

Monthly - Yearly Retail Unit Comp Flash (POS ONE Retail Units Open Both Years)

Retail Unit		Month
MNS-LINCOLN BR		Sep 2009

DS

Category	Attributes	Actual for Month	Actual for Month for SPLY	% Compared To SPLY	Actual for Year to Date	Actual for Year to Date for SPLY	% Compared To SPLY
Walk-In Rev (WIR)	Total						
	Express Mail Stamps						
	Priority Mail Stamps						
	All Other Stamps						
	Express Mail						
	Express Mail WIR Txn						
	Express Mail Full Postage Affixed and EMCA Txn						
	Priority Mail						
	Priority Mail WIR Txn						
	Priority Mail Full Postage Affixed Txn						
	First-Class						
	Parcel Post						
	Parcel Post WIR Txn						
	Parcel Post Postage Affixed Txn						
	Media Mail						
	Other Domestic (Library Mail, BPM, Orphan PVI)						
	International Mailing						
	Special Services						
	Orphan PVI Txn						
	Packaging Products						
	Retail Products						
	Philatelic Products						
	Passport Fees and Photo Services						
Phonecards							
Retail Services							
Operational Data	Customer Visits						
	Total Transactions (Rev & Non-Rev)						
	POS ONE Terminal Hours						
Business Days	Business Days						

Retail Productivity	WIR / POS ONE Terminal Hr	[Redacted]
	WIR / Customer Visit	
	Expedited Mail WIR Txn / Parcel Post WIR Txn	
	Special Services WIR Txn / Mailing WIR Txn	
	Expedited Mail WIR Txn / Domestic Mail WIR Txn	

Monthly - Yearly Retail Unit Flash (All Reporting POS ONE Retail Units)

Category	Attributes	Actual for Month	Actual for Month for SPLY	% Compared to SPLY	Actual for Year to Date	Actual for Year to Date for SPLY	% Compared to SPLY
Walk-In Rev (WIR)	Total	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
	Express Mail Stamps						
	Priority Mail Stamps						
	All Other Stamps						
	Express Mail						
	Express Mail WIR Txn						
	Express Mail Full Postage Affixed and EMCA Txn						
	Priority Mail						
	Priority Mail WIR Txn						
	Priority Mail Full Postage Affixed Txn						
	First-Class						
	Parcel Post						
	Parcel Post WIR Txn						
	Parcel Post Postage Affixed Txn						
	Media Mail						
	Other Domestic (Library Mail, BPM, Orphan PVI)						
	International Mailing						
	Special Services						
	Orphan PVI Txn						
	Packaging Products						
Retail Products							
Philatelic Products							
Passport Fees and							

	Photo Services	
	Phonecards	
	Retail Services	
Operational Data	Customer Visits	
	Total Transactions (Rev & Non-Rev)	
	POS ONE Terminal Hours	
Business Days	Business Days	
Retail Productivity	WIR / POS ONE Terminal Hr	
	WIR / Customer Visit	
	Expedited Mail WIR Txn / Parcel Post WIR Txn	
	Special Services WIR Txn / Mailing WIR Txn	
	Expedited Mail WIR Txn / Domestic Mail WIR Txn	



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Classified Station/Branch or Community Post Office Discontinuance Checklist

Proposed Discontinuance Facility Information

District Name: NORTHERN OHIO

District Contact: HARRY MYERS Telephone Number: 216-443-4076

Office Name: Mansfield-Lincoln

State: OHIO ZIP Code: 44905

County: RICHLAND Congressional District: 04

Date office established: 02/01/1968 EAS Postmaster Level: 24

Reason for Discontinuance (i.e., Operational Efficiencies, Reduced Workload, Proximity of Neighboring Retail Units): DUE TO REDUCED WORKLOAD AND CUSTOMER ACTIVITY

Is facility owned (Yes or No) If no, when does the lease or contract expire? 01/31/2013
90 DAY TERMINATION NOTICE

Is there a termination clause? Yes or No. If no, What are lease termination plans?
90 DAY TERMINATION NOTICE

How many customers are affected:

Post office box customers: [REDACTED]

General Delivery: 0

Rural Route: 0

Highway Contract Route (HCR): 0

City Route: 0

Intermediate Rural: 0

Intermediate HCR: 0

Total number of customers: [REDACTED]

Window Service Hours: M-F 8:30 AM - 4:30 PM Sat CLOSED

Lobby Hours: M-F 24 HR LOBBY Sat 24 HR LOBBY



Official Record Index

NOV 23 2009

Item No.	Description	Date Entered into Record
		CUSTOMER SERVICES OPERATIONS
1.	(Docket 1 of 3 contains Items 1 through 30) Authority to Conduct Investigation	6/16/09
2.	Property Detail Report – Lincoln Branch Property Detail Report Mansfield Main Post Office	6/17/09
3.	Postal Association's Consolidation Review Notifications	8/7/09
4.	Political consolidation Review Notifications	7/10/09
5.	Postal News / Media Release – Mansfield Post Office branches Studied for Possible Consolidation	7/13/09
6.	Consolidation / Optimization Cover Letter Survey and Frequently Asked Questions	7/14/09
7.	Photos of Mansfield Lincoln Branch	8/14/09
8.	APWU Notification – Postal Consolidation Reviews	8/14/09
9.	Post Office Location / Alternative Location to Buy Stamps	11/6/09
10.	Driving directions to Mansfield Main Post Office	11/6/09
11.	Facility Data Base – Facility Times Lincoln Branch & Mansfield Main Post Office	11/6/09
12.	PS Form 4920 USPS Post Office Closing or Consolidation Proposal Fact Sheet	11/6/09
13.	Classified Station / Branch or Community Post Office Discontinuance Checklist	11/6/09
14.	Window Operations – Actual Staffing Graphs	11/6/09
15.	Wait Time in Line Lincoln Branch & Mansfield Main Post Office	11/6/09
16.	ROAM Map – 5 Mile Radius	11/6/09
17.	Mansfield Lincoln Branch Post Office Survey	11/6/09
18.	Mansfield Lincoln Branch Community Survey	11/6/09
19.	ROAM – Demographics and Income Profile	11/6/09
20.	CSM Scores Mansfield	11/6/09
21.	National Historical Landmarks	11/6/09



Item No.	Description	Date Entered into Record
22.	Collection Box Management System Report	11/6/09
23.	WEBBATS Information	11/6/09
24.	RCT Bus Schedule	11/6/09
25.	Mansfield Lincoln Branch Expenses	11/6/09
26.	WEBCOINS Lincoln Branch	11/6/09
27.	Customer Service Variance – Clerk (F4)	11/6/09
28.	Postal Service (PS) Schedule	11/6/09
29.	Station and Branch Optimization and Consolidation Return on Investment	11/6/09
30.	Postal Customer Questionnaire Analysis	11/6/09
31.	(Docket 2 of 3 contains Item 31, pages 1-497) Postal Customer Questionnaire / Customer Replies (Docket 3 of 3 contains Item 31, page 498 to the end)	11/6/09
31A.	Memo to the Record	11/6/09
32.	Proposal Checklist / Mansfield Lincoln Branch	11/6/09
33.	Proposal Exhibit	11/6/09
34.	Transmittal Letter to Headquarters	11/6/09



June 15, 2009

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DON MARSHALL
DISTRICT MANAGER

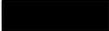
SUBJECT: AUTHORITY TO CONDUCT INVESTIGATION

I request your authorization to investigate a possible change in postal services for the following office in the 4th Congressional District.

