printed Name: Rebecca Rose

Title: \_\_\_\_\_

Survey of Dispatched Mail  
(Record in Pieces)

Post Office Name and ZIP+4: BUCKEYE RETAIL STORE AT PRIME OUTLET

Dates Recorded: 09/12/05 through 09/30/05

Date	Letters		Flats		Parcels		Other
	First Class	Standard	First Class	Standard	Priority	Standard	
9-24 Saturday							
9-26 Monday							
9-27 Tuesday							
9-28 Wednesday							
9-29 Thursday							
9-30 Friday							
Saturday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
TOTALS							
Daily							
Average							

EXP-CERT

Signature of Person Making Count: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Survey of Dispatched Mail  
(Record in Pieces)**

NO. LODI-<sup>BUCKEYE</sup>BARBANK  
 PAGES 19  
 PAGE 4 OF 4

Post Office Name and ZIP+4: BUCKEYE RETAIL STORE AT PRIME OUTLET

Dates Recorded: 09/12/05 through 09/30/05

Date	Letters		Flats		Parcels		Other
	First Class	Standard	First Class	Standard	Priority	Standard	

**EXP-CERT**

<u>9-25</u> Saturday							
9-26 Monday							
9-27 Tuesday							
9-28 Wednesday							
9-29 Thursday							
9-30 Friday							
Saturday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
<b>TOTALS</b>							
Daily Average							

Signature of Person Making Count: R Rose

Printed Name: Rebecca Rose

Title: SSA











### Postal Customer Questionnaire Analysis

Questionnaires were distributed to all Post Office Box customers of the Buckeye Retail Store at Prime Outlet on 09/19/05. Additionally, questionnaires were available at the Buckeye Retail Store at Prime Outlet to walk-in retail customers during the survey period.

#### A. Number of Questionnaires

Total questionnaires distributed	<u>117</u>
Favorable to proposal	<u>0</u>
Unfavorable to proposal	<u>28</u>
Expressing no opinion	<u>11</u>
Total questionnaires received	<u>39</u>

#### B. Postal Concerns

The following postal concerns were expressed:

1. **Concern:** This station has a large collection of commemorative stamps – if it closes I will stop collecting stamps. I have been collecting since 1949.

**Response:** The Postal Service offers customers a wide variety of philatelic and retail products as well as special issue stamps. If the local post office does not provide an adequate supply to meet the needs of customers the Postal Service encourages them to contact their local Postmaster. Additionally, customers may order stamps by telephone with a credit card by calling 1-800 STAMP 24.

2. **Concern:** This Post Office location is very convenient. ( 25 returned surveys expressed convenience as a concern)

**Response:** Our current plan is to relocate the existing paying post office box customers to the Burbank Post Office. Customers who currently receive free post office boxes at the Buckeye Retail Store at Prime Outlet will have their mail delivered by rural carrier to centralized box units located near the Prime Outlet location. Retail services will be made available at the Burbank Post Office, located at 55 S. front Street, Burbank, Ohio 44214. The retail hours at the Burbank Post Office are Monday through Friday 08:30 am – 11:30 am. 1:00 pm – 4:30 pm. Saturday retail hours are 08:00 am till 12:15 pm.

#### C. Nonpostal Concerns

The following nonpostal concerns were expressed:

**NONE**



October 11, 2005



Dear Postal Customer:

Thank you for returning your Postal Service questionnaire concerning the proposed discontinuance of the Buckeye Retail Store at Prime Outlet. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

As part of our ongoing business process, the Postal Service conducts retail service reviews of our units to ensure operational and staffing efficiency. Charged to break even over time, we review retail operations to ensure they meet customer needs while also ensuring that our operations are not cost prohibitive.

Over the last year, we have conducted Window Operation Surveys at The Buckeye Retail Store at Prime Outlet. Because our surveys indicate a loss in workload and the lease on the Buckeye Retail Store at Prime Outlet expires in November 2006, we are currently preparing a justification to relocate the services offered at the Buckeye Retail Store at Prime Outlet to other nearby facilities.

Our current plan is to relocate the existing paying post office box customers to the Burbank Post Office. Customers who currently receive free Post Office Boxes at the Buckeye Retail Store at Prime Outlet will have their mail delivered by rural carrier to centralized box units located near the Prime Outlet location. Retail services will be made available at the Burbank Post Office, located at 55 S. Front Street, Burbank, Ohio 44214. The retail hours at the Burbank Post Office are Monday – Friday 9:30 am – 1:30 pm and 2:00 pm – 5:00 pm. Saturday retail hours are 8:00 am till 12:15 pm.

Customers whom currently receive free post office boxes at the Buckeye Retail Store at Prime Outlet will be offered post office boxes at the Burbank Post for a fee. The PO Box address numbers will be changed to reflect delivery to the Burbank Post Office.

We currently estimate that an alternative form of delivery service would cost the Postal Service substantially less than maintaining the Buckeye Retail Store at Prime Outlet while still providing the community with the high quality services to which it has been accustomed.

If it is determined that a discontinuance of the Buckeye Retail Store at Prime Outlet should be pursued, a formal proposal will be submitted to postal headquarters at a later date. If you have additional questions or comments, please feel free to contact Thomas Lipker, Customer Service Analyst at 216-443-4508.

Sincerely,

Thomas Lipker  
Customer Service Analyst  
Northern Ohio District

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( )	( )	( )
Mailing Letters	( )	( )	( )	( )
Mailing Parcels	( )	( )	( )	( )
Picking Up PO Box Mail	( )	( )	( )	( )
Sending Express Mail	( )	( )	( )	( )
Purchasing Money Orders	( )	( )	( )	( )
Fill Postage Meters	( )	( )	( )	( )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	( )	( )

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes (x) No ( )

If Yes, which office? Burbank

Would you retain your post office box if it was moved to a nearby location?

Yes (x) No ( ) *is the same P.O. Number*

Name (Optional) [Redacted]

Address (Optional) [Redacted]

City/State/Zip (Optional) Burbank, OH 44214

Telephone Number (Optional) \_\_\_\_\_

Date 9-21-05

Comments

I use the P.O. Box # for my business ;

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.



UNITED STATES  
POSTAL SERVICE

October 11, 2005



Dear Postal Customer:

Thank you for returning your Postal Service questionnaire concerning the proposed discontinuance of the Buckeye Retail Store at Prime Outlet. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

As part of our ongoing business process, the Postal Service conducts retail service reviews of our units to ensure operational and staffing efficiency. Charged to break even over time, we review retail operations to ensure they meet customer needs while also ensuring that our operations are not cost prohibitive.

Over the last year, we have conducted Window Operation Surveys at The Buckeye Retail Store at Prime Outlet. Because our surveys indicate a loss in workload and the lease on the Buckeye Retail Store at Prime Outlet expires in November 2006, we are currently preparing a justification to relocate the services offered at the Buckeye Retail Store at Prime Outlet to other nearby facilities.

Our current plan is to relocate the existing paying post office box customers to the Burbank Post Office. Customers who currently receive free Post Office Boxes at the Buckeye Retail Store at Prime Outlet will have their mail delivered by rural carrier to centralized box units located near the Prime Outlet location. Retail services will be made available at the Burbank Post Office, located at 55 S. Front Street, Burbank, Ohio 44214. The retail hours at the Burbank Post Office are Monday – Friday 9:30 am – 1:30 pm and 2:00 pm – 5:00 pm. Saturday retail hours are 8:00 am till 12:15 pm.

The Postal Service offers customers a wide variety of philatelic and retail products as well as special issue stamps. If the local post office does not provide an adequate supply to meet the needs of customers the Postal Service encourages them to contact their local postmaster. Additionally, customers may order stamps by telephone with a credit card by calling 1-800 STAMP24.

We currently estimate that an alternative form of delivery service would cost the Postal Service substantially less than maintaining the Buckeye Retail Store at Prime Outlet while still providing the community with the high quality services to which it has been accustomed.

If it is determined that a discontinuance of the Buckeye Retail Store at Prime Outlet should be pursued, a formal proposal will be submitted to postal headquarters at a later date. If you have additional questions or comments, please feel free to contact Thomas Lipker, Customer Service Analyst at 216-443-4508.

Sincerely,

Thomas Lipker  
Customer Service Analyst  
Northern Ohio District

NO. Lodi-Buckeye  
PAGE NO. 22  
PAGE 4 of 58

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( )	( <input checked="" type="checkbox"/> )	( )
Mailing Letters	( )	( )	( <input checked="" type="checkbox"/> )	( )
Mailing Parcels	( )	( )	( )	( )
Picking Up PO Box Mail	( )	( )	( )	( )
Sending Express Mail	( )	( )	( )	( )
Purchasing Money Orders	( )	( )	( )	( )
Fill Postage Meters	( )	( )	( )	( )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	( <input checked="" type="checkbox"/> )	( )

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes () No ( )

If Yes, which office? Brunswick - Medina

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No ( )

Name (Optional)



Address (Optional)

City/State/Zip (Optional) Brunswick OH 44212

Telephone Number (Optional)



Date 9-29-05

Comments

This station has a large collection of commemorative stamps - if it closes I will stop collecting stamps. Have been collecting since 1949.

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.



October 11, 2005



Dear Postal Customer:

Thank you for returning your Postal Service questionnaire concerning the proposed discontinuance of the Buckeye Retail Store at Prime Outlet. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

As part of our ongoing business process, the Postal Service conducts retail service reviews of our units to ensure operational and staffing efficiency. Charged to break even over time, we review retail operations to ensure they meet customer needs while also ensuring that our operations are not cost prohibitive.

Over the last year, we have conducted Window Operation Surveys at The Buckeye Retail Store at Prime Outlet. Because our surveys indicate a loss in workload and the lease on the Buckeye Retail Store at Prime Outlet expires in November 2006, we are currently preparing a justification to relocate the services offered at the Buckeye Retail Store at Prime Outlet to other nearby facilities.

Our current plan is to relocate the existing paying post office box customers to the Burbank Post Office. Customers who currently receive free Post Office Boxes at the Buckeye Retail Store at Prime Outlet will have their mail delivered by rural carrier to centralized box units located near the Prime Outlet location. Retail services will be made available at the Burbank Post Office, located at 55 S. Front Street, Burbank, Ohio 44214. The retail hours at the Burbank Post Office are Monday – Friday 9:30 am – 1:30 pm and 2:00 pm – 5:00 pm. Saturday retail hours are 8:00 am till 12:15 pm.

The U.S.P.S. and the Northern Ohio District is pleased that the retail experience that you received at the Buckeye Retail Store at Prime Outlet was enjoyable. The Postmaster who manages the Buckeye Retail Store has been informed of your positive comments on her retail staff.

We currently estimate that an alternative form of delivery service would cost the Postal Service substantially less than maintaining the Buckeye Retail Store at Prime Outlet while still providing the community with the high quality services to which it has been accustomed.

If it is determined that a discontinuance of the Buckeye Retail Store at Prime Outlet should be pursued, a formal proposal will be submitted to postal headquarters at a later date. If you have additional questions or comments, please feel free to contact Thomas Lipker, Customer Service Analyst at 216-443-4508.

Sincerely,

Thomas Lipker  
Customer Service Analyst  
Northern Ohio District

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( )	<input checked="" type="checkbox"/>	( )
Mailing Letters	( )	<input checked="" type="checkbox"/>	( )	( )
Mailing Parcels	( )	<input checked="" type="checkbox"/>	( )	( )
Picking Up PO Box Mail	<input checked="" type="checkbox"/>	( )	( )	( )
Sending Express Mail	( )	( )	<input checked="" type="checkbox"/>	( )
Purchasing Money Orders	( )	( )	( )	<input checked="" type="checkbox"/>
Fill Postage Meters	( )	( )	( )	<input checked="" type="checkbox"/>
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	( )	<input checked="" type="checkbox"/>

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No ( )

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) Sullivan OH 44880

Telephone Number (Optional) \_\_\_\_\_

Date 9/28/05

Comments  
The service makes using this Post Office so much more enjoyable.

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

U.S. Postal Service  
**Routing Slip**

*LODI-BUCKEYE*  
*22*  
*8 OF 53*

To	Dept., Office or Room No.	
1. Memo To Record		<input type="checkbox"/> Approval <input type="checkbox"/> Signature <input type="checkbox"/> Comment <input type="checkbox"/> See Me <input type="checkbox"/> As Requested <input type="checkbox"/> Information <input type="checkbox"/> Read and Return <input type="checkbox"/> Read and File <input type="checkbox"/> Necessary Action <input type="checkbox"/> Investigate <input type="checkbox"/> Recommendation <input type="checkbox"/> Prepare Reply
2.		
3.		
4.		
5.		
6.		
From: Thomas Lipker C.S.A. Northern Ohio District Date 10/11/05		Extension Room No.
Remarks No return address on questionnaire / No comments supplied by customer		

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( )	<del>( )</del>	( )
Mailing Letters	( )	<del>( )</del>	<del>( )</del>	( )
Mailing Parcels	( )	<del>( )</del>	( )	<del>( )</del>
Picking Up PO Box Mail	( )	<del>( )</del>	( )	<del>( )</del>
Sending Express Mail	( )	( )	( )	<del>( )</del>
Purchasing Money Orders	( )	( )	( )	<del>( )</del>
Fill Postage Meters	( )	( )	( )	<del>( )</del>
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	( )	<del>( )</del>

**Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?**

Yes ( )      No ~~( )~~

If Yes, which office? \_\_\_\_\_

**Would you retain your post office box if it was moved to a nearby location?**

Yes ( )      No ~~( )~~

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Date \_\_\_\_\_

#### Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mailing Letters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mailing Parcels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Picking Up PO Box Mail	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sending Express Mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Purchasing Money Orders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Fill Postage Meters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes  No ( )

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Date 9/30/05

#### Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( )	( )	X
Mailing Letters	( )	X	( )	X
Mailing Parcels	( )	X	( )	X
Picking Up PO Box Mail	( )	X	( )	X
Sending Express Mail	( )	( )	( )	X
Purchasing Money Orders	( )	( )	( )	X
Fill Postage Meters	( )	( )	( )	X
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	( )	X

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes (X) No ( )

If Yes, which office? Lodi

Would you retain your post office box if it was moved to a nearby location?