Post Office Name: MANSFIELD – LINCOLN BRANCH

ZIP+4 Code: 44905-9998

EAS Level: 24

Finance Number: 

County: RICHLAND

Number of Customers:

Post Office Box 

General Delivery _____

Rural Route (RR) _____

Highway Contract Route (HCR) _____

Intermediate RR _____

Intermediate HCR _____

City Delivery _____

Total Customers 

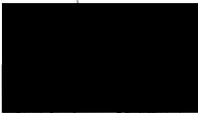
The above office is a candidate for the Station/Branch consolidation program due to reduced workload and customer activity as well as viable alternative means of providing equivalent service.

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



Harry J. Myers
District Facilities Review Coordinator

Approval to Study for Discontinuance:



Don Marshall
District Manager

6/16/09
Date



Run Date (GMT): 09:34:52 Jun-17-2009

Property Detail Report

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Property Description

Fin/Sublocation: [REDACTED]	Status: Active	Chargeable Fin: [REDACTED]
PO-Unit Name: MANSFIELD-LINCOLN BR	District: Northern Ohio	Postmaster: Randy Ballard
Address: 989 ASHLAND RD	County: RICHLAND	PM Phone: 419-755-4621
City/St/ZIP: MANSFIELD, OH 44905-9998	CAG: C	FDB ID: [REDACTED]
Comments: HANDICAP ACCESSIBLE - CERTIFIED 10-20-92 LEASE DATA CLEANUP 3/21/97		AMS Locale: [REDACTED]

General Information

Type Qtrs: Auxiliary Service Facility	Maint Resp: Landlord	Ann.: \$0.00	Land Cost: \$0.00
Property Use: Customer Service	Electricity: USPS	Depreciation: Remaining Yr:	Bldg Cost: \$0.00
Cust Svc Code: Retail Only	Water: USPS	Accum: \$0.00	Land FMV: \$0.00
AMS Type: Post Office	Heat: USPS	Depreciation: Undepreciated \$0.00	Bldg FMV: \$0.00
AMD Subtype: Finance Branch	Trash: USPS	Amt: Book Value: \$0.00	Land Owner: Standard Lease, Fixed Term
Acquisition: Leased, Existing Building	Sewerage: USPS	Asbestos:	Bldg Owner: Standard Lease, Fixed Term
Construc.: Brick/Block	Custodial: USPS	Historic: Unknown	Last Inspec.: 02/21/2008 MIGRATION
Dt Land Acquired: 02/01/1968	Snow: USPS	Indian Nation: No	Next Inspec.: 02/21/2009 MIGRATION
Dt Bldg Occupied: 02/01/1968		Handicap Access.: Customer Access/Employee Restroom Exempt	

Space Survey

Net Interior: 2334	# Stories: 1	Total # Carriers: 0	PO Box SF: 1200
Site: 7,542.00	# Cust Parking:	Emp Complement: [REDACTED]	Counter SF: 420
Total Cust Svc & PO Box Lobby Areas: 280.00	# Emp Parking: 0	Walk in Rev: [REDACTED]	Excess SF: [REDACTED]
Delivery Wkroom Area: 1,167.00	Freight Elevators: 0	# APC: 0	USPS Occ SF:
Date Last Measured:	Cust Elevators: 0		% Occ by USPS:

Energy

A/C: Central-Freon	Exclude from Audit:	Top 500:
Prim Fuel: Electricity	Last Audit Date:	Include on DOE Rpt:
Sec Fuel: Electricity	Last Audit Type:	

Active Lease Data

Lease Eff Date: 02/01/2008	RO Days Notice: 30	PO Type:
Lease Exp Date: 01/31/2013	Term Days Notice: 90	PO Date:
Annual Rent: \$22,980.00		PO Price: \$0.00

Landlord Name: EASY STORAGE IX LLC	Tax ID: [REDACTED]
Address1: 5623 OLDTOWN VALLEY RD SW	Phone:
Address2/3:	
City, State, ZIP: NEW PHILADELPHIA, OH 44663-6997	

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Lease Option (Active ID [REDACTED])

Lease Options (not active)

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Type	Eff. Date	Exp. Date	Status	Ann. Rent	Type	Eff. Date	Exp. Date	Status	Ann. Rent
Base	02/01/2008	01/31/2013	Active	\$22,980.00	Base	02/01/1993	01/31/1998	Completed	\$16,500.00
Renewal	02/01/2013	01/31/2018	Planned	\$25,278.00	Renewal	02/01/1998	01/31/2003	Unused	
					Base	02/01/1998	01/31/2003	Completed	\$18,975.00
					Renewal	02/01/2003	01/31/2008	Completed	\$20,873.00

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FACILITIES

Home Search Results							FAQ To
Properties	Projects	Approvals	Finances	DCCS	RECS	LPS	Reports Response Li
List of Property FSSP Problems							
Finance/Sub: [REDACTED]		Facility: MANSFIELD - LINCOLN BR					
Ownership: Leased		MANSFIELD, OH 44905-9998					
Status: Active		District: Northern Ohio					
Lease Eff: 02/01/2008		County: RICHLAND					
Lease Exp: 01/31/2013		Lease Term: Base					
Location	Description	Information	Utilities	GSA / Inspection	RPS Info	Space Survey	FSSP Problems Energy Gr
Call/Prob Num	Call Date	Status	Problem Description		Work Cat.	Project #	Total Paid
50524-1	12/05/2005	Disapproved	Line 63 Capital Project-lobby upgrade		Interior Repairs		\$ [REDACTED]
*Data current as of June 16, 2009							

FACILITIES SERVICE OFFICE
PO BOX 27497
GREENSBORO NC 27498-1103

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INFORMATION ONLY

NOTICE - CHANGE OF OWNERSHIP

Effective Date – 03/01/09

MANSFIELD OH 44905-9998
LINCOLN BR
Finance/Sub No. [REDACTED]

New Owners:

JOHN T CAMERON
EASY STORAGE IX LLC
5623 OLDTOWN VALLEY RD SW
NEW PHILADELPHIA OH 44663-6997

Phone: 1-330-339-6535 FAX: 1-330-339-6593

CELL:

EMAIL: JTCameron@Hughes.net

MAINTENANCE CONTACTS:

SAME AS ABOVE

MORTGAGE: NO


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Exercise of Renewal Option

Facility Name/Location MANSFIELD - LINCOLN BR 977 ASHLAND RD MANSFIELD OH 44905-9998		County: RICHLAND Project: [REDACTED]	
TO RAYMOND C WOLF JOANNE R WOLF 1469 TROY DR MANSFIELD OH 44905-1330		Certified Mail #: [REDACTED]	
Issuing Office Columbia FSO 10500 Little Patuxent Pky 2nd Floor Columbia MD 21045-6211			
Date of Existing Contract: 02/01/1998		Options available (Number and Years) 1 Option(s) covering 5 Years	
Pursuant to the contract with you covering this facility, the Postal Service hereby exercises its option to renew said contract as follows:			
Term: 5 years	From (Date): 02/01/2003	To (Date): 01/31/2008	Annual Rate: \$20,873.00
There is/are 0 renewal option(s) remaining. In all other respects the said contract shall remain the same and is hereby confirmed.			
Remarks THANK YOU FOR YOUR INTEREST IN PROVIDING THIS SPACE FOR USE BY THE UNITED STATES POSTAL SERVICE.			
SENDER: COMPLETE THIS SECTION <ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 		COMPLETE THIS SECTION ON DELIVERY A. Received by (Please Print Clearly) JOANNE R. WOLF C. Signature [Signature] <input type="checkbox"/> Agent <input type="checkbox"/> Addressee <input checked="" type="checkbox"/> Is delivery address different from item 1? If YES, enter delivery address below:	
1. Article Addressed to: RAYMOND C WOLF JOANNE R WOLF 1469 TROY DRIVE MANSFIELD OH 44905-1330		3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.	
2. Article Number (Copy from service label) PS Form 3811, July 1999		4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes 2281-4381 Domestic Return Receipt 102595-99-M-1789	
Date 04/17/2001	Name of Contracting Officer G HIMES	Signature G. A. Himes	



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Lease

Facility Name/Location:

MANSFIELD - LINCOLN BR (384851-003)
987 977 ASHLAND RD MANSFIELD, OH 44905-9998

RICHLAND COUNTY
Project: C32104

This LEASE, made and entered into by and between RAYMOND C WOLF JOANNE R WOLF 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 Brick Shopping Center and which property contains areas, spaces, improvements, and appurtenances as follows:

AREA	SQ. FEET	AREA	SQ. FEET
Net Floor Space	2,334	Joint Use/Common Areas:	
Platform	640	Parking/Maneuvering	4,569
Parking and Maneuvering		<i>PLAT FORM</i>	640 <i>R.C.W</i>
Other:			<i>GM</i>
Driveway			
Landscaping			
Sidewalks			

USPS has exclusive use of ten parking spaces (8 front and 2 rear)

Total Site Area: 2,334

2. RENTAL: The Postal Service will pay the Lessor an annual rental of: ~~16,500.00~~ *GM*
18,875.00 R.C.W.
Sixteen Thousand Five 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:
RAYMOND C WOLF JOANNE R WOLF
~~817 EXPRESSVIEW DRIVE~~ *1469 TROY DRIVE R.C.W*
MANSFIELD OH 44905-~~1335~~ *1336 GM*

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 Feb. 01, 1998 and ending Jan. 31, 2003 for a total of 5 years.

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Lease

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
<u>1</u>	<u>5</u>	\$18,975.00 <i>R.C.W.</i>
	<u>5</u>	<u>20,875.00</u> <i>GM.</i>

provided that notice is sent, in writing, to the Lessor at least 30 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:** ~~The Postal Service may terminate this Lease at any time by giving 30 days written notice to the Lessor.~~ *See Exhibit A attached R.C.W.*

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, 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), USPS to pay recurring monthly charges for separately metered heat, electric, water, sewer, trash and snow removal.

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

9. **LEGAL DESCRIPTION:**

A portion of a one story brick shopping center known as the Mansfield, OH-Lincoln Branch, with irregular inside dimensions providing 2,334 square feet of net interior space, a platform providing 640 square feet, joint use parking and maneuvering areas providing 4,568 square feet, 10 exclusive parking spaces (8 front and 2 rear), on a total site of 2,334, all located at 977 Ashland Road in the Town of Mansfield, County of Richland, State of Pennsylvania.

EXHIBIT A

THIS LEASE MAY BE TERMINATED UPON 90 DAYS NOTICE IN WRITING TO THE LESSOR WHENEVER, IN THE JUDGEMENT OF THE POSTAL SERVICE, THE GROWTH OF THE SERVICE AT THAT OFFICE RENDERS ADDITIONAL ROOM NECESSARY AND THE LESSOR IS UNABLE OR UNWILLING TO FURNISH SUITABLE AND SUFFICIENT ADDITIONAL SPACE AT AN ADDITIONAL RENTAL SATISFACTORY TO THE POSTAL SERVICE.



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**Form of Acknowledgment
for Contracting Officer**

STATE OF MARYLAND

SS: HOWARD

COUNTY OF BALTIMORE

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

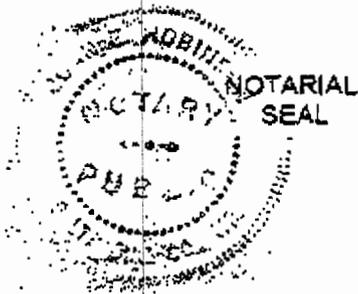
GARRY L MATTOX

(Identify individual party to the lease)

known to be the REAL ESTATE SPECIALIST
CONTRACTING OFFICER
FACILITIES SERVICE OFFICE
COLUMBLA MD 21045-0701

and to be the same person who executed the foregoing Lease, who deposes and says that he signed his name thereto by authority of said Postal Service, for the purposes set forth, and as his own free and voluntary act.

Witness my hand and notarial seal, in the County and State aforesaid,
this 14th day of May, 1997.



[Signature]
Notary Public

My commission expires JULY 01, 1998

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Lease

EXECUTED BY LESSOR this 6th day of May, 1997.

ALL INDIVIDUAL OFFERORS MUST SIGN

Raymond C. Wolf, Owner
Print Name & Title

Raymond C Wolf
Signature

Joanne R. Wolf, Owner
Print Name & Title

Joanne R. Wolf
Signature

Print Name & Title

Signature

Lessor, Address: RAYMOND C WOLF JOANNE R WOLF
1469 TROY ~~017 EXPRESVIEW~~ DRIVE MANSFIELD OH 44905-1535/330
Telephone No: (419) 589-2526
Taxpayer ID: _____

Witness [Redacted]

Witness [Redacted]

ACCEPTANCE BY THE POSTAL SERVICE

Date: 5/14/97

[Redacted]

GARRY MATTOX
Contracting Officer

[Redacted]
Signature of Contracting Officer

COLUMBIA F30
PO BOX 701
COLUMBIA MD 21045-0701
Address of Contracting Officer

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**Form of Acknowledgment
for Individuals**



STATE OF _____

COUNTY OF _____

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

- _____ (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 _____ day of _____

NOTARIAL
SEAL

Notary Public

My commission expires _____

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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," "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 worker's 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.