Yes (X) No ( )

Name (Optional) Lodi Post Office

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) Lodi Ohio 44254

Telephone Number (Optional) \_\_\_\_\_

Date 9/24/05

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mailing Letters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mailing Parcels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Picking Up PO Box Mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchasing Money Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fill Postage Meters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?**

Yes  No

If Yes, which office? \_\_\_\_\_

**Would you retain your post office box if it was moved to a nearby location?**

Yes  No

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Date 9-26-05

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

## Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mailing Letters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mailing Parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Picking Up PO Box Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing Money Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fill Postage Meters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?**

Yes ( )      No ()

If Yes, which office? \_\_\_\_\_

**Would you retain your post office box if it was moved to a nearby location?**

Yes ( )      No ( )

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Date 21-9-05

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.**

101-1 BUCKEYE  
22  
14 OF 58

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( <input checked="" type="checkbox"/> )	( )	( )
Mailing Letters	( )	( <input checked="" type="checkbox"/> )	( )	( )
Mailing Parcels	( )	( <input checked="" type="checkbox"/> )	( )	( )
Picking Up PO Box Mail	( )	( )	( )	( <input checked="" type="checkbox"/> )
Sending Express Mail	( )	( )	( )	( <input checked="" type="checkbox"/> )
Purchasing Money Orders	( )	( )	( )	( <input checked="" type="checkbox"/> )
Fill Postage Meters	( )	( )	( )	( <input checked="" type="checkbox"/> )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	( )	( <input checked="" type="checkbox"/> )

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No ()

If Yes, which office? W/A

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No () N/A

Name (Optional) [Redacted]

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) [Redacted]

Date 27 SEP 05

Comments  
None.

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mailing Letters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mailing Parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Picking Up PO Box Mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Purchasing Money Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fill Postage Meters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) Burbank Oh 44214

Telephone Number (Optional) \_\_\_\_\_

Date 9-27-05

#### Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

U.S. Postal Service  
**Routing Slip**

*Lodi-Buckeye*  
22  
16 OF 58

To	Dept., Office or Room No.	
1. Memo To Record		<input type="checkbox"/> Approval
2.		<input type="checkbox"/> Signature
3.		<input type="checkbox"/> Comment
4.		<input type="checkbox"/> See Me
5.		<input type="checkbox"/> As Requested
6.		<input type="checkbox"/> Information
		<input type="checkbox"/> Read and Return
		<input type="checkbox"/> Read and File
		<input type="checkbox"/> Necessary Action
		<input type="checkbox"/> Investigate
		<input type="checkbox"/> Recommendation
		<input type="checkbox"/> Prepare Reply
From: THOMAS LIPKER CSA NORTHERN OHIO DISTRICT Date 10/11/05		Extension  Room No.
Remarks  No Return Address  However, we will respond in the questionnaire analysis along with this response:  As part of our ongoing business process, the Postal Service conducts retail service reviews of our units to ensure operational and staffing efficiency. Charged to break even over time, we review retail operations to ensure they meet customer needs while also ensuring that our operations are not cost prohibitive.  Over the last year, we have conducted Window Operation Surveys at The Buckeye Retail Store at Prime Outlet. Because our surveys indicate a loss in workload and the lease on the Buckeye Retail Store at Prime Outlet expires in November 2006, we are currently preparing a justification to relocate the services offered at the Buckeye Retail Store at Prime Outlet to other nearby facilities.  Our current plan is to relocate the existing paying post office box customers to the Burbank Post Office. Customers who currently receive free Post Office Boxes at the Buckeye Retail Store at Prime Outlet will have their mail delivered by rural carrier to centralized box units located near the Prime Outlet location. Retail services will be made available at the Burbank Post Office, located at 55 S. Front Street, Burbank, Ohio 44214. The retail hours at the Burbank Post Office are Monday - Friday 9:30 am - 1:30 pm and 2:00 pm - 5:00 pm. Saturday retail hours are 8:00 am till 12:15 pm.  The Postal Service offers customers a wide variety of philatelic and retail products as well as special issue stamps. If the local post office does not provide an adequate supply to meet the needs of customers the Postal Service encourages them to contact their local postmaster. Additionally, customers may order stamps by telephone with a credit card by calling 1-800 STAMP24.  We currently estimate that an alternative form of delivery service would cost the Postal Service substantially less than maintaining the Buckeye Retail Store at Prime Outlet while still providing the community with the high quality services to which it has been accustomed.  If it is determined that a discontinuance of the Buckeye Retail Store at Prime Outlet should be pursued, a formal proposal will be submitted to postal headquarters at a later date. If you have additional questions or comments, please feel free to contact Thomas Lipker, Customer Service Analyst at 216-443-4508		

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( )	(X)	( )
Mailing Letters	( )	( )	( )	( )
Mailing Parcels	( )	( )	( )	( )
Picking Up PO Box Mail	( )	( )	( )	( )
Sending Express Mail	( )	( )	( )	( )
Purchasing Money Orders	( )	( )	( )	( )
Fill Postage Meters	( )	( )	( )	( )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	( )	( )

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes (X)      No ( )

If Yes, which office? AURORA, OH 44202

Would you retain your post office box if it was moved to a nearby location?

Yes ( )      No ( )

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) AURORA, OH 44202-7833

Telephone Number (Optional) 

Date 09/30/05

**Comments**

This store remains best source for new stamp issues  
and is in a convenient location as part of outlet stores.

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

U.S. Postal Service  
**Routing Slip**

LODI-BUCKEYE  
 22  
 18 OF 58

To	Dept., Office or Room No.	<input type="checkbox"/> Approval <input type="checkbox"/> Signature <input type="checkbox"/> Comment <input type="checkbox"/> See Me <input type="checkbox"/> As Requested <input type="checkbox"/> Information <input type="checkbox"/> Read and Return <input type="checkbox"/> Read and File <input type="checkbox"/> Necessary Action <input type="checkbox"/> Investigate <input type="checkbox"/> Recommendation <input type="checkbox"/> Prepare Reply
1. Memo To Record		
2.		
3.		
4.		
5.		
6.		
From: Thomas Lipker C.S.A. Northern Ohio District Date 10/11/05		Extension  Room No.
<b>Remarks</b> <p>No return address on questionnaire, unable to respond to customer.</p> <p>However, we will respond in the questionnaire analysis along with this response:</p> <p>As part of our ongoing business process, the Postal Service conducts retail service reviews of our units to ensure operational and staffing efficiency. Charged to break even over time, we review retail operations to ensure they meet customer needs while also ensuring that our operations are not cost prohibitive.</p> <p>Over the last year, we have conducted Window Operation Surveys at The Buckeye Retail Store at Prime Outlet. Because our surveys indicate a loss in workload and the lease on the Buckeye Retail Store at Prime Outlet expires in November 2006, we are currently preparing a justification to relocate the services offered at the Buckeye Retail Store at Prime Outlet to other nearby facilities.</p> <p>Our current plan is to relocate the existing paying post office box customers to the Burbank Post Office.</p> <p>Customers who currently receive free Post Office Boxes at the Buckeye Retail Store at Prime Outlet will have their mail delivered by rural carrier to centralized box units located near the Prime Outlet location. Retail services will be made available at the Burbank Post Office, located at 55 S. Front Street, Burbank, Ohio 44214. The retail hours at the Burbank Post Office are Monday - Friday 9:30 am - 1:30 pm and 2:00 pm - 5:00 pm. Saturday retail hours are 8:00 am till 12:15 pm.</p> <p>We currently estimate that an alternative form of delivery service would cost the Postal Service substantially less than maintaining the Buckeye Retail Store at Prime Outlet while still providing the community with the high quality services to which it has been accustomed.</p>		

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	XX	( )	( )
Mailing Letters	( )	XX	( )	( )
Mailing Parcels	( )	( )	XX	( )
Picking Up PO Box Mail	X	( )	( )	( )
Sending Express Mail	( )	( )	( )	XX
Purchasing Money Orders	( )	( )	( )	XX
Fill Postage Meters	( )	( )	XX	XX
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	X	( )

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No ( )

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Date 9-26-05

Comments I will really miss the convenience, close to my work, since I have a mail box at my home, its more convenient to come to Prime. This would really be missed.

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( )	(x)	( )
Mailing Letters	(x)	( )	( )	( )
Mailing Parcels	( )	( )	( )	(x)
Picking Up PO Box Mail	(x)	( )	( )	( )
Sending Express Mail	( )	( )	( )	(x)
Purchasing Money Orders	( )	( )	(x)	( )
Fill Postage Meters	( )	( )	( )	(x)
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	( )	(x)

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No ( )

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No ( )

Name (Optional)

Aurie Sweet

Address (Optional)

N/A

City/State/Zip (Optional)

\_\_\_\_\_

Telephone Number (Optional)

\_\_\_\_\_

Date 9-26-05

**Comments**

I will miss the post office if it leaves. It is much more convenient for me to use this facility than the local post office. I also loved the staff they are always

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

Kind & helpful.

**Buckeye Postal Retail Store**  
9911 Avon Lake Rd.  
Unit 275  
Burbank, Ohio 44214-9630

NO. Lodi-BUCKEYE  
27  
21 OF 58

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( <input checked="" type="checkbox"/> )	( )	( )
Mailing Letters	( <input checked="" type="checkbox"/> )	( )	( )	( )
Mailing Parcels	( )	( <input checked="" type="checkbox"/> )	( )	( )
Picking Up PO Box Mail	( <input checked="" type="checkbox"/> )	( )	( )	( )
Sending Express Mail	( )	( <input checked="" type="checkbox"/> )	( )	( )
Purchasing Money Orders	( )	( )	( <input checked="" type="checkbox"/> )	( )
Fill Postage Meters	( )	( )	( )	( <input checked="" type="checkbox"/> )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( <input checked="" type="checkbox"/> )	( )	( )	( )

**Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?**

Yes ( ) No ()

If Yes, which office? \_\_\_\_\_

**Would you retain your post office box if it was moved to a nearby location?**

Yes ( ) No ()

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Date \_\_\_\_\_

#### Comments

THE PRIME OUTLET IS A GREAT LOCATION  
FOR THE POST OFFICE. IT IS EXTREMELY  
CONVENIENT & CLOSE TO THE HIGHWAY & GREAT  
FOR TRAVELERS.

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

Buckeye Postal Retail Store  
9911 Avon Lake Rd.  
Unit 275  
Burbank, Ohio 44214-9630

LODI-BUCKEYE

22  
22 OF 58

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mailing Letters	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mailing Parcels	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Picking Up PO Box Mail	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sending Express Mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Purchasing Money Orders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Fill Postage Meters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes  No

If Yes, which office? Burbank

Would you retain your post office box if it was moved to a nearby location?

Yes  No

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Date 9/23/05

Comments  
Its closed all the time.  
Close Burbank + move here.

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( )	( )	( )
Mailing Letters	( )	( )	( )	( )
Mailing Parcels	( )	( )	( )	( )
Picking Up PO Box Mail	( )	( )	( )	( )
Sending Express Mail	( )	( )	( )	( )
Purchasing Money Orders	( )	( )	( )	( )
Fill Postage Meters	( )	( )	( )	( )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	( )	( )

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No (X)

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No (X)

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Date \_\_\_\_\_

Comments: This is a stupid idea. why would you move the post office when all business in Burbank is directly correlated to the mall? You'd be losing money and customers -

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( )	(X)	( )
Mailing Letters	(X)	( )	( )	( )
Mailing Parcels	( )	( )	(X)	( )
Picking Up PO Box Mail	(X)	( )	( )	( )
Sending Express Mail	( )	( )	(X)	( )
Purchasing Money Orders	( )	( )	(X)	(X)
Fill Postage Meters	( )	( )	(X)	( )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	(X)	( )

**Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?**

Yes ( ) No (X)

If Yes, which office? \_\_\_\_\_

**Would you retain your post office box if it was moved to a nearby location?**

Yes ( ) No (X)

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Date 9-23-05

Comments Please Don't leave the mall

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

Melody from ultra

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( <input checked="" type="checkbox"/> )	( )	( )
Mailing Letters	( )	( <input checked="" type="checkbox"/> )	( )	( )
Mailing Parcels	( )	( <input checked="" type="checkbox"/> )	( )	( )
Picking Up PO Box Mail	( )	( )	( )	( )
Sending Express Mail	( )	( )	( )	( )
Purchasing Money Orders	( )	( )	( )	( )
Fill Postage Meters	( )	( <input checked="" type="checkbox"/> )	( )	( )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( <input checked="" type="checkbox"/> )	( )	( )

**Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?**

Yes ( ) No ()

If Yes, which office? \_\_\_\_\_

**Would you retain your post office box if it was moved to a nearby location?**

Yes ( ) No ( )

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Date 9-23-05

**Comments**

*This is A great place for you Retail items Also  
Thank you*

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	<input checked="" type="checkbox"/>	( )	( )
Mailing Letters	( )	<input checked="" type="checkbox"/>	( )	( )
Mailing Parcels	( )	( )	( )	( )
Picking Up PO Box Mail	( )	( )	( )	( )
Sending Express Mail	( )	( )	( )	( )
Purchasing Money Orders	( )	( )	( )	( )
Fill Postage Meters	( )	( )	( )	( )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	( )	( )

**Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?**

Yes ( ) No ( )

If Yes, which office? \_\_\_\_\_

**Would you retain your post office box if it was moved to a nearby location?**

Yes ( ) No ( )

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Date \_\_\_\_\_

**Comments**

*please keep this location open - I travel from wooster expressly for this service + help!!  
 Thanks are better*

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

*Thanks*

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mailing Letters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mailing Parcels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Picking Up PO Box Mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchasing Money Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fill Postage Meters	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No

Name (Optional) \_\_\_\_\_  
 Address (Optional) \_\_\_\_\_  
 City/State/Zip (Optional) \_\_\_\_\_  
 Telephone Number (Optional) \_\_\_\_\_

Date \_\_\_\_\_

Comments Do Not Move!  
We're stuck in our stores & don't  
have time to travel.