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h. Disputes under this clause will be governed by the procedures in 41 CFR 80-1.1.

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 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 excludes

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.

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- 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 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.

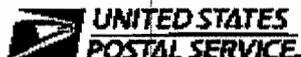
f. The contractor must include this clause in every subcontract or purchase order over \$2,500 under this contract unless exempted by rules, regulations, or orders of the Secretary issued pursuant to section 503 of the Act, so its provisions will be binding upon each subcontractor or vendor. The contractor 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

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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.

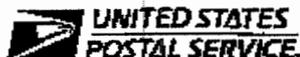
b. The rights and remedies of the Postal Service provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

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

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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, as defined by applicable State or Federal law.
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.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 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
- 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.
- 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.
- 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 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 and to pay all charges.



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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 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 1306.11 through 1306.15.

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

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General Conditions to USPS Lease

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, 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.5 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.



General Conditions to USPS Lease

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.

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.

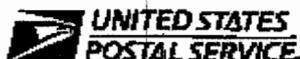
f. Subcontracts

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.

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 ITEM NO.: 2
 PAGE NO.: 20 OF 26
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 _____ 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: _____

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2. The offeror has has not paid or agreed to pay any 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;

Representations and Certifications



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: _____
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 731B, "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 731B to the office issuing this solicitation, it may accompany its proposal with a signed statement—

1. Indicating when the completed form was previously furnished;

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PAGE



Representations and Certifications

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.



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



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

Facility Name/Location MANSFIELD - LINCOLN BR (384851-003)
977 ASHLAND RD MANSFIELD, OH 44905-9998

County: RICHLAND
Project: C32104

The undersigned,

holder(s) of a mortgage in the sum of \$.00

on the property situated at: 977 ASHLAND RD MANSFIELD, OH 44905-9998

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.

NONE

Mortgage 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 _____

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Designation of Emergency Repair Personnel

Return completed, signed copy of this form to: GARRY MATTOX PROJECT MANAGER COLUMBIA FSO PO BOX 703 COLUMBIA, MD 21045-0701	Postal Unit: LINCOLN BR
	Street Address: 977 ASHLAND RD
	City, State, ZIP + 4: MANSFIELD OH, 44905-9998
Owner: RAYMOND C WOLF JOANNE R WOLF 017 EXPRESVIEW DRIVE, MANSFIELD, OH 44905-1235/330 1469 TROY	

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

419-589 2526

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.

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

Sign Original

This letter is not intended to, nor does it in any way, increase my responsibilities as owner (or agent w/ owner) of the property to the occupant the U.S. Postal Service.	Signature of Owner or Owner's Agent	Date
	Name (Typed or Printed)	9 May 5, 1997
	Street Address	Raymond C Wolf
	City, State, ZIP + 4	1469 Troy Drive Mansfield Ohio 44905



Run Date (GMT): 09:35:07 Aug-07-2009

Property Detail Report

ITEM NO.: 2
PAGE NO.: 26 OF 26

DOCKET NO.: LINCOLN 44905

Property Description

Fin/Sublocation: [REDACTED]	Status: Active	Chargeable Fin: [REDACTED]
PO-Unit Name: MANSFIELD-MAIN OFFICE	District: Northern Ohio	Postmaster: Randy Ballard
Address: 200 N DIAMOND ST	County: Richland	PM Phone: 419-755-4621
City/St/ZIP: MANSFIELD, OH 44901-9997	CAG: C	FDB ID: [REDACTED]
Comments:		AMS Locale: [REDACTED]

General Information

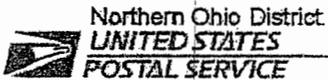
Type Qtrs: Main Office	Maint Resp: USPS	Ann. \$: [REDACTED]	Land Cost: \$92,060.00
Property Use: Customer Service	Electricity: USPS	Depreciation:	Bldg Cost: \$5,955,199.00
Cust Svc Plant Code:	Water: USPS	Remaining Yr: [REDACTED]	Land FMV: \$0.00
AMS Type: Mail Processing	Heat: USPS	Accum Depreciation:	Bldg FMV: \$0.00
AMD Subtype: Processing and Distribution Center/Facility (PDC/PDF)	Trash: USPS	Undepreciated Amt:	Land Owner: USPS Land, Not Prev. Leased
Acquisition: Owned, New Construction	Sewerage: USPS	Book Value: [REDACTED]	Bldg Owner: USPS Building, Const. by USPS
Construc.: Brick/Block	Custodial: USPS	Asbestos:	Last Inspec.: 04/24/2009
Dt Land Acquired: 02/01/1973	Snow: USPS	Historic: Unknown	Next Inspec.: MIGRATION
Dt Bldg Occupied: 02/01/1973		Indian Nation: No	
		Handicap Access: Non-Accessible	

Space Survey

Net Interior: 158,938	# Stories: 1	Total # Carriers: 0	PO Box SF: 0
Site: 423,808	# Cust Parking:	Emp Complement: [REDACTED]	Counter SF: 1053
Total Cust Svc & PO Box Lobby Areas: 19,004	# Emp Parking: 0	Walk in Rev: [REDACTED]	Excess SF: 96705
Delivery Wkroom Area: 79,182	Freight Elevators: 0	# APC: 0	USPS Occ SF:
Date Last Measured:	Cust Elevators: 0		% Occ by USPS:

Energy

A/C: Water Cooled	Exclude from Audit: No	Top 500: Yes
Prim Fuel: Natural Gas	Last Audit Date:	Include on DOE Rpt: Yes
Sec Fuel: None	Last Audit Type:	



July 10, 2009

Mr. Darwin Nalepa
President, Ohio State NAPS

Dear Mr. Nalepa:

As you are aware, the increasingly turbulent economy has decreased mail volume substantially this past year, significantly affecting the U.S. Postal Service's revenue. As the advertising market softened, we saw declines in Standard and Periodicals Mail volumes. And as consumers reined in spending, package volumes also declined. Compounding the economic situation is the increasing decline in First-Class Mail attributed to electronic diversion – online bill paying, for example.

For Fiscal Year 2008 (October 1, 2007-September 30, 2008), these factors resulted in a mail volume loss of 9.5 billion pieces, or 4.5 percent, compared to the previous year. We have not experienced a decline of this magnitude in our history and the trend is continuing today. Our projections for this year are no more encouraging. It now appears volume decline for this year may exceed 20 billion pieces. From a peak of 213 billion pieces in 2006, we may handle only 180 billion pieces this year.