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( )	<input checked="" type="checkbox"/>	( )
Mailing Letters	( )	<input checked="" type="checkbox"/>	( )	( )
Mailing Parcels	( )	( )	( )	( )
Picking Up PO Box Mail	<input checked="" type="checkbox"/>	( )	( )	( )
Sending Express Mail	( )	( )	( )	( )
Purchasing Money Orders	( )	( )	( )	( )
Fill Postage Meters	( )	( )	( )	( )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	<input checked="" type="checkbox"/>	( )

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes  No ( )

If Yes, which office? Lodi

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No

Name (Optional) Vickie Hursky (Subway)

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) 330-416-0071

Date 9/22/05

**Comments**

*Although I pass another post office several times a week I prefer doing business here. The convenience of it is greater. I believe our customers would miss it too. It's not just the tenants of*

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

*the mall who use its services*

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	<del>( )</del>	( )	( )
Mailing Letters	( )	<del>( )</del>	( )	( )
Mailing Parcels	( )	<del>( )</del>	( )	( )
Picking Up PO Box Mail	( )	<del>( )</del>	( )	( )
Sending Express Mail	( )	<del>( )</del>	<del>( )</del>	( )
Purchasing Money Orders	( )	<del>( )</del>	<del>( )</del>	( )
Fill Postage Meters	( )	<del>( )</del>	<del>( )</del>	<del>( )</del>
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	<del>( )</del>	<del>( )</del>	<del>( )</del>

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No ~~( )~~

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No ~~( )~~

Name (Optional) Jockey

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Date 9-27-05

Comments  
This office is an essential for this mall. Most of us are unable to get to another postoffice. It is also a nice convenience for our shoppers.

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( )	( <input checked="" type="checkbox"/> )	( )
Mailing Letters	( )	( <input checked="" type="checkbox"/> )	( )	( )
Mailing Parcels	( )	( )	( )	( )
Picking Up PO Box Mail	( )	( <input checked="" type="checkbox"/> )	( )	( )
Sending Express Mail	( )	( )	( )	( )
Purchasing Money Orders	( )	( )	( <input checked="" type="checkbox"/> )	( )
Fill Postage Meters	( )	( )	( )	( )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	( )	( )

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No ()

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No ()

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Date 9/20/05

Comments  
It would be very convenient to  
move the Post office or remove  
it from the office.

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( )	( <input checked="" type="checkbox"/> )	( )
Mailing Letters	( )	( <input checked="" type="checkbox"/> )	( )	( )
Mailing Parcels	( )	( )	( <input checked="" type="checkbox"/> )	( )
Picking Up PO Box Mail	( )	( )	( )	( <input checked="" type="checkbox"/> )
Sending Express Mail	( )	( )	( )	( <input checked="" type="checkbox"/> )
Purchasing Money Orders	( )	( )	( )	( <input checked="" type="checkbox"/> )
Fill Postage Meters	( )	( )	( )	( <input checked="" type="checkbox"/> )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	( )	( <input checked="" type="checkbox"/> )

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No ()

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No ( ) N/A

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Date 7-27-05

#### Comments

The hours at this P.O. are great for my work schedule.

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

Lodi-Buckeye  
22  
32 of 58

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( )	X	( )
Mailing Letters	( )	X	X	( )
Mailing Parcels	( )	( )	X	( )
Picking Up PO Box Mail	( )	( )	X	X
Sending Express Mail	( )	( )	X	X
Purchasing Money Orders	( )	( )	( )	X
Fill Postage Meters	( )	( )	X	X
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	X	( )

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No (X)

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No (X)

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Date 9-26-05

Comments  
THIS P.O. LOCATION IS VERY CONVENIENT.  
WE HAVE LUNCH, SHOP + MAIL STUFF - WE PLAN  
OUR VISIT.

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( <input checked="" type="checkbox"/> )	( )	( )
Mailing Letters	( <input checked="" type="checkbox"/> )	( )	( )	( )
Mailing Parcels	( )	( <input checked="" type="checkbox"/> )	( )	( )
Picking Up PO Box Mail	( )	( )	( )	( <input checked="" type="checkbox"/> )
Sending Express Mail	( )	( )	( <input checked="" type="checkbox"/> )	( )
Purchasing Money Orders	( )	( )	( )	( <input checked="" type="checkbox"/> )
Fill Postage Meters	( )	( )	( )	( <input checked="" type="checkbox"/> )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	( <input checked="" type="checkbox"/> )	( )

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No ()

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No ( )

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Date \_\_\_\_\_

Comments

Please DO NOT move this facility!!  
 Please add the special occasion pkg. mail envelopes, boxes, cards that are all coordinating to existing services. I use this post office exclusively for my personal needs, and would be severely inconvenienced if this closed.  
 Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

Lodi-Buckeye  
22  
34 of 58

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( )	( <input checked="" type="checkbox"/> )	( )
Mailing Letters	( )	( <input checked="" type="checkbox"/> )	( )	( )
Mailing Parcels	( )	( )	( <input checked="" type="checkbox"/> )	( )
Picking Up PO Box Mail	( )	( )	( )	( <input checked="" type="checkbox"/> )
Sending Express Mail	( )	( )	( <input checked="" type="checkbox"/> )	( )
Purchasing Money Orders	( )	( )	( )	( <input checked="" type="checkbox"/> )
Fill Postage Meters	( )	( )	( )	( <input checked="" type="checkbox"/> )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( <input checked="" type="checkbox"/> )	( )	( )

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No ()

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No ()

Name (Optional) \_\_\_\_\_

Address (Optional) \_\_\_\_\_

City/State/Zip (Optional) \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Date 9-20-2005

Comments I'd have to go out of my way if you'd close this P.O.

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

1001-BUCKEYE  
22  
35 OF 38



October 11, 2005



Dear Postal Customer:

Thank you for returning your Postal Service questionnaire concerning the proposed discontinuance of the Buckeye Retail Store at Prime Outlet. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

As part of our ongoing business process, the Postal Service conducts retail service reviews of our units to ensure operational and staffing efficiency. Charged to break even over time, we review retail operations to ensure they meet customer needs while also ensuring that our operations are not cost prohibitive.

Over the last year, we have conducted Window Operation Surveys at The Buckeye Retail Store at Prime Outlet. Because our surveys indicate a loss in workload and the lease on the Buckeye Retail Store at Prime Outlet expires in November 2006, we are currently preparing a justification to relocate the services offered at the Buckeye Retail Store at Prime Outlet to other nearby facilities.

Our current plan is to relocate the existing paying post office box customers to the Burbank Post Office. Customers who currently receive free Post Office Boxes at the Buckeye Retail Store at Prime Outlet will have their mail delivered by rural carrier to centralized box units located near the Prime Outlet location. Retail services will be made available at the Burbank Post Office, located at 55 S. Front Street, Burbank, Ohio 44214. The retail hours at the Burbank Post Office are Monday – Friday 9:30 am – 1:30 pm and 2:00 pm – 5:00 pm. Saturday retail hours are 8:00 am till 12:15 pm.

We currently estimate that an alternative form of delivery service would cost the Postal Service substantially less than maintaining the Buckeye Retail Store at Prime Outlet while still providing the community with the high quality services to which it has been accustomed.

If it is determined that a discontinuance of the Buckeye Retail Store at Prime Outlet should be pursued, a formal proposal will be submitted to postal headquarters at a later date. If you have additional questions or comments, please feel free to contact Thomas Lipker, Customer Service Analyst at 216-443-4508.

Sincerely,

Thomas Lipker  
Customer Service Analyst  
Northern Ohio District

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	(X)	( )	( )
Mailing Letters	(X)	(X)	( )	( )
Mailing Parcels	( )	(X)	( )	( )
Picking Up PO Box Mail	(X)	( )	( )	( )
Sending Express Mail	( )	(X)	( )	( )
Purchasing Money Orders	( )	( )	(X)	( )
Fill Postage Meters	( )	( )	( )	( )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	(X)	( )	( )

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No (X)

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No (X)

Name (Optional)



Address (Optional)

City/State/Zip (Optional)

Ashtabula OH

Telephone Number (Optional)



Date

9-30-05

Comments

Please do not close this location Very Convenient!

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

Lodi-BUCKEYE  
22  
37 of 58



October 11, 2005



Dear Postal Customer:

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Northern Ohio District

### Postal Customer Questionnaire

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Buying Stamps	( )	<input checked="" type="checkbox"/>	( )	( )
Mailing Letters	( )	<input checked="" type="checkbox"/>	( )	( )
Mailing Parcels	( )	( )	<input checked="" type="checkbox"/>	( )
Picking Up PO Box Mail	( )	( )	( )	( )
Sending Express Mail	( )	( )	( )	( )
Purchasing Money Orders	( )	( )	( )	( )
Fill Postage Meters	( )	( )	( )	( )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	( )	( )

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes  No ( )

If Yes, which office? Homerville + Lodi

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No ( )

Name (Optional)

Address (Optional)

City/State/Zip (Optional)

Telephone Number (Optional)

Date 9-26-05

Comments

The post office here at Prime Outlets  
is very convenient for me, I would hate to  
see it leave.

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

Lodi-BUCKEYE  
22  
39 OF 58



October 11, 2005



Dear Postal Customer:

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Sincerely,

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Northern Ohio District

### Postal Customer Questionnaire

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Buying Stamps	( )	( <input checked="" type="checkbox"/> )	( )	( )
Mailing Letters	( )	( <input checked="" type="checkbox"/> )	( )	( )
Mailing Parcels	( )	( <input checked="" type="checkbox"/> )	( )	( )
Picking Up PO Box Mail	( <input checked="" type="checkbox"/> )	( )	( )	( )
Sending Express Mail	( )	( )	( <input checked="" type="checkbox"/> )	( )
Purchasing Money Orders	( )	( )	( )	( <input checked="" type="checkbox"/> )
Fill Postage Meters	( )	( )	( )	( <input checked="" type="checkbox"/> )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( <input checked="" type="checkbox"/> )	( )	( )

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No ()

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes () No ( )

Name (Optional)

Address (Optional)

City/State/Zip (Optional)

Telephone Number (Optional)

Date 9/23/05

**Comments**

THERE WOULD BE NO CHOICE BUT TO RETAIN OUR P.O. BOX, HOWEVER, IF IT IS MOVED, I WOULD LIKELY NOT VISIT IT MORE THAN ONCE PER MONTH

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

Lodi-Buckeye  
22  
4 OF 58



October 11, 2005



Dear Postal Customer:

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Sincerely,

Thomas Lipker  
Customer Service Analyst  
Northern Ohio District

Lodi-BUCKEYE  
22  
42 OF 58

**Buckeye Postal Retail Store**  
9911 Avon Lake Rd.  
Unit 275  
Burbank, Ohio 44214-9630

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( )	( <input checked="" type="checkbox"/> )	( )
Mailing Letters	( <input checked="" type="checkbox"/> )	( )	( )	( )
Mailing Parcels	( <input checked="" type="checkbox"/> )	( )	( )	( )
Picking Up PO Box Mail	( <input checked="" type="checkbox"/> )	( )	( )	( )
Sending Express Mail	( )	( <input checked="" type="checkbox"/> )	( )	( )
Purchasing Money Orders	( )	( )	( )	( <input checked="" type="checkbox"/> )
Fill Postage Meters	( )	( )	( )	( )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( <input checked="" type="checkbox"/> )	( )	( )

**Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?**

Yes ( ) No ()

If Yes, which office? \_\_\_\_\_

**Would you retain your post office box if it was moved to a nearby location?**

Yes () No ( )

Name (Optional)

Address (Optional)

City/State/Zip (Optional)

Telephone Number (Optional) \_\_\_\_\_

Date 9-22-01

**Comments**

Ease of Access & Service  
would mean keep keep the outlet  
P.O. open, or change Area of Medina County  
to Lodi, Ohio post office responsibility.

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.



UNITED STATES  
POSTAL SERVICE

Lodi-BUCKEYE

02

43 OF 58

October 11, 2005

Sarah Foth  
7963 White Rd.  
Burbank, Oh 44214

Dear Postal Customer:

Thank you for returning your Postal Service questionnaire concerning the proposed discontinuance of the Buckeye Retail Store at Prime Outlet. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

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Sincerely,

Thomas Lipker  
Customer Service Analyst  
Northern Ohio District

Lodi-BUCKEYE  
22  
44 OF 58

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( <input checked="" type="checkbox"/> )	( )	( )
Mailing Letters	( )	( <input checked="" type="checkbox"/> )	( )	( )
Mailing Parcels	( )	( <input checked="" type="checkbox"/> )	( )	( )
Picking Up PO Box Mail	( )	( )	( )	( <input checked="" type="checkbox"/> )
Sending Express Mail	( )	( )	( <input checked="" type="checkbox"/> )	( )
Purchasing Money Orders	( )	( )	( <input checked="" type="checkbox"/> )	( )
Fill Postage Meters	( )	( )	( )	( <input checked="" type="checkbox"/> )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( <input checked="" type="checkbox"/> )	( )	( )

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No ()

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No ()

Name (Optional)

Address (Optional)

City/State/Zip (Optional)

Telephone Number (Optional) \_\_\_\_\_

Date 9-20-05

Comments

Please Don't Close this Post Office,  
I find it very convenient!!