We have responded aggressively to the dramatic decreases in mail volume; we have consolidated mail processing operations, adjusted carrier routes across the board and restructured administrative functions.

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Attached is a list of Stations and Branches in the Northern Ohio District that we will be reviewing.

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Should you have any questions, please call Victor Dubina, Communications Programs Specialist, at (216) 443-4596.

Sincerely,

A handwritten signature in black ink that reads "Harry Myers". The signature is written in a cursive style.

Harry Myers
Manager, Customer Relations
2200 Orange Avenue, Rm 206
Cleveland, Ohio 44101-9996

Enclosures: Questionnaire
FAQ



Postal Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the Airport Post Office for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Mailing letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Picking up Post Office box mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Picking up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Obtaining special services, including Certified mail, Registered mail, Insured mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other postal services:

- a. Entering permit mailings Yes No

Nonpostal Services

- a. Other Yes No

If yes, please explain: _____

2. Do you pass any other Post Offices while traveling during normal business hours?

Yes

No

If yes, which offices: _____

3. For which of the following do you leave your community? (Check all that apply) Where do you go to obtain these services?

Shopping _____

Personal needs _____

Banking _____

Employment _____

Social needs _____

4. Do you currently use local businesses in the community?

Yes

No

If yes, would you continue to use them if this Post Office is discontinued?

Yes

No

Name: _____
(please print your name)

Address: _____

Telephone number: _____ Date: _____

Thank you for taking the time to complete this questionnaire.

This questionnaire may be mailed no later than July 25, 2009 to:

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Cleveland OH 44101-9996

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Q. Don't my tax dollars support the Postal Service?

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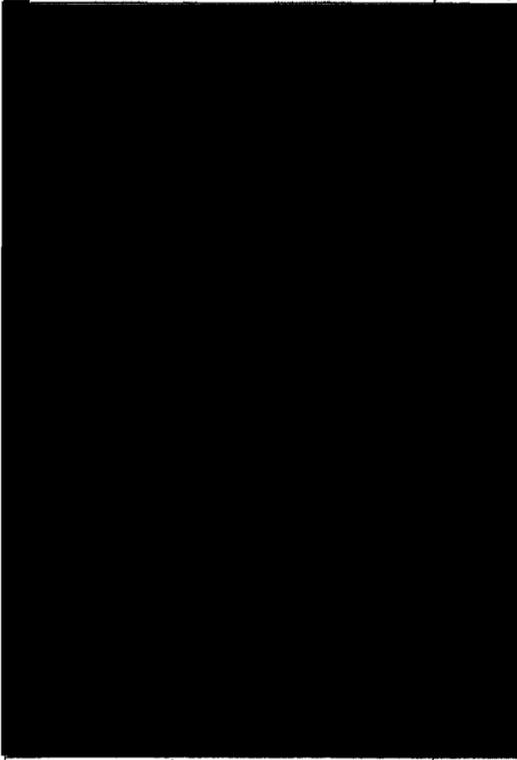
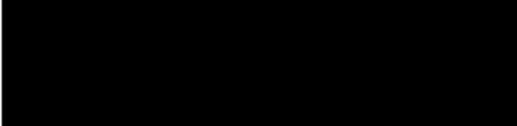
Q. You don't really care about serving the community and you are going to leave our town without a Post Office?

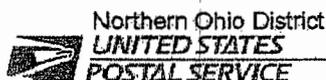
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Offices Being Reviewed

	Office Name	Zip
		
LINCOLN		44905
		

ITEM NO.: 3
PAGE NO.: 7 OF 30

July 10, 2009

Mr. Tom Frost
National Rural League of Carriers Association

Dear Mr. Frost:

As you are aware, the increasingly turbulent economy has decreased mail volume substantially this past year, significantly affecting the U.S. Postal Service's revenue. As the advertising market softened, we saw declines in Standard and Periodicals Mail volumes. And as consumers reined in spending, package volumes also declined. Compounding the economic situation is the increasing decline in First-Class Mail attributed to electronic diversion – online bill paying, for example.

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Sincerely,

A handwritten signature in black ink that reads "Harry Myers". The signature is written in a cursive style with a large, looped "H" and "M".

Harry Myers
Manager, Customer Relations
2200 Orange Avenue, Rm 206
Cleveland, Ohio 44101-9996

Enclosures: Questionnaire
FAQ



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Other postal services:

- a. Entering permit mailings Yes No

Nonpostal Services

- a. Other Yes No

If yes, please explain: _____

2. Do you pass any other Post Offices while traveling during normal business hours?

Yes

No

If yes, which offices: _____

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No

If yes, would you continue to use them if this Post Office is discontinued?

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Name: _____
(please print your name)

Address: _____

Telephone number: _____ Date: _____

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Offices Being Reviewed

	Office Name	Zip
LINCOLN		44905



July 10, 2009

Mr. Chuck Mulidore
President, Pioneer Area
National Association of Postal Supervisors

Dear Chuck:

As you are aware, the increasingly turbulent economy has decreased mail volume substantially this past year, significantly affecting the U.S. Postal Service's revenue. As the advertising market softened, we saw declines in Standard and Periodicals Mail volumes. And as consumers reined in spending, package volumes also declined. Compounding the economic situation is the increasing decline in First-Class Mail attributed to electronic diversion – online bill paying, for example.

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Sincerely,

A handwritten signature in black ink that reads "Harry J. Myers". The signature is written in a cursive style.

Harry Myers
Manager, Customer Relations
2200 Orange Avenue, Rm 206
Cleveland, Ohio 44101-9996

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Nonpostal Services

- a. Other Yes No

If yes, please explain: _____

2. Do you pass any other Post Offices while traveling during normal business hours?

Yes

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If yes, which offices: _____

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Offices Being Reviewed

	Office Name	Zip
LINCOLN		44905



July 10, 2009

Bill Donaldson
State President
National League of Postmasters

Dear Bill:

As you are aware, the increasingly turbulent economy has decreased mail volume substantially this past year, significantly affecting the U.S. Postal Service's revenue. As the advertising market softened, we saw declines in Standard and Periodicals Mail volumes. And as consumers reined in spending, package volumes also declined. Compounding the economic situation is the increasing decline in First-Class Mail attributed to electronic diversion – online bill paying, for example.

For Fiscal Year 2008 (October 1, 2007–September 30, 2008), these factors resulted in a mail volume loss of 9.5 billion pieces, or 4.5 percent, compared to the previous year. We have not experienced a decline of this magnitude in our history and the trend is continuing today. Our projections for this year are no more encouraging. It now appears volume decline for this year may exceed 20 billion pieces. From a peak of 213 billion pieces in 2006, we may handle only 180 billion pieces this year.