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

ADD-BUCKEYE  
22  
45 OF 58



October 11, 2005

Tammy R. Gallatin  
111 W. Middle PO Box 3002  
Burbank, Ohio 44214

Dear Postal Customer:

Thank you for returning your Postal Service questionnaire concerning the proposed discontinuance of the Buckeye Retail Store at Prime Outlet. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

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Sincerely,

Thomas Lipker  
Customer Service Analyst  
Northern Ohio District

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( )	(X)	( )
Mailing Letters	(X)	( )	( )	( )
Mailing Parcels	( )	( )	(X)	( )
Picking Up PO Box Mail	(X)	( )	( )	( )
Sending Express Mail	( )	( )	(X)	( )
Purchasing Money Orders	( )	( )	( )	(X)
Fill Postage Meters	( )	( )	( )	(X)
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	(X)	( )	( )

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

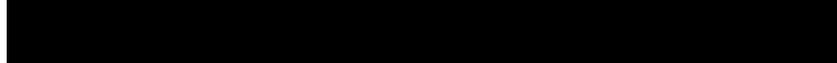
Yes (X) No ( )

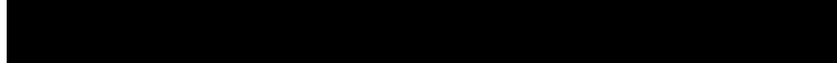
If Yes, which office? Burbank, but it's closed when I pass by

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No (X)

Name (Optional) 

Address (Optional) 

City/State/Zip (Optional) 

Telephone Number (Optional) 

Date 9/20/05

Comments) Please, please don't close. I left the Village Post Office because it was never open before I went to work, ~~and~~ after I left work or during lunch. Plus, the staff here is unmatched.

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

Please reconsider ~ it will be a detriment if you move this office ~ for many of us.

Lodi-Buckeye  
22  
47 OF 58



October 11, 2005



Dear Postal Customer:

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Sincerely,

Thomas Lipker  
Customer Service Analyst  
Northern Ohio District

**Buckeye Postal Retail Store**  
9911 Avon Lake Rd.  
Unit 275  
Burbank, Ohio 44214-9630

100. LODI-BUCKEYE  
72  
48 OF 58

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( <input checked="" type="checkbox"/> )	( )	( )
Mailing Letters	( )	( <input checked="" type="checkbox"/> )	( )	( )
Mailing Parcels	( )	( )	( )	( <input checked="" type="checkbox"/> )
Picking Up PO Box Mail	( <input checked="" type="checkbox"/> )	( )	( <input checked="" type="checkbox"/> )	( )
Sending Express Mail	( )	( )	( )	( <input checked="" type="checkbox"/> )
Purchasing Money Orders	( )	( )	( )	( <input checked="" type="checkbox"/> )
Fill Postage Meters	( )	( )	( )	( <input checked="" type="checkbox"/> )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	( )	( <input checked="" type="checkbox"/> )

**Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?**

Yes ( ) No ()

If Yes, which office? \_\_\_\_\_

**Would you retain your post office box if it was moved to a nearby location?**

Yes ( ) No ()

Name (Optional)

Address (Optional)

City/State/Zip (Optional)

Telephone Number (Optional)

Date 9-22-05

Comments

We need this office in the mall for  
merchants + customers alike.

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

1001-BUCKEYE  
22  
49 OF 58



October 11, 2005



Dear Postal Customer:

Thank you for returning your Postal Service questionnaire concerning the proposed discontinuance of the Buckeye Retail Store at Prime Outlet. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

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Sincerely,

Thomas Lipker  
Customer Service Analyst  
Northern Ohio District

### Postal Customer Questionnaire

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Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mailing Letters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mailing Parcels	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Picking Up PO Box Mail	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sending Express Mail	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Purchasing Money Orders	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Fill Postage Meters	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No ()

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes () No ( )

*Because we would have a choice*

Name (Optional)  
 Address (Optional)  
 City/State/Zip (Optional)  
 Telephone Number (Optional)



Date 9-22-05

**Comments**

*Having this Post office here at the MALL is of great service  
 I Comment - Every Store here uses this facility - all of us are always  
 Buying Stamps + mailing things as well as other local people*

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

Lodi-BUCKEYE  
22  
51 OF 58



October 11, 2005



Dear Postal Customer:

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Sincerely,

Thomas Lipker  
Customer Service Analyst  
Northern Ohio District

L001-BUCKEYE  
22  
52 OF 58

**Buckeye Postal Retail Store**  
9911 Avon Lake Rd.  
Unit 275  
Burbank, Ohio 44214-9630

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mailing Letters	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mailing Parcels	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Picking Up PO Box Mail	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sending Express Mail	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Purchasing Money Orders	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fill Postage Meters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

**Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?**

Yes  No

If Yes, which office? Creston + Burbank

**Would you retain your post office box if it was moved to a nearby location?**

Yes  No

Name (Optional)

Address (Optional)

City/State/Zip (Optional)

Telephone Number (Optional)

Date 9/22/05

**Comments**

The postoffice here at the mall is such a convenience for us as a business and personally. I would only keep our P.O. Box out of necessity if it was moved. We would like to see it stay here. The staff is always friendly + helpful.

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

Lodi-BUCKEYE  
22  
53 OF 58



October 11, 2005



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Sincerely,

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Customer Service Analyst  
Northern Ohio District

### Postal Customer Questionnaire

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Buying Stamps	( )	( <input checked="" type="checkbox"/> )	( )	( )
Mailing Letters	( <input checked="" type="checkbox"/> )	( <input checked="" type="checkbox"/> )	( )	( )
Mailing Parcels	( )	( <input checked="" type="checkbox"/> )	( )	( )
Picking Up PO Box Mail	( <input checked="" type="checkbox"/> )	( )	( )	( )
Sending Express Mail	( )	( <input checked="" type="checkbox"/> )	( )	( )
Purchasing Money Orders	( )	( )	( <input checked="" type="checkbox"/> )	( )
Fill Postage Meters	( )	( )	( )	( )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( <input checked="" type="checkbox"/> )	( )	( )

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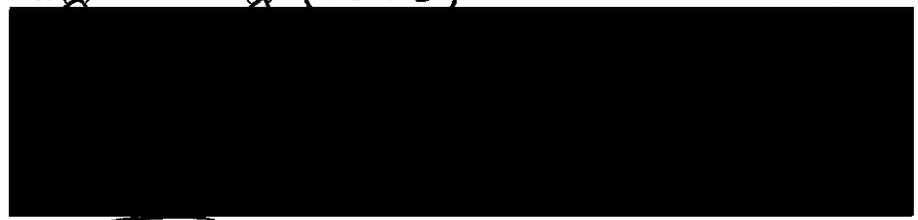
Yes ( ) No ()

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No () (Norris)

Name (Optional)  
Address (Optional)  
City/State/Zip (Optional)  
Telephone Number (Optional) \_\_\_\_\_



Date 9/26/05

Comments  
Please leave P. Office here @ Outlet Mall

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

Lodi-BUCKEYE  
22  
55 OF 58



October 11, 2005



Dear Postal Customer:

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Sincerely,

Thomas Lipker  
Customer Service Analyst  
Northern Ohio District

### Postal Customer Questionnaire

Please check the appropriate box to indicate whether you use the Buckeye Retail Store at Prime Outlet for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	( )	( )	(X)	( )
Mailing Letters	( )	(X)	( )	( )
Mailing Parcels	( )	(X)	( )	( )
Picking Up PO Box Mail	(X)	( )	( )	( )
Sending Express Mail	( )	( )	(X)	( )
Purchasing Money Orders	( )	(X)	( )	(X)
Fill Postage Meters	( )	( )	( )	( )
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	( )	( )	(X)	( )

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No (X)

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No (X)

Name (Optional)

Address (Optional)

City/State/Zip (Optional)

Telephone Number (Optional)

Date 9-28-05

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

Lodi-Buckeye  
22  
57 of 58



October 11, 2005



Dear Postal Customer:

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Sincerely,

Thomas Lipker  
Customer Service Analyst  
Northern Ohio District

1001-BUCKEYE  
22  
58 OF 58

### Postal Customer Questionnaire

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Postal Services	Daily	Weekly	Monthly	Never
Buying Stamps	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mailing Letters	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mailing Parcels	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Picking Up PO Box Mail	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sending Express Mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Purchasing Money Orders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Fill Postage Meters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Special Services e.g. Certified, Registered, Insured Mail, Delivery or Signature Confirmation.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you pass another Post Office during your business hours while traveling to or from work, shopping, or for personal needs?

Yes ( ) No

If Yes, which office? \_\_\_\_\_

Would you retain your post office box if it was moved to a nearby location?

Yes ( ) No

Name (Optional)

Address (Optional)

City/State/Zip (Optional)

Telephone Number (Optional)

Date 9/21

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

PHO.  
TRK NO.  
PAGE

*Lodi-BUCKEYE*  
*23*  
*1 OF 15*



October 17, 2005



Dear Postal Customer:

In my past correspondence thanking you for replying to our customer survey I mistakenly gave you the incorrect retail times for the Burbank Post Office.

Retail services are available at the Burbank Post Office, located at 55 S. Front Street, Burbank, Ohio 44214. The retail hours at the Burbank Post Office are Monday – Friday 8:30 am – 11:30 am and 1:00 pm – 4:30 pm. Saturday retail hours are 8:00 am till 12:15 pm.

I am sorry for any inconvenience this error may have caused you.

If you have any question you may contact me at 216-443-4508

Sincerely,

Thomas Lipker  
Customer Service Analyst  
Northern Ohio District



NO. Lodi-Buckeye  
23  
2 OF 15

October 17, 2005



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L001-BOCKEYE  
RB  
3 OF 13



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Lodi-Buckeye  
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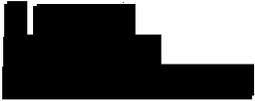
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Lodi-BUCKEYE  
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Lodi-Buckeye  
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8 OF 15

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October 17, 2005



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October 17, 2005



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Lodi-BUCKEYE

23

10 OF 15



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October 17, 2005



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Northern Ohio District

Lodi-BUCKEYE  
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October 17, 2005



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October 17, 2005

Lodi-Buckeye  
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Northern Ohio District

Lodi-Buckeye  
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October 17, 2005



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Thomas Lipker  
Customer Service Analyst  
Northern Ohio District

Lodi-Buckey  
23  
15 OF 15

FROM  
SUBJECT



October 17, 2005



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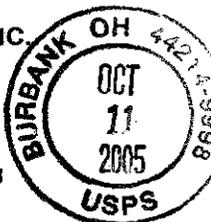
Thomas Lipker  
Customer Service Analyst  
Northern Ohio District



**LORAIN-MEDINA RURAL ELECTRIC COOPERATIVE, INC.**

22898 West Road  
PO Box 158  
Wellington OH 44090-0158  
1-440-647-2133  
1-800-222-5673  
www.lmre.org

Fax: 1-440-647-4870  
Email: lmre@fesco-oh.org  
www.shoplmre.com



<b>ACCOUNT NUMBER</b>
<b>BILLING DATE</b>
10/10/05
<b>DUE DATE</b>
10/24/05

**BURBANK POST OFFICE  
MALL  
55 FRONT ST  
PO BOX 9998  
BURBANK OH 44214-9998**

ITEM NO. LODI-BUCKEYE  
PAGE 24  
1 OF 3

PLEASE MAKE CHECKS PAYABLE TO:  
LORAIN-MEDINA ELECTRIC COOPERATIVE

TO AVOID ADDITIONAL EXPENSE - YOUR  
METER READING AND PAYMENT MUST BE  
IN THE COOPERATIVE OFFICE BY THE 24TH  
OF THE MONTH.

**FOR SERVICE AT**  
9911 AVON LAKE RD #2

**IMPORTANT MESSAGE**  
In October, we celebrate National Cooperative Month. Lots of businesses talk about growing their communities. For cooperatives like Lorain-Medina Rural Electric Cooperative it's not just talk. It's what we're all about. We're owned by our members, and our mission is to serve and nurture them and the communities in which they live, work and shop. We're in it for the long haul strengthening communities through jobs, service and community involvement.

<b>STATEMENT IS FOR MONTH ENDING</b>		<b>REVENUE</b>		
09/24/05		06		
<b>PREVIOUS READING</b>	<b>PRESENT READING</b>	<b>KWH MULTIPLIER</b>	<b>KWH USED</b>	<b>AMOUNT</b>
80548	82929	1	2381	182.23
LMRE PEOPLE FUND				0.77
<b>METER NUMBER</b>	<b>RATE</b>	<b>WHOLESALE POWER COST ADJ</b>	<b>AMOUNT OF BILL</b>	
	COM03	0.0023600	\$ 183.00	
<b>BILL IS DELINQUENT AND LATE CHARGE APPLIES IF NOT RECEIVED BY:</b>			<b>DUE DATE</b>	<b>BILL WITH LATE CHARGE</b>
			10/24/05	\$ 201.22

**TYPE OF BILL**  
Regular Bill

Under state law, the amount you are being billed includes kilowatt hour taxes that have been in effect since 2001 and are currently at: for the first 67 kWh-\$0.00465 per kWh, for the next 68 - 500 kWh-\$0.00419 per kWh, for 501 and above-\$0.00363 per kWh.  
**KEEP THIS PORTION FOR YOUR RECORDS**

**PLEASE RETURN THIS PORTION WITH PAYMENT  
PLEASE DO NOT STAPLE, FOLD OR ATTACH ANYTHING TO THIS PORTION**

4-13-1-27  
METER #: [REDACTED]

Remit To:  
**LORAIN-MEDINA RURAL ELECTRIC CO-OP, INC.**  
PAYMENT PROCESSING CENTER  
PO BOX 464  
ATTICA OH 44807-0464

**BURBANK POST OFFICE  
MALL  
55 FRONT ST  
PO BOX 9998  
BURBANK OH 44214-9998**

**DO NOT READ**

DATE METER READ \_\_\_\_\_  
PLEASE READ METER AND ENTER READING HERE

<b>BILLING</b>	<b>PREVIOUS READING</b>	<b>B C</b>
10/10/05	82929	R

<b>ACCOUNT NUMBER</b>	<b>BILL WITH LATE CHARGE</b>	<b>AMOUNT OF BILL</b>
[REDACTED]	\$ 201.22	\$ 183.00

[REDACTED] 183.00

**MALL  
55 FRONT ST  
PO BOX 9998  
BURBANK OH 44214-9998**



We never stop working for you.