We have responded aggressively to the dramatic decreases in mail volume; we have consolidated mail processing operations, adjusted carrier routes across the board and restructured administrative functions.

Like mail volume, window transactions at our retail units have declined substantially. Due to these declines, we are now reviewing our network of retail facilities and are considering consolidating operations in our stations and branches in larger metropolitan areas. We are using established processes and procedures that are already in place to conduct these reviews.

Attached is a list of Stations and Branches in the Northern Ohio District that we will be reviewing.

Factors such as the impact on employees, service standards, cost savings, customer access, the environmental impact, real estate values and the long-term needs of the service will be taken into account during the review process. The Postal Service does not anticipate this review process to generate any changes this fiscal year. No decisions will be made regarding which, if any, facilities will be consolidated until these reviews are finalized.

Should you have any questions, please call Victor Dubina, Communications Programs Specialist, at (216) 443-4596.

Sincerely,

A handwritten signature in cursive script that reads "Harry Myers".

Harry Myers
Manager, Customer Relations
2200 Orange Avenue, Rm 206
Cleveland, Ohio 44101-9996

Enclosures: Questionnaire
FAQ



Postal Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the Airport Post Office for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Mailing letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Picking up Post Office box mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Picking up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Obtaining special services, including Certified mail, Registered mail, Insured mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other postal services:

a. Entering permit mailings Yes No

Nonpostal Services

a. Other Yes No

If yes, please explain: _____

2. Do you pass any other Post Offices while traveling during normal business hours?

Yes

No

If yes, which offices: _____

3. For which of the following do you leave your community? (Check all that apply) Where do you go to obtain these services?

Shopping _____

Personal needs _____

Banking _____

Employment _____

Social needs _____

4. Do you currently use local businesses in the community?

Yes

No

If yes, would you continue to use them if this Post Office is discontinued?

Yes

No

Name: _____
(please print your name)

Address: _____

Telephone number: _____ Date: _____

Thank you for taking the time to complete this questionnaire.

This questionnaire may be mailed no later than July 25, 2009 to:

Manager, Customer Relations
2200 Orange Avenue, RM 206
Cleveland OH 44101-9996

Station/Branch Optimization
Frequently Asked Questions**Q. Why is the Postal Service consolidating offices?**

A. As the economic downturn continues, the Postal Service faces a number of challenges due to declining mail volume and revenue. So far this fiscal year, the USPS is faced with a 12% decline in total mail volume and a revenue shortfall of nearly \$2.3 billion. We are projecting to end FY 2009 with a more than \$6 billion loss. In the face of such difficulties, the USPS is pursuing solutions and strategies to mitigate impacts. Efforts have focused on improving efficiencies and making sure the processing and delivery networks are as streamlined as possible through such activities as mail processing consolidations and carrier route adjustments. The USPS is also now reviewing station and branch operations at larger Postal facilities throughout the nation, focusing on areas where we have a number of offices in close proximity, to determine where consolidations are possible.

Q. Don't my tax dollars support the Postal Service?

A. The Postal Service is not supported by tax dollars and must meet expenses by the revenue it generates from the sale of its products and services. Any operational savings we generate contributes to the long run to stable postage rates for customers.

Q. Why my office; why can't you study another office?

A. Review criteria include examining larger leased and owned post office stations and branches located in urban areas that are located close to one another. Factors such as impact on employees, service standards, cost savings, customer access, environmental impact, real estate values and long-term USPS needs are being taken into account during the review process. This office met the criteria to be reviewed.

Q. On the survey, you are asking me what I felt about my service being moved to another office. Is this just a formality and the decision already made to close this office?

A. No decisions will be made regarding which, if any, facilities will be consolidated until these reviews are finalized. Offices studied may not necessarily be consolidated.

Q. When will a final decision be made?

A. The USPS does not anticipate this review process to generate any changes this fiscal year (which ends on September 30, 2009).

Q. I really like the service I get at my local office; can I expect the same level of service?

A. Courteous and helpful service will be provided at whichever office you go to. Special assistance will be provided as needed.

Q. If you close this office, will I have to change my address?

A. There will be no change in customer addresses. We will try to minimize any changes to customers who have P.O. Boxes, but a small number may need to change.

Q. What happens to the mail I put in the blue collection box?

A. Collection of mail and dispatch schedules remain the same. The labels on the collection boxes clearly indicate what the collection times are. In addition, customers may also place outgoing mail in their mailboxes to be collected and dispatched by the carrier.

Q. If you close this post office and my carrier has to move, he will have to travel further; won't that delay the delivery of my mail?

A. Mail delivery times will remain the same. Because delivery costs are one of our biggest expenses, we always look at the most efficient way to structure a delivery route. Your location on a carrier's line-of-travel determines the time of day mail is delivered.

Q. The parking lot at the Post Office you want me to use is in bad shape. How can you expect me to go there?

A. The conditions at that branch have been brought to the attention of our Facilities Service Office. Currently, because of our financial situation, we are limited on how many repairs we can make. New construction has been frozen and many repair projects are being delayed.

Q. The lines at the Post Office you want me to go to are long; why should we have to stand in line there when we didn't have to here?

A. Each office has peak times. We will bring your concern to the attention of the manager, and the Postmaster, so that the window operations are monitored and customers do not have an unreasonable wait to obtain services.

Q. This office always has a good collection of philatelic stamps and special issue stamps. Where do I go now?

A. The Postal Service offers a wide variety of philatelic and retail products, as well as special issue stamps. If the local office does not provide an adequate supply to meet your needs, you can ask your local manager to help you. You may also order philatelic products by going online to usps.com or by calling 1-800-STAMP24 (1-800-782-6724).

Q. If this building doesn't meet your needs, why can't you just build a new building?

A. In our current financial situation, all new construction is frozen; there is no money to build new buildings. Additionally, in the past few years, we have seen significant technological and customer behavior changes. Customers now access postal services in a variety of ways, including Automated Postal Centers, Stamps on Consignment, Contract Postal Units, usps.com/shop, Click-n-Ship, and Stamps by Mail. Today, nearly 30 percent of postal revenue is generated from alternative access points. Because more than 1.2 million people a day use usps.com for their Postal transactions, we are actually seeing less and less customer traffic in our offices.

Q. You don't really care about serving the community and you are going to leave our town without a Post Office?

A. We are interested in serving the needs of the community and your feedback is important to us. That is why we have gone out with a customer survey. The reality is that customers can access postal services in a variety of ways. From a retail perspective, we have quite a number of offices that are close to this one. By consolidating functions, adjusting delivery routes and restructuring administrative and processing operations, the USPS becomes a more efficient and effective organization in the face of serious financial challenges. Your concerns and opinions will be factored in determining the best alternative form of effective and regular service.