Billing Date: 09/19/05 Page 1  
Telephone Number : 330 948-4077  
Account Number: [REDACTED]

BUCKEYE RETAIL UNIT

**Account Summary**

<b>Previous Charges</b>	\$ .00
<b>Balance</b>	\$ .00

**New Charges**

<b>Verizon (page 2)</b>	\$ 50.78
<b>Total New Charges Due</b>	\$ 50.78

Amount transferred to summary bill number 330 197-0089	50.78
--	-------

**Total Due:** .00

NO.  
ITEM NO.  
PAGE

Lodi-BUCKEY  
24  
2 OF 3

Account: [REDACTED]



BUCKEYE RETAIL UNIT  
9911 AVON LAKE RD UNIT 275  
BURBANK OH 44214-9630





We never stop working for you.

Billing Date: 09/19/05 Page 1  
Telephone Number : 330 948-4305  
Account Number: [REDACTED]

UNITED STATES GOVERNMENT

**Account Summary**

<hr/>	
Previous Charges	\$ .00
Balance	\$ .00

**New Charges**

<hr/>	
Verizon (page 2)	\$ 96.21
<b>Total New Charges Due</b>	<b>\$ 96.21</b>

Amount transferred to summary bill number 330 197-0089	96.21
--	-------

**Total Due:** .00

NO.  
ITEM NO.  
PAGE

*Lodi-BUCKEYE*  
24  
3 of 3



Account: [REDACTED]

UNITED STATES GOVERNMENT  
9911 AVON LAKE RD  
BURBANK OH 44214-9631



November 23, 2005

TNO. Lodi-Buckeye  
ITEM NO. 25  
PAGE 1 OF 1

Dear Postal Customers:

As part of normal business processes, the Postal Service regularly examines and evaluates local postal operational and staffing requirements in an effort to determine any opportunities for improving efficiencies. As I am sure you are aware, the Postal Service is mandated by Congress to operate in a business-like manner, to break even over a period of time, and to rely on revenues generated from our services - not tax dollars - to fund its operations.

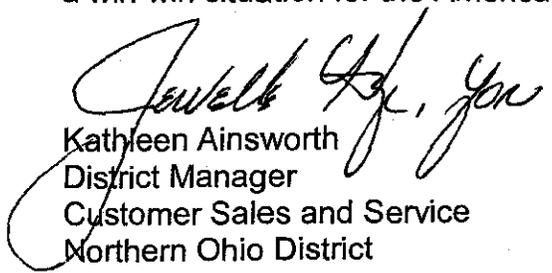
These examinations and evaluations reflect the responsibility and trust we hold to keep postage rates as low as possible for all our customers.

Evaluations of two years of collected data and window operation surveys indicate a significant loss of workload at the Buckeye Retail Store at Prime Outlet Mall, 9911 Avon Lake Road, Suite 275, Burbank, Ohio 44214.

In light of this finding, we are proposing that all post office boxes and all retail activity at the Buckeye Retail Store at Prime Outlet Mall be relocated to the Burbank Post Office, 55 S. Front St., Burbank, Ohio 44214. Current patrons who are entitled to free post office boxes would continue to receive free delivery, but to a central box unit installed and maintained by the Postal Service. Patrons who presently pay for a post office box would be required to close their box with the option of opening another post office box at Burbank Post Office or any convenient post office facility.

We plan to hold a town hall meeting to discuss this proposed change with the community to answer questions and provide additional information. The meeting is scheduled for Wednesday, December 07, 2005 from 12 p.m. until 2 p.m. at an open store front 9911 Avon Lake Rd. Unit 420, Burbank, Ohio 44214.

In closing, I would like to mention that the U.S. Postal Service is a unique government agency providing solid service to the public, while operating with no taxpayer dollars. We are totally funded with revenue from our operations. Therefore, to stay healthy we must take advantage of efficiencies as they are identified. When we can do this while continuing to provide excellent service to the public, it is indeed a win-win situation for the American public and our organization.

  
Kathleen Ainsworth  
District Manager  
Customer Sales and Service  
Northern Ohio District



November 23, 2005

THOMAS FARMER  
PRIME OUTLETS LODI  
9911 AVON LAKE RD. UNIT 80  
BURBANK, OHIO 44214

Dear Mr. Farmer:

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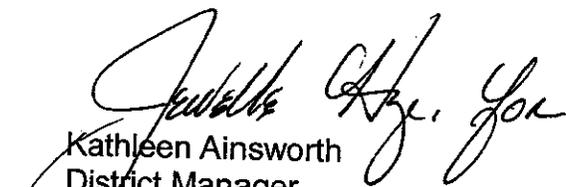
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- 2 -

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If you have any questions, please contact Marketing Manager Harry Myers at 216-443-4076.

  
Kathleen Ainsworth  
District Manager  
Customer Sales and Service  
Northern Ohio District



November 23, 2005

HONORABLE RALPH REGULA  
MEMBER OF CONGRESS  
4150 BELDEN VILLAGE ST. NW  
SUITE 408  
CANTON, OHIO 44718

Honorable Congressman Regula:

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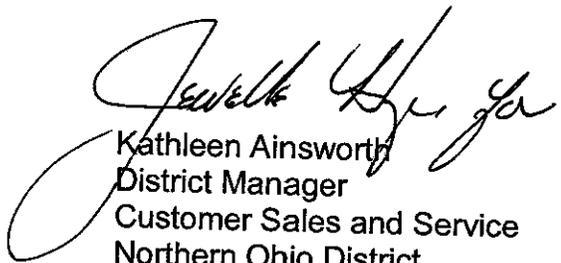
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Kathleen Ainsworth  
District Manager  
Customer Sales and Service  
Northern Ohio District



November 23, 2005

HONORABLE DON HOPKINS  
MAYOR, CITY OF BURBANK  
113 WEST MIDDLE ST.  
BURBANK, OHIO 44214

Dear Mayor Hopkins:

As part of normal business processes, the Postal Service regularly examines and evaluates local postal operational and staffing requirements in an effort to determine any opportunities for improving efficiencies. As I am sure you are aware, the Postal Service is mandated by Congress to operate in a business-like manner, to break even over a period of time, and to rely on revenues generated from our services - not tax dollars - to fund its operations.

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Kathleen Ainsworth  
District Manager  
Customer Sales and Service  
Northern Ohio District



UNITED STATES  
POSTAL SERVICE

NO. Lodi-BUCKEYE  
PAGE 29  
1 OF 2

November 23, 2005

RON CHILDERS  
PRESIDENT APWU AKRON  
727 GRANT STREET  
AKRON, OHIO 44311-2137

Dear Mr. Childers:

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Kathleen Ainsworth  
District Manager  
Customer Sales and Service  
Northern Ohio District

NO. LODI-BUCKEY E  
ISSUING NO. 30  
PAGE 1 OF 2

**HOLD HARMLESS AGREEMENT**

In return for a license to use certain portions of Prime Outlets at Lodi, The United States Post Office (exhibitor"), agrees and undertakes to indemnify and hold harmless Prime Outlets at Lodi and its agents, servants and employees from and against any and all claims, damages, actions, liability and expenses in connection with loss of life, personal injury and/or damage to property arising from or out of Exhibitor's occupancy and/or use of Prime Outlets at Lodi or any part thereof, occasioned wholly or in part by any act or omissions of Exhibitor, its agents, contractors or employees.

Exhibitor also acknowledges that Prime Outlets at Lodi does not assume any responsibility whatsoever for any property of Exhibitor used by or brought on the premises and that Exhibitor will take whatever steps it deems necessary to protect the same.

EXHIBITOR: Jewelle L. Hoyer  
Print Name

By: Jewelle Hoyer  
Title: Mgr. Operations Programs  
Date: 11/25/2005 for Dist. Mgr. C&S.

Accepted by OWNER:  
LODI OUTLETS LLC, a Delaware limited  
Liability company.

- By: Buckeye Factory Shops Limited Partnership, A Delaware limited Partnership, its Managing Agent
- By: Prime Retail, L.P., a Delaware limited Partnership, its General Partner
- By: Prime Outlets Acquisition Company, LLC, a Delaware limited liability Company, its General Partner

By: \_\_\_\_\_ (SEAL)  
Name: Tommy Farmer  
Title: General Manager

Date: \_\_\_\_\_

**Lipker, Thomas P - Cleveland, OH**

NO. 101-30064  
PAGE 30  
2 OF 2

**From:** Sawicki, Robert L - Philadelphia, PA  
**Sent:** Friday, November 25, 2005 10:27 AM  
**To:** Lipker, Thomas P - Cleveland, OH  
**Subject:** Hold Harmless Agreement

I have reviewed the Hold Harmless Agreement with Prime Outlets that you provided me. It would be permissible for an agent of the District and therefore the Postal Service to sign this Agreement. Said action however should be with the understanding that the signature binds the Postal Service to the assumption of liability for any injury incurred at the meeting that you referenced in your fax transmittal sheet. Please do not hesitate to contact me if you have any further questions or concerns.

Robert L. Sawicki  
Deputy Managing Counsel  
Eastern Area Law Office  
(215) 931-5085  
(215) 931-5065 (Fax)  
robert.l.sawicki@usps.gov



November 30, 2005



Dear Harrisville Board of Trustees:

As part of normal business processes, the Postal Service regularly examines and evaluates local postal operational and staffing requirements in an effort to determine any opportunities for improving efficiencies. As I am sure you are aware, the Postal Service is mandated by Congress to operate in a business-like manner, to break even over a period of time, and to rely on revenues generated from our services - not tax dollars - to fund its operations.

These examinations and evaluations reflect the responsibility and trust we hold to keep postage rates as low as possible for all our customers.

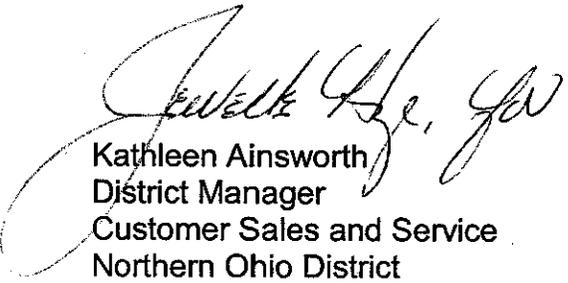
Evaluations of two years of collected data and window operation surveys indicate a significant loss of workload at the Buckeye Retail Store at Prime Outlet Mall, 9911 Avon Lake Road, Suite 275, Burbank, Ohio 44214.

In light of this finding, we are proposing that all post office boxes and all retail activity at the Buckeye Retail Store at Prime Outlet Mall be relocated to the Burbank Post Office, 55 S. Front St., Burbank, Ohio 44214. Current patrons who are entitled to free post office boxes would continue to receive free delivery, but to a central box unit installed and maintained by the Postal Service. Patrons who presently pay for a post office box would be required to close their box with the option of opening another post office box at Burbank Post Office or any convenient post office facility.

We plan to hold a town hall meeting to discuss this proposed change with the community to answer questions and provide additional information. The meeting is scheduled for Wednesday, December 07, 2005 from 12 p.m. until 2 p.m. at an open store front 9911 Avon Lake Rd. Unit #420, Burbank, Ohio 44214.

In closing, I would like to mention that the U.S. Postal Service is a unique government agency providing solid service to the public, while operating with no taxpayer dollars. We are totally funded with revenue from our operations. Therefore, to stay healthy we must take advantage of efficiencies as they are identified. When we can do this while continuing to provide excellent service to the public, it is indeed a win-win situation for the American public and our organization.

If you have any questions, please contact Marketing Manager Harry Myers at 216-443-4076.