Q. You keep cutting back on service and you keep raising our stamp prices. Isn't closing this office going to lead to just more of the same?

A. As the number of pieces we handle goes down, our revenue goes down, forcing us to find more ways to keep the Postal Service financially viable. The prices of stamps are capped to the rate of inflation by law, but our costs, especially health care cost increases, exceed the rate of inflation. By consolidating functions, adjusting delivery routes and restructuring administrative and processing operations, the USPS becomes a more efficient and effective organization in the face of serious financial challenges.

Offices Being Reviewed

	Office Name	Zip
LINCOLN		44905



July 10, 2009

Ms. Sarah Krietzer
Ohio State President
National Association of Postmasters

Dear Ms. Krietzer:

As you are aware, the increasingly turbulent economy has decreased mail volume substantially this past year, significantly affecting the U.S. Postal Service's revenue. As the advertising market softened, we saw declines in Standard and Periodicals Mail volumes. And as consumers reined in spending, package volumes also declined. Compounding the economic situation is the increasing decline in First-Class Mail attributed to electronic diversion – online bill paying, for example.

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Harry Myers
Manager, Customer Relations
2200 Orange Avenue, Rm 206
Cleveland, Ohio 44101-9996

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If yes, please explain: _____

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Yes

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4. Do you currently use local businesses in the community?

Yes

No

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Name: _____
(please print your name)

Address: _____

Telephone number: _____ Date: _____

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July 10, 2009

THE HONORABLE GEORGE V VOINOVICH
UNITED STATES SENATOR
37 W BROAD STREET SUITE 300
COLUMBUS OHIO 43215-4180

Dear Senator Voinovich:

The increasingly turbulent economy has decreased mail volume substantially this past year, significantly affecting the U.S. Postal Service's revenue. As the advertising market softened, we saw declines in Standard and Periodicals Mail volumes. And as consumers reined in spending, package volumes also declined. Compounding the economic situation is the increasing decline in First-Class Mail attributed to electronic diversion – online bill paying, for example.

For Fiscal Year (FY) 2008 (October 1, 2007-September 30, 2008), these factors resulted in a mail volume loss of 9.5 billion pieces, or 4.5 percent, compared to the previous year. We have not experienced a decline of this magnitude in our history and the trend is continuing today. Our projections for this year are no more encouraging. It now appears volume decline for this year may exceed 20 billion pieces. From a peak of 213 billion pieces in 2006, we may handle only 180 billion pieces this year.

We continually look, as a normal course of business, for ways to reduce costs. We have responded aggressively to the dramatic decrease in mail volume; we have consolidated mail processing operations, adjusted carrier routes across the board and restructured administrative functions.

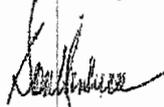
Like mail volume, window transactions at our retail units have declined substantially. Due to these declines, we are now reviewing our network of retail facilities and are considering consolidating operations in our stations and branches in larger metropolitan areas. We are using established processes and procedures that are already in place to conduct these reviews. I have attached the list of offices within the Northern District that are included in this study.

Factors such as the impact on employees, service standards, cost savings, customer access, environmental impact, real estate issues and the long-term needs of the service will be taken into account during the review process. The Postal Service does not anticipate this review process to generate any changes this fiscal

year (which ends on September 30, 2009). No decisions will be made regarding which, if any, facilities will be consolidated until these reviews are finalized.

Should you have any questions, please contact Victor Dubina, Communications Specialist, at 216-443-4596.

Sincerely,



Don Marshall
District Manager

NORTHERN OHIO DISTRICT

ITEM NO.: 4
PAGE NO.: 3 OF 11

July 10, 2009

THE HONORABLE SHERROD BROWN
UNITED STATES SENATOR
1301 EAST NINTH ST SUITE 1710
CLEVELAND OHIO 44114-1869

Dear Senator Brown:

The increasingly turbulent economy has decreased mail volume substantially this past year, significantly affecting the U.S. Postal Service's revenue. As the advertising market softened, we saw declines in Standard and Periodicals Mail volumes. And as consumers reined in spending, package volumes also declined. Compounding the economic situation is the increasing decline in First-Class Mail attributed to electronic diversion – online bill paying, for example.

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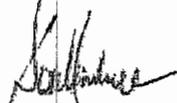
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- 2 -

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Should you have any questions, please contact Victor Dubina, Communications Specialist, at 216-443-4596.

Sincerely,



Don Marshall
District Manager

NORTHERN OHIO DISTRICT

ITEM NO.: 4
PAGE NO.: 5 OF 11

July 9, 2009

THE HONORABLE JIM JORDAN
MEMBER OF CONGRESS
24 W. THIRD ST SUITE 314
MANSFIELD, OH 44902-1299

Dear Congressman Jordan:

The increasingly turbulent economy has decreased mail volume substantially this past year, significantly affecting the U.S. Postal Service's revenue. As the advertising market softened, we saw declines in Standard and Periodicals Mail volumes. And as consumers reined in spending, package volumes also declined. Compounding the economic situation is the increasing decline in First-Class Mail attributed to electronic diversion – online bill paying, for example.

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Below find a list of offices that will be included in this study within the Northern Ohio District that fall in your congressional district:

Mansfield – Lexington
Mansfield – Lincoln Retail

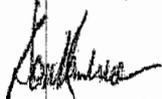
ITEM NO.: 4
PAGE NO.: 6 OF 11

- 2 -

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Sincerely,



Don Marshall
District Manager



July 10, 2009

The Honorable Donald R. Culliver
Mayor of Mansfield, Ohio

Dear Mayor Culliver:

The increasingly turbulent economy has decreased mail volume substantially this past year, significantly affecting the U.S. Postal Service's revenue. As the advertising market softened, we saw declines in Standard and Periodicals Mail volumes. And as consumers reined in spending, package volumes also declined. Compounding the economic situation is the increasing decline in First-Class Mail attributed to electronic diversion – online bill paying, for example.

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The options customers have as to where and how to conduct their postal business has increased exponentially; these options include usps.com®, Automated Postal Center®, Stamps by Mail®, stamps on consignment, and contract postal units, among many, beyond just the local Postal branch office. Like mail volume, window transactions at our retail units have declined substantially. Due to these declines, we are now reviewing our network of retail facilities and are considering consolidating operations in our stations and branches in larger metropolitan areas. We are using established processes and procedures that are already in place to conduct these reviews.

Locally, we will be studying the Lincoln station to see if operations could be consolidated into another nearby office.

Factors such as the impact on employees, service standards, cost savings, customer access, the environmental impact, real estate values and the long-term needs of the service will be taken into account during the review process. The Postal Service does not anticipate this review process to generate any changes this fiscal year (which ends on September 30, 2009). No decisions will be made regarding which, if any, facilities will be consolidated until these reviews are finalized.