  
Kathleen Ainsworth  
District Manager  
Customer Sales and Service  
Northern Ohio District

Collection Point Management System

Date: 12/05/2005  
Time: 12:46 PM CT  
Requested By: YHPQXB

Collection Route Report  
District: NORTHERN OHIO  
Station: LODI  
Address: 109 HARRIS ST  
Collection Route: 44254P500

Page: 1  
MPO Phone: (330) 948-1515  
Station Phone: ( ) -  
Garage Phone: ( ) -

Effective Date: October 13, 2004  
Day(s) of Week: [REDACTED]  
Begin Time: [REDACTED]  
Beginning of Route Action: CLERK

Sched Time	Label Time	Collection Point	Description	Box Type	Location ID
------------	------------	------------------	-------------	----------	-------------



*Lodi-Buckeye*  
*32*  
*10F2*

NO.  
PAGE

End of Route Action:

Collection Point Management System

Date: 12/05/2005  
Time: 12:47 PM CT  
Requested By: YHPQXB

Collection Route Report  
District: NORTHERN OHIO  
Station: LODI  
Address: 109 HARRIS ST  
Collection Route: 44254C002

Page: 2  
MPO Phone: (330) 948-1515  
Station Phone: ( ) -  
Garage Phone: ( ) -

Effective Date: October 13, 2004  
Day(s) of Week: [REDACTED]  
Begin Time: [REDACTED]  
Beginning of Route Action: CITY RT 02

Sched Time	Label Time	Collection Point	Description	Box Type	Location ID
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

*LODI-BUCKEYE*  
*30*  
*2 OF 2*

End of Route Action:

LODI-BUCKEYE  
33  
LOF2



COLLECTION FACILITIES ROUTES REPORTS UTILITIES HELP LOGOFF

### View Collection Point Data

Area: EASTERN District: NORTHERN OHIO

Search Location ID:   Sort Order: Location ID

Box ZIP Code: 44214      Location ID: 4421400003      Location Type: POST OFFICE LOBBY  
 In Service: Active      Box Type: PO BOX LOBBY DROP      Service Class: MIXED MAIL

Address: 9911 AVON LAKE RD  
 City: BURBANK      State: OH      Phone: 330-624-2752

Location Description: IN BUCKEYE RETAIL  
 Last Pickup in Area: 55 FRONT ST BURBANK P O  
 Nearest Express Box: 55 FRONT ST BURBANK P O  
 Last Collection Times: Mon - Fri: 04:30 PM      Sat: 12:15 PM  
 Decal Printed: 05/21/2004      Last Painted: 01/31/2001      Decal Installed: 01/31/2001

List CPMS Times



COLLECTION FACILITIES ROUTES REPORTS UTILITIES HELP LOGOFF

### List Collection Point Times Data

Area: EASTERN District: NORTHERN OHIO

Location ID: 4421400003

Service Class: MIXED

Day	Collection Time	Label Time	Coll By	Route ID	Route Facility

Collection Point Management System

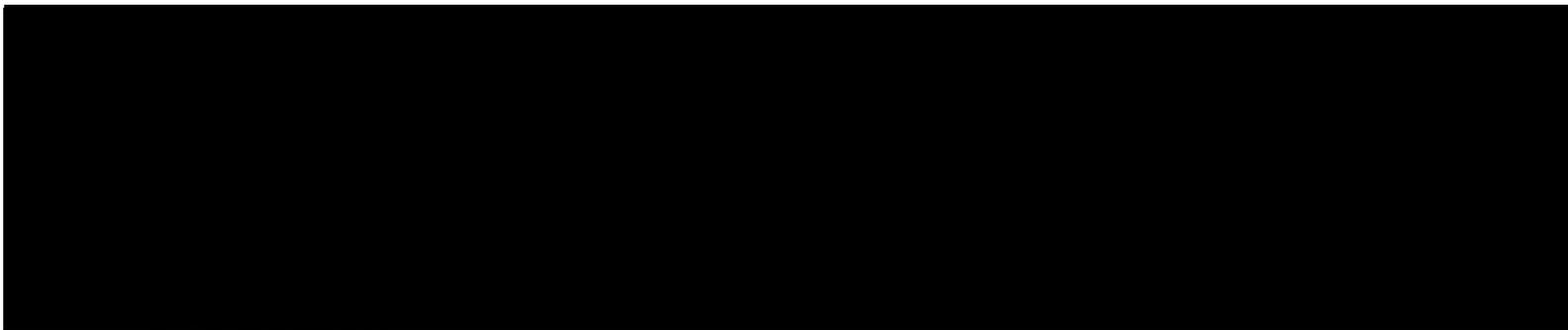
Date: 10/24/2005  
 Time: 1:28 PM CT  
 Requested By: XQ5VPB

Collection Point Inventory By ZIP, By Location ID  
 Area: EASTERN District: NORTHERN OHIO

ZIP Code Range: 44214 - 44214

44214 BURBANK POST OFFICE (330)624-2752

Location ID	Box Address Description of Address Last Box in the Area Nearest Express Mail Box	Service Class Type of Box	Loc Type Code	Coll by	Weekdays			Saturdays			Holidays		
					AM	Coll by	PM	Coll by	AM	Coll by	PM	Coll by	AM



Total collection points for 44214 BURBANK POST OFFICE : 3

Collection Points By Box Type

	Standard	Express	Priority	Mail Chute	Rack	Post Box	Jumbo	High Density	Firm	Wall	Hub/Depot	PO Lobby Drop	APC	Other
Regular	0	0	0	0	0	0	0	0	0	0	0	2	0	0
Snorkel	1	0	0	xxx	xxx	xxx	0	0	xxx	xxx	xxx	xxx	xxx	xxx

Collection Points By Location

Post Office: 1	Residential: 0	Customer Dock: 0	PO Lobby: 2	Other: 0
Customer Lobby: 0	Business: 0	Mail Room: 0	Contract Station: 0	Airport: 0
Government: 0				

Collection Points By Service Class

Mixed: 3	Express: 0	Stamped: 0
Priority: 0	Metered: 0	Local: 0
Letters: 0	Flats: 0	Relay: 0

2 OF 2  
 33  
 KODI-BOOKER/E





12/07/05

## BUCKEYE RETAIL STORE COMMUNITY MEETING NOTES

**Question – What is the plan for the Buckeye Retail Store?**

Answer – The United States Postal Service is required to operate efficiently and effectively. The plan is to consolidate operations of the Buckeye Retail Store with the Burbank Post Office. All retail services will be provided by the Burbank Post Office. Delivery to the tenants of the Prime Outlet tenants will be provided by delivery to central box units located near the mall.

**Question – What is causing the closure study at the Prime Outlet – Buckeye Retail Store?**

Answer – The workload has been decreasing at the Buckeye Retail Store. A Window Operations Survey was completed at the Buckeye Retail Store and the workload as been impacted negatively.

**Question – What types of retail services will be provided?**

Answer – Customers can use [www.usps.com](http://www.usps.com) and request that a carrier pickup outgoing priority parcels. Rural Carriers can provide postage if requested. A small business specialist from the Northern Ohio District can provide you with any assistance that you might need. The small business specialist from the Northern Ohio District will be contacting the mall tenants that were at the community meeting.

**Question – What is the timeline of the study?**

Answer – This is only a study. This community meeting is being held to discuss with you on the postal needs that you have. When do you get your mail? Can we reduce the hours and still meet your needs.

**Question – Can you combine your postal operations with the bank?**

Answer – The USPS does have corporate sponsorships with other businesses.

**Question – Would an Automated Postal Center be considered?**

Answer – No, there is currently no plans to install and APC in the Buckeye Retail Store.

BUCKET NO.

Lodi-Bucke

ITEM NO.

35

PAGE

2 OF 2

**Question – Did you receive a lot of responses from the survey that was sent out?**

**Answer – We received 40 responses from the survey that was sent out. A majority of the responses told us that the convenience of the Buckeye Retail Store was an issue.**

DOCKET NO.

Lodi-BUCKEYE

ITEM NO.

36

PAGE

1 OF 2



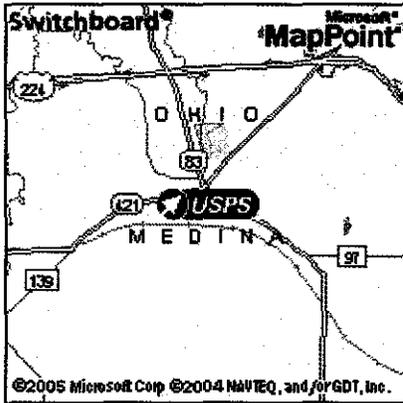
[Home](#)

## Locator

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### Post Office Details

[Print This Page](#)



#### Post Office - Lodi

149 Harris ST  
Lodi, OH 44254-9998

Phone: (330)948-1515  
Toll-free: (800)ASK-USPS

TTY Service for the hearing impaired only:  
1-888-877-7833

[Enlarge Map](#) | [Driving Directions](#) | [What's Nearby](#)

#### Hours

##### Business Hours

MO 08:30-05:00PM  
TU 08:30-05:00PM  
WE 08:30-05:00PM  
TH 08:30-05:00PM  
FR 08:30-05:00PM  
SA 08:30-12:00PM

##### Last Daily Collection

MO 05:00PM  
TU 05:00PM  
WE 05:00PM  
TH 05:00PM  
FR 05:00PM  
SA 12:00PM

#### Business Types

- Post Offices
- Government Offices & Public Schools
- Government Offices-Federal

[Site Map](#) | [Contact Us](#) | [Forms](#) | [Gov't Services](#) | [Jobs](#) | [National & Premier Accounts](#)

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Postal Inspectors  
Preserving the Trust



Inspector General  
Promoting Integrity

data by **AQUAM**

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BUCKET NO.

Lodi-BUCKEYE

ITEM NO.

36

PAGE

2052



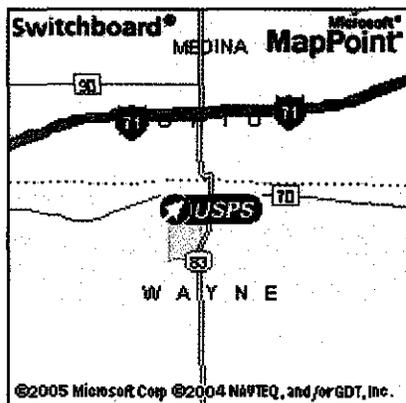
Home

# Locator

powered by Switchboard

## Post Office Details

Print This Page



### Post Office - Burbank

55 S Front ST  
Burbank, OH 44214-9800

Phone: (330)624-2752  
Toll-free: (800)ASK-USPS  
Fax: (330)624-2752

TTY Service for the hearing impaired only:  
1-888-877-7833

[Enlarge Map](#) | [Driving Directions](#) | [What's Nearby](#)

### Hours

#### Business Hours

MO 08:30-11:30AM 01:00-04:30PM  
TU 08:30-11:30AM 01:00-04:30PM  
WE 08:30-11:30AM 01:00-04:30PM  
TH 08:30-11:30AM 01:00-04:30PM  
FR 08:30-11:30AM 01:00-04:30PM  
SA 08:00-12:15PM

#### Last Daily Collection

MO 04:30PM  
TU 04:30PM  
WE 04:30PM  
TH 04:30PM  
FR 04:30PM  
SA 12:15PM

### Business Types

- Post Offices

[Site Map](#) | [Contact Us](#) | [Forms](#) | [Gov't Services](#) | [Jobs](#) | [National & Premier Accounts](#)

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Postal Inspectors  
Preserving the Trust



Inspector General  
Promoting Integrity

data by **ACTION**

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# BUCKEYE RETAIL STORE

PROJECT NO.  
ITEM NO.  
PAGE

Lodi-BUCKEY  
37  
1 OF 1

- EXPENSES

- Rent                      \$42,515 @ Annually
- Salary                    \$70,705 @ Annually (FY05)
- 33.5% Fringe            \$23,686 @ Annually
- Utilities                 \$3,959 @ Annually



**Buckeye Retail Store Discontinuance Checklist**

District: Northern Ohio District  
 District Contact: Thomas Lipker Telephone Number: 216-443-4508  
 Office Name, State: Buckeye Retail Store Burbank, Ohio 44214 ZIP Code: 44214  
 County: Medina Congressional District: 16<sup>th</sup>  
 Date Office Established: November 1996  
 Reason for Discontinuance: Loss in Workload

When does the lease or contract expire? November 14, 2006

Is there a 30-day cancellation clause?  Yes  No  
 Are there suitable alternate quarters of contractors available?  Yes  No

How many customers are affected:

Post Office box customers:	<u>80</u>
General Delivery:	<u>0</u>
Rural Route:	<u>0</u>
Highway Contract Route (HCR):	<u>0</u>
City Route:	<u>0</u>
Intermediate Rural:	<u>0</u>
Intermediate HCR:	<u>0</u>
Total number of customers:	<u>80</u>

Number of customers receiving duplicate delivery service: 0

Window Service Hours: M-F: 0930-1330 / 1400-1730 Sat: 0930-1330 / 1400-1730

Lobby Hours: M-F: 0930-1730 Sat: 0900-1730

Names of schools, religious institutions, organizations and business in service area:  
**Attached to data book.**

Indicate the number of permit and postage meter customers and the provisions that will be made for them. **N/A**

How many career employees will be affected and what accommodations will be made for them? **Two Employees will be effected:**

**PTF Clerk – Rose, R. will be reassigned.**  
**PTF Clerk – Wilkerson, M.E. will be reassigned.**

How many handicapped or other special provision customers will be affected and what accommodations will be made for them?

**The Burbank Post Office has handicap assessable.**

Office receipts for the last two fiscal years were:

\$	<u>101,824</u>	Revenue units in FY	<b>2004</b>
\$	<u>97,659</u>	Revenue units in FY	<b>2005</b>

Expenses for last FY:

Clerk Salary	<u>\$70,705</u>	Clerk
Fringe benefits 33.5%:	<u>\$23,686</u>	
Utilities	<u>\$3,959</u>	
Rental Costs	<u>\$42,515</u>	
Total Expenses	<u>\$140,865</u>	

Alternate service to be provided:

---

Current Post Office customers that pay for their PO Boxes will have their P.O. Boxes moved to the Burbank Post Office. These customers will need to make address changes due to the changes in their P.O. Box numbers. Customers that receive free P.O. Box service will receive free delivery to central box units located in the Prime Outlet Mall area. The central box units will be serviced by the Rural Carrier (RR02) out of the Burbank Post Office. The central box units will have collection compartments and parcel lockers.

Lodi-Buckeye

38

3 of 3

Retail Services will be available at the Burbank Post Office located at 55 S. Front St., Burbank, Ohio 44214 (1.1 mile travel distance). The Lodi Post Office located at 149 Harris St., Lodi, Ohio 44254 can also be used by customers of the Prime Outlet Mall (2.62 mile travel distance)

The Collection box currently located in the Buckeye Retail Store will be re-located in the Prime Outlet mall area.

Cost of proposed alternate service \$3,368

Total savings: \$137,497

One-time CBU cost: \$2,000

**Administrative Office**

Name, State &

ZIP: Burbank Post Office EAS level: 15 Miles away: 1.1

Window Service Hours: M-F: 0830-1130 / 1300-1630 Sat: 0800-1215

Lobby Hours: M-F: 0830-1130 / 1300-1630 Sat: 0800-1215

Number of PO Boxes Available: 26 Finance Number: [REDACTED]

Community meeting: Date: 12/07/05 Number of customers attended: 3

Questionnaire: Date: 09/19/05 Number returned: 39

# Favorable: 0 # Unfavorable: 28 #No opinion: 11

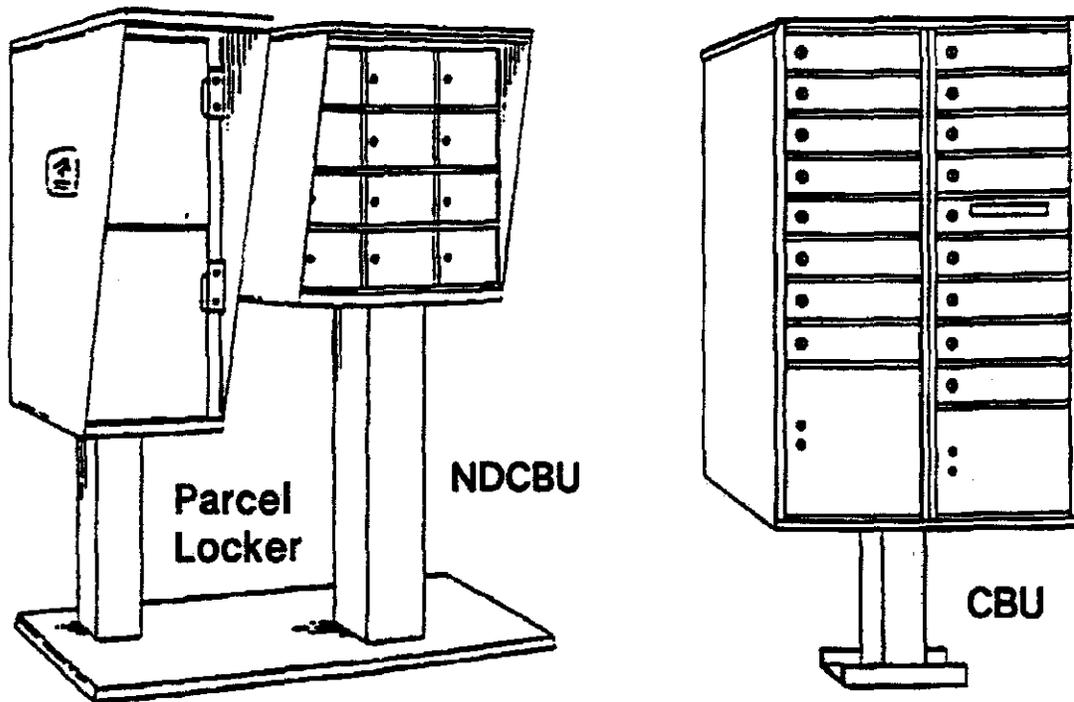
Attach postal and nonpostal concerns of affected customers with Postal Service responses  
**Customer Service**

Prepared By: Thomas Lipker Title: Analyst

Signature: \_\_\_\_\_ Date 12/22/05

Telephone Number: 216-443-4508 (remember to include your area code)

## Cluster Box Units



Neighborhood Delivery and Collection Box Units (NDCBUs) and Cluster Box Units (CBUs) are secure, free-standing units of individually locked mail compartments that are provided, installed, and maintained by the Postal Service at no cost to customers. These units benefit customers in time and money because they eliminate the customer's cost to install new boxes, and any future replacement and maintenance. A significant benefit of the NDCBUs and CBUs is the security they provide against mail theft and mailbox vandalism. Another advantage is the convenience of depositing outgoing mail in the designated collection compartment in the CBU or NDCBU.

Each customer's unit is large enough to hold several days' accumulation of mail, thereby eliminating the need to have mail held at the Post Office during short periods away from home. For longer periods away from home, customers should continue to contact the Post Office and request their mail to be:

1. Held at the Post Office until they return, or
2. Delivered to a specified friend or neighbor, or
3. Forwarded to their temporary address.

Parcel lockers may be installed next to NDCBUs for receiving packages that do not require a signature. Each CBU includes at least one parcel locker.

Customers are provided keys to their individual mailbox compartments in CBUs and NDCBUs. Parcel locker keys are placed in a customer's mailbox compartment when a parcel is secured in a locker for that customer.



Home | Shared Rpts | My Rpts | Create Rpt | History | Find Rpts | Help | Options | Business Areas

NO. LOSI BUCKEY

Retail

You are here: Home > Retail > Shared Reports > RDM WOS Reports >

ITEM NO. 40  
LOFS

**RDM WOS SSA Transactions and Visit Count**

Document

RDM WOS Report - SSA Txn and Visit Count

Retail Unit	Week
BUCKEY RETAIL STORE	Jul 17, 2004 Jul 23, 2004

SSA Summary

SSA	Period Beginning	Non-Revenue Txn Count	Trust Txn Count	Postage Txn Count	Retail Services Txn Count	Retail Products Txn Count	Alternate Channels Txn Count	Mailing Txn Count	Disbursements Txn Count	Total Txn Count per Period	Visit Count
KD95JF	Txn Count per Group	1.0		78.0		7.0		19.0	<i>TRANSACTION</i> <i>315 / 6 = 52</i>	105.0	69.0
	Txn Count as % of Total	1.0%		74.3%		6.7%		18.1%		100.0%	
KXXFM6	Txn Count per Group	6.0		136.0	1.0	14.0		53.0		210.0	125.0
	Txn Count as % of Total	2.9%		64.8%	0.5%	6.7%		25.2%		100.0%	

*194 / 6 = 32*

SSA Detail

SSA	Period Beginning	Non-Revenue Txn Count	Trust Txn Count	Postage Txn Count	Retail Services Txn Count	Retail Products Txn Count	Alternate Channels Txn Count	Mailing Txn Count	Disbursements Txn Count	Total Txn Count per Period	Visit Count
	0:00										
	0:30										
	1:00										
	1:30										
	2:00										



LADI-BUCKEYE

40

3 OF 35

NO.	ISSUE NO.	PAGE
19:00		
19:30		
20:00		
20:30		
21:00		
21:30		
22:00		
22:30		
23:00		
23:30		
0:00		
0:30		
1:00		
1:30		
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6:00		
6:30		
7:00		
7:30		
8:00		
8:30		
9:00		
9:30		
10:00		
10:30		
11:00		

LODI-BUCKEYE  
40  
4 OF 5

TIME	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.
11:30									
12:00	5.0	1.0	1.0	7.0	5.0				
12:30	11.0	1.0	1.0	21.0	14.0				
13:00	19.0			23.0	17.0				
13:30	6.0			6.0	2.0				
14:00	20.0	2.0		30.0	20.0				
14:30	12.0			18.0	10.0				
15:00	11.0	4.0		24.0	12.0				
15:30	12.0	1.0		14.0	9.0				
16:00	25.0	4.0		43.0	19.0				
16:30	7.0			11.0	8.0				
17:00	8.0	1.0		13.0	9.0				
17:30									
18:00									
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19:00									
19:30									
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23:30									

KXXFM6

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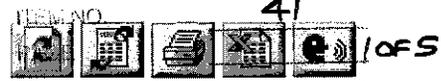
NO. Lodi-Buckeye  
PAGE NO. 40  
PAGE 5 of 5



Retail

T NO. **LODI-BUCKEYE**

You are here: Home > Retail > Shared Reports > RDM WOS Reports >



**RDM WOS SSA Transactions and Visit Count**

Document

RDM WOS Report - SSA Txn and Visit Count

Retail Unit	Week
BUCKEYE RETAIL STORE	Jul 16, 2005 Jul 22, 2005

SSA Summary

SSA	Period Beginning	Non-Revenue Txn Count	Trust Txn Count	Postage Txn Count	Retail Services Txn Count	Retail Products Txn Count	Alternate Channels Txn Count	Mailing Txn Count	Disbursements Txn Count	Total Txn Count per Period	Visit Count
KD95JF	Txn Count per Group	5.0		120.0	9.0	3.0		50.0	1.0	188.0	123.0
	Txn Count as % of Total	2.7%		63.8%	4.8%	1.6%		26.6%	0.5%	100.0%	
KXXFM6	Txn Count per Group			66.0	2.0	6.0		20.0		94.0	56.0
	Txn Count as % of Total			70.2%	2.1%	6.4%		21.3%		100.0%	

*TRANSACTIONS*  
 $\frac{282}{6} = 47$

*CUSTOMERS*  
 $\frac{179}{4}$

SSA Detail

SSA	Period Beginning	Non-Revenue Txn Count	Trust Txn Count	Postage Txn Count	Retail Services Txn Count	Retail Products Txn Count	Alternate Channels Txn Count	Mailing Txn Count	Disbursements Txn Count	Total Txn Count per Period	Visit Count
	0:00										
	0:30										
	1:00										
	1:30										
	2:00										

Lodi-Buckeye  
 41  
 2 OF 5

TIME	NO.	NO.	PAGE
2:30			
3:00			
3:30			
4:00			
4:30			
5:00			
5:30			
6:00			
6:30			
7:00			
7:30			
8:00			
8:30			
9:00			
9:30	6.0	7.0	13.0 7.0
10:00	3.0		3.0 2.0
10:30	9.0		9.0 4.0
11:00	3.0	1.0	4.0 3.0
11:30	5.0	9.0	14.0 7.0
12:00	5.0		5.0 5.0
12:30	5.0	1.0	6.0 6.0
13:00	20.0	2.0	23.0 15.0
13:30			0.0
14:00	1.0	2.0	15.0 11.0
14:30	11.0	2.0	13.0 9.0
15:00	4.0	11.0	27.0 18.0
15:30	10.0	2.0	12.0 8.0
16:00	14.0	2.0	27.0 14.0
16:30	3.0	1.0	4.0 4.0
17:00	6.0	6.0	1.0 13.0 10.0
17:30			
18:00			
18:30			

KD95JF



Lodi-Buckeye  
41  
4 OF 5

Time	9.0	1.0	3.0	5.0	13.0	5.0
11:30						
12:00	15.0		4.0		19.0	12.0
12:30	2.0	2.0	1.0		5.0	3.0
13:00	6.0		3.0		9.0	5.0
13:30					10.0	10.0
14:00	3.0				13.0	2.0
14:30	3.0	2.0	1.0		6.0	6.0
15:00					0.0	
15:30	5.0				5.0	1.0
16:00					0.0	
16:30	3.0				3.0	2.0
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LINE NO.  
ITEM NO.  
PAGE

LADY-BUCKEYE  
41  
5 OF 5

## **I Responsiveness to Community Postal Needs**

The Postal Service is proposing to discontinue service at the Buckeye Retail Store and relocate retail services to the Burbank Post Office because of a declining workload.

Identified work hour losses were calculated by a Window Operations Survey (WOS), which includes actual daily LDC45 hours and walk in revenue. A Window Operation Survey was conducted the week of July 21, 2005. The Function 4 team created Window Operation Survey's from data collected. These WOS's cover the year 2004 and 2005 YTD (07/31/05).

The WOS results of the 2004 study indicated that the actual number of hours used for the week was 49.5. The WOS indicated that 15.6 hours were earned, a difference of 33.9 hours. The WOS results of the 2005 YTD study indicated that the actual number of hours used for the week was 49.5. The WOS indicated that 15.6 hours were earned, a difference of 33.9 hours. The WOS results of the July 21, 2005 study indicated that the actual number of hours used for the week was 40.08. The WOS indicated that 15.6 hours were earned, a difference of 24.5 hours.

The Buckeye Retail Store is located at 9911 Avon Lake Rd. Suite # 275 in the Prime Outlet Mall in Harrisville Township, Ohio 44214. Harrisville Township is located in the southern area of Medina County. There are approximately 664 possible deliveries in the 44214 zip code area. The Buckeye Retail Store is administrated by the Postmaster of the Burbank Post Office, located in Burbank, Ohio 44214. The Burbank Post Office is located 1.1 miles from the Buckeye Retail Store.

The Buckeye Retail Store is a 1,497 square foot leased facility. The building is leased to the U.S.P.S. by the Buckeye Factory Shops Limited Partnership. The current lease at an annual rate of \$42,515 expires on November 14, 2006. The customer base is comprised of retail tenants of the Prime Outlet Mall, and its customers. The office hours of the Buckeye Retail Store are 9:30 am to 1:30 pm and 2:00 pm to 5:30 pm Monday through Saturday. The Buckeye Retail Store is closed from 1:30 pm to 2:00 pm for lunch. The lobby is open from 9:30 am to 5:30 pm Monday through Saturday. The store is closed on Sunday and Holidays. There are two POS units in the store. There are 112 post office boxes available, of which 80 are being utilized. Thirteen of the utilized post office boxes are rented, the other 67 are free delivery to the Prime Outlet Mall tenants. Two Part Time Flexible clerks are currently employed at the Buckeye Retail Store. Retail services include the sale of stamps and money orders. Special Services such as Registers, Certified, Insured, Delivery Confirmation, Signature Confirmation, COD's and Express Mail are also provided.

The Buckeye Retail Store handled on average 47 transactions per day with 29 customers during the Window Operation Survey that was conducted in July of 2005. In comparison to SPLY of 2004 were 52 transactions per day were conducted with 32 customers.

The Buckeye Retail store handles on average of 75 pieces of first class letter mail, 32 pieces of Standard letters, 19 pieces of 1<sup>st</sup>/2<sup>nd</sup> class flats, 26 pieces of Standard, 3 Priority parcels, 3 standard parcels, and 1 Express/ Delivery Confirmation pieces of incoming mail pieces. The Buckeye Retail store handles on average of 105 pieces of 1st class letter mail, 23 pieces of 1<sup>st</sup>/2<sup>nd</sup> class flats, 1 piece of Standard flats, 5 Priority parcels, 2 Standard parcels, and 1 Express/ Delivery Confirmation pieces of outgoing mail pieces daily.

Post Office box mail is dispatched from the Burbank Post Office to the Buckeye Retail Store at 12:00 pm by the rural carrier on RR02. Outgoing mail is collected from the Buckeye Retail Store and dispatched for processing at 4:40 pm. The mail is transported by Highway Contract Driver. There is one mixed collection box located in the lobby of the Buckeye Retail Store. The collection box is collected at 4:15 pm Monday through Friday and at 12:15 pm on Saturday by the PTF clerk. Customers of the Buckeye Retail Store have on site parking.

The Buckeye Retail Store had revenue of \$97,659 in FY05, and \$101,824 in FY04.

Once implemented, retail services will be available at the Burbank Post Office located at 55 S. Front St. Burbank, Ohio 44214-9998. The Burbank Post Office is located 1.1 miles from the Buckeye Retail Store. Retail Hours at the Burbank Post Office are Monday through Friday 8:30 am to 11:30 am and 12:30 pm to 4:00 pm. The Burbank Post Office will be closed for lunch from 11:30 am to 12:30 pm. The Burbank Post Office will have retail hours on Saturday from 8:00 a.m. to 12:15 pm. An alternative location for the customers to receive retail service will be provided at the Lodi Post Office located at 149 Harris St. Lodi, Ohio 44254-9998. The Lodi Post Office is located 2.62 miles from the Buckeye Retail Store. The hours of retail operation at the Lodi Post Office are 08:30am to 5:00 pm Monday through Friday. Saturday retail hours are 8:30 am to 12:00 pm.

Postal customers will be able to dispatch outgoing mail at the Burbank Post Office or in the collection box that will be maintained in the Prime Outlet Mall area. The collection box will be collected by the rural carrier assigned to RR02 from the Burbank Post Office.

The thirteen Post Office Box customers of the Buckeye Retail Store who pay fees for P.O. Box rental will have their P.O. Boxes moved to the Burbank Post Office. These customers will not be able to keep their current PO Box numbers, and will need to complete a change of address. The Burbank Post Office is handicap accessible.

The 67 Post Office customers who currently receive mail in free PO Boxes will have their mail delivered to Cluster Box Units (CBU) that will be located in the mall area. The Cluster Box Units are secure, free standing units of individually locked mail compartments that will be provided, installed and maintained by the Postal Service at no cost to the customers. The Cluster Box Units will have parcel lockers and designated outgoing mail compartments.

These customers will not need to make address changes when the delivery method is changed. The cluster boxes will have the mail delivered in the form of rural delivery. The mall tenants receiving their mail in Cluster Box Units (CBU) will be provided keys to their individual mailbox compartments. Parcel locker keys will be placed in a customer's mailbox compartment when a parcel is secured in a locker for that customer. The Cluster Boxes will be equipped with a designated collection compartment for the depositing of outgoing mail. Rural Route 02 from the Burbank Post Office will be assigned these deliveries.

On September 19, 2005 150 questionnaires were distributed to the Post Office Box customers and the counter customers of the Buckeye Retail Store. A total of 39 of these questionnaires were returned, 28 unfavorable to the proposal and 11 expressing no opinion.

On December 07, 2005 at 12:00 pm representatives from the Postal Service were available at the Prime Outlet Mall in Harrisville Township, Ohio 44214 to answer questions and provide information to postal customers. Three Customers attended the community meeting. Tenants of the Prime Outlet mall were informed of this meeting by a letter placed into their post offices boxes. Retail customers were informed of this meeting by flyers left at the service counter.

The following postal concerns were expressed on the returned customer questionnaires:

**Concern:** This station has a large collection of commemorative stamps -- if it closes I will stop collecting stamps. I have been collecting since 1949.

**Response:** The Postal Service offers customers a wide variety of philatelic and retail products as well as special issue stamps. If the local post office does not provide an adequate supply to meet the needs of customers the Postal Service encourages them to contact their local Postmaster. Additionally, customers may order stamps by telephone with a credit card by calling 1-800 STAMP 24.

**Concern:** This Post Office location is very convenient. (25 returned surveys expressed convenience as a concern)

**Response:** Our current plan is to relocate the existing paying post office box customers to the Burbank Post Office. Customers who currently receive free post office boxes at the Buckeye Retail Store at Prime Outlet will have their mail delivered by rural carrier to Cluster Box Units located near the Prime Outlet location. Retail services will be made available at the Burbank Post Office, located at 55 S. Front Street, Burbank, Ohio 44214. The retail hours at the Burbank Post Office are Monday through Friday 08:30 am-11:30 am. 1:00 pm - 4:30 pm. Saturday retail hours are 08:00 am till 12:15 pm.

## **Non Postal Concerns**

The following non postal concerns were expressed:

None

The following postal concerns were expressed at the community meeting:

**Question** – What is the plan for the Buckeye Retail Store?

**Response** – The United States Postal Service is required to operate efficiently and effectively. We are studying Buckeye Retail Store because of declining workload. Although no final decision has been made, one consideration is to consolidate operations of the Buckeye Retail Store with the Burbank Post Office. All retail services will be provided by the Burbank Post Office. Delivery to the tenants of the Prime Outlet tenants will be provided by delivery to cluster box units located near the mall.

**Question** – What is causing the closure study at the Prime Outlet – Buckeye Retail Store?

**Response** – The workload has been decreasing at the Buckeye Retail Store. A Window Operations Survey was completed at the Buckeye Retail Store and the workload as been declining.

**Question** – What types of retail services will be provided?

**Response** – If this proposal is implemented, retail services will be available at the Burbank Post Office. Retail Hours at the Burbank Post Office are Monday through Friday 8:30 am to 11:30 am and 12:30 pm to 4:00 pm. The Burbank Post Office will be closed for lunch from 11:30 am to 12:30 pm. The Burbank Post Office will have retail hours on Saturday from 8:00 a.m. to 12:15 pm. An alternative location for the customers to receive retail service will be provided at the Lodi Post Office. The Lodi Post Office is located 2.62 miles of the Buckeye Retail Store. The hours of retail operation at the Lodi Post Office are 08:30am to 5:00 pm Monday through Friday. Saturday retail hours are 8:30 am to 12:00 pm. Postal customers can use [www.usps.com](http://www.usps.com) and request that a carrier pickup outgoing priority parcels. Rural Carriers can provide postage if requested. A small business specialist from the Northern Ohio District can provide you with any assistance that you might need. The small business specialist from the Northern Ohio District will be contacting the mall tenants that were at the community meeting.

**Question** – What is the timeline of the study?

**Response** – This is only a study. This community meeting is being held to discuss with you on the postal needs that you have. When do you get your mail? Can we reduce the hours and still meet your needs? We want to determine your concerns.

**Question** – Can you combine your postal operations with the bank?

**Response** – The USPS does have corporate sponsorships with other businesses.

**Question** – Would an Automated Postal Center be considered?

**Response**– No, there is currently no plan to install and APC in the Buckeye Retail Store.

**Question** – Did you receive a lot of responses from the survey that was sent out?

**Response** – We received 40 responses from the survey that was sent out. A majority of the responses told us that the convenience of the Buckeye Retail Store was an issue.

As a general statement, the biggest concern the participants in the community meeting had was being able to retrieve their box mail before opening their businesses. With the plan of having rural delivery to Central Box Units tenants of the Prime Outlet Mall will be able to get their mail prior to opening their businesses.

**Some advantages to this proposal:**

- 1.) A savings for the Postal Service, which contributes to efficiencies and, in the long run, to stable postage rates and savings for customers.

**Some of the disadvantages to this proposal:**

- 1.) Loss of a retail office in the area.
- 2.) Customers of the Prime Outlet will have to travel 1.1 miles to receive retail services at the Burbank Post Office. Customers will have less retail service hours available to them.

Taking all available information into consideration, the Postal Service concludes this proposal will provide effective and regular postal services to the community.

**II Effect on Community:**

The Buckeye Retail Store is located in Harrisville Township, Medina County, Ohio 44214. The area is administrated politically by a board of trustees. Police protection is provided by the Medina County Sheriff Department. Fire protection is provided by the Lodi, Ohio Fire Department. The community is comprised of small business, farm and residential.

The physical deliveries in the 44214 delivery area have grown from 623 possible deliveries in 2004 to 664 in 2006. The Mayor of Burbank, Ohio the Honorable Don Hopkins reports that no growth is expected in the Burbank community. The Clerk of Harrisville Township, Karen Anderson reports that no growth in the township is expected.

There are no non-postal services provided at the Buckeye Retail Store.

The proposed closure of the Buckeye Retail Store will have no effect on the community identity.

### **III Effect on Employees:**

The Buckeye Retail Store is currently staffed by Part Time Flexible clerks Ms. R. Rose and Ms. M.E. Wilkerson. Both Part Time Flexible clerks will be re-assigned to other duties in the Northern Ohio District if the proposal is accepted.

### **IV Economic Savings:**

The Postal Service estimates annual savings of \$152,188 with as a breakdown as follows:

#### **SAVINGS:**

Clerk Salary (2 PTF's)	\$70,705 Yearly
Fringe Benefits 33.5%	\$23,686 Yearly
Rental Costs	\$42,515 Yearly
Utilities	\$3,959 Yearly

<b>SAVINGS TOTAL</b>	<b><u>\$140,865 Yearly</u></b>
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#### **EXPENSES:**

Alternate Service (Rural Delivery)	\$3,368 Yearly
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<b>EXPENSE TOTAL</b>	<b><u>\$3,368 Yearly</u></b>
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#### **ONE TIME COST**

Central Box Units	\$2,000
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### **V Other Factors:**

The Postal Service has identified no other factors for consideration.

## VI Summary:

The Postal Service is proposing to close the Buckeye Retail Store in Harrisville Township, Medina County, Ohio 44214.

Retail services currently being offered at the Buckeye Retail Store will be available at the Burbank Post Office or Lodi Post Office. The Burbank Post Office is located at 55 S. Front St., Burbank, Ohio 44214-9998. Retail Hours at the Burbank Post Office are Monday through Friday 8:30 am to 11:30 am and 12:30 pm to 4:00 pm. The Burbank Post Office will be closed for lunch from 11:30 am to 12:30 pm. The Burbank Post Office will have retail hours on Saturday from 8:00 a.m. to 12:15. An alternative location for the customers to receive retail service will be provided at the Lodi Post Office. The Lodi Post Office is located at 149 Harris St., Lodi, Ohio 44254-9998. The hours of retail operation at the Lodi Post Office are 08:30am to 5:00 pm Monday through Friday. Saturday retail hours are 8:30 am to 12:00 pm.

Postal customers will be able to dispatch outgoing mail at the Burbank Post Office or in the collection box that will be maintained in the Prime Outlet Mall area. The collection box will be collected by the rural carrier assigned to RR02 from the Burbank Post Office. The Cluster Box Units will allow the mall tenants the convenience of depositing of outgoing mail in the designated collection compartment in the CBU.

The Thirteen Post Office Box customers of the Buckeye Retail Store who currently pay fees will have their P.O. boxes moved to the Burbank Post Office. These Thirteen customers will not be able to keep their current PO Box numbers, and will need to complete a change of address. The Burbank Post Office is handicap accessible.

The 67 Post Office customers who currently receive mail in free PO Boxes will have their mail delivered to Cluster Box Units (CBU) that will be located in the mall area. The cluster box units are secure, free standing units of individually locked mail compartments that will be provided, installed and maintained by the Postal Service at no cost to the customers. The cluster box units will have parcel lockers and designated outgoing mail compartments. These customers will not need to make address changes when the delivery method is changed. The cluster boxes will have the mail delivered in the form of rural delivery. The mall tenants receiving their mail in Cluster Box Units (CBU) will be provided keys to their individual mailbox compartments. Parcel locker keys will be placed in a customer's mailbox compartment when a parcel is secured in a locker for that customer. The Cluster Box Units will be equipped with a designated collection compartment for the depositing of outgoing mail. Rural Route 02 from the Burbank Post Office will be assigned these deliveries.

Taking all available information into consideration, we have determined that the advantages outweigh the disadvantages and this proposal is warranted.

LETTER NO.

ITEM NO.

PAGE

LODI-BUCKEYE

43

1 OF 1



January 3, 2006

VICE PRESIDENT, DELIVERY AND RETAIL  
ATTN: FREDRICK J. HINTENACH  
UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLAZA, ROOM 5621  
WASHINGTON, DC 20260-5621

SUBJECT: OFFICIAL RECORD (LODI – BUCKEYE RETAIL STORE)

Enclosed for your review and approval is the official record to discontinue the Lodi – Buckeye Retail Store at Prime Outlet.

All appropriate actions have been taken, and we have considered the concerns/comments of the affected customers. The record has been thoroughly reviewed, and all necessary documentation has been included. All documents in the record are numbered, contain docket and item numbers on each page, and a chronological index of all documents in the record is included. Effective and regular service will be provided to the community by implementing the alternative service proposed.

Refer questions about this post office discontinuance to Thomas Lipker, Post Office Review Coordinator, at 216-443-4508.

A handwritten signature in black ink, appearing to read "Kathy Ainsworth".

Kathy Ainsworth  
District Manager  
Customer Service and Sales  
Northern Ohio District

Enclosures: One Hard Copy of Record  
Headquarters Acknowledgment of Receipt of Official Record  
Self Addressed Envelope