Should you have any questions, please call Victor Dubina, Communications Programs Specialist, at 216-443-4596.

A handwritten signature in cursive script that reads "Harry Myers".

Harry Myers
Manager, Customer Relations
2200 Orange Avenue, Rm 206
Cleveland, Ohio 44101-9996

Enclosures: Questionnaire
FAQ



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d. Picking up Post Office box mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Picking up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Obtaining special services, including Certified mail, Registered mail, Insured mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other postal services:

- a. Entering permit mailings Yes No

Nonpostal Services

- a. Other Yes No

If yes, please explain: _____

2. Do you pass any other Post Offices while traveling during normal business hours?

Yes

No

If yes, which offices: _____

3. For which of the following do you leave your community? (Check all that apply) Where do you go to obtain these services?

Shopping _____

Personal needs _____

Banking _____

Employment _____

Social needs _____

4. Do you currently use local businesses in the community?

Yes

No

If yes, would you continue to use them if this Post Office is discontinued?

Yes

No

Name: _____
(please print your name)

Address: _____

Telephone number: _____ Date: _____

Thank you for taking the time to complete this questionnaire.

This questionnaire may be mailed no later than July 25, 2009 to:

Manager, Customer Relations
2200 Orange Avenue, RM 206
Cleveland OH 44101-9996

Station/Branch Optimization
Frequently Asked Questions**Q. Why is the Postal Service consolidating offices?**

A. As the economic downturn continues, the Postal Service faces a number of challenges due to declining mail volume and revenue. So far this fiscal year, the USPS is faced with a 12% decline in total mail volume and a revenue shortfall of nearly \$2.3 billion. We are projecting to end FY 2009 with a more than \$6 billion loss. In the face of such difficulties, the USPS is pursuing solutions and strategies to mitigate impacts. Efforts have focused on improving efficiencies and making sure the processing and delivery networks are as streamlined as possible through such activities as mail processing consolidations and carrier route adjustments. The USPS is also now reviewing station and branch operations at larger Postal facilities throughout the nation, focusing on areas where we have a number of offices in close proximity, to determine where consolidations are possible.

Q. Don't my tax dollars support the Postal Service?

A. The Postal Service is not supported by tax dollars and must meet expenses by the revenue it generates from the sale of its products and services. Any operational savings we generate contributes in the long run to stable postage rates for customers.

Q. Why my office; why can't you study another office?

A. Review criteria include examining larger leased and owned post office stations and branches located in urban areas that are located close to one another. Factors such as impact on employees, service standards, cost savings, customer access, environmental impact, real estate values and long-term USPS needs are being taken into account during the review process. This office met the criteria to be reviewed.

Q. On the survey, you are asking me what I felt about my service being moved to another office. Is this just a formality and the decision already made to close this office?

A. No decisions will be made regarding which, if any, facilities will be consolidated until these reviews are finalized. Offices studied may not necessarily be consolidated.

Q. When will a final decision be made?

A. The USPS does not anticipate this review process to generate any changes this fiscal year (which ends on September 30, 2009).

Q. I really like the service I get at my local office; can I expect the same level of service?

A. Courteous and helpful service will be provided at whichever office you go to. Special assistance will be provided as needed.

Q. If you close this office, will I have to change my address?

A. There will be no change in customer addresses. We will try to minimize any changes to customers who have P.O. Boxes, but a small number may need to change.

Q. What happens to the mail I put in the blue collection box?

A. Collection of mail and dispatch schedules remain the same. The labels on the collection boxes clearly indicate what the collection times are. In addition, customers may also place outgoing mail in their mailboxes to be collected and dispatched by the carrier.

Q. If you close this post office and my carrier has to move, he will have to travel further; won't that delay the delivery of my mail?

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A. Mail delivery times will remain the same. Because delivery costs are one of our biggest expenses, we always look at the most efficient way to structure a delivery route. Your location on a carrier's line-of-travel determines the time of day mail is delivered.

Q. The parking lot at the Post Office you want me to use is in bad shape. How can you expect me to go there?

A. The conditions at that branch have been brought to the attention of our Facilities Service Office. Currently, because of our financial situation, we are limited on how many repairs we can make. New construction has been frozen and many repair projects are being delayed.

Q. The lines at the Post Office you want me to go to are long; why should we have to stand in line there when we didn't have to here?

A. Each office has peak times. We will bring your concern to the attention of the manager, and the Postmaster, so that the window operations are monitored and customers do not have an unreasonable wait to obtain services.

Q. This office always has a good collection of philatelic stamps and special issue stamps. Where do I go now?

A. The Postal Service offers a wide variety of philatelic and retail products, as well as special issue stamps. If the local office does not provide an adequate supply to meet your needs, you can ask your local manager to help you. You may also order philatelic products by going online to usps.com or by calling 1-800-STAMP24 (1-800-782-6724).

Q. If this building doesn't meet your needs, why can't you just build a new building?

A. In our current financial situation, all new construction is frozen; there is no money to build new buildings. Additionally, in the past few years, we have seen significant technological and customer behavior changes. Customers now access postal services in a variety of ways, including Automated Postal Centers, Stamps on Consignment, Contract Postal Units, usps.com/shop, Click-n-Ship, and Stamps by Mail. Today, nearly 30 percent of postal revenue is generated from alternative access points. Because more than 1.2 million people a day use usps.com for their Postal transactions, we are actually seeing less and less customer traffic in our offices.

Q. You don't really care about serving the community and you are going to leave our town without a Post Office?

A. We are interested in serving the needs of the community and your feedback is important to us. That is why we have gone out with a customer survey. The reality is that customers can access postal services in a variety of ways. From a retail perspective, we have quite a number of offices that are close to this one. By consolidating functions, adjusting delivery routes and restructuring administrative and processing operations, the USPS becomes a more efficient and effective organization in the face of serious financial challenges. Your concerns and opinions will be factored in determining the best alternative form of effective and regular service.

Q. You keep cutting back on service and you keep raising our stamp prices. Isn't closing this office going to lead to just more of the same?

A. As the number of pieces we handle goes down, our revenue goes down, forcing us to find more ways to keep the Postal Service financially viable. The prices of stamps are capped to the rate of inflation by law, but our costs, especially health care cost increases, exceed the rate of inflation. By consolidating functions, adjusting delivery routes and restructuring administrative and processing operations, the USPS becomes a more efficient and effective organization in the face of serious financial challenges.



POSTAL NEWS

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DOCKET NO.: LINCOLN 44905

FOR IMMEDIATE RELEASE
July 13, 2009

Contact: Victor Dubina
216-443-4596
victor.dubina@usps.gov
www.usps.com/news

Mansfield Post Office Branches Studied for Possible Consolidation

Retail Network Review in Response to Declining Volumes

Cleveland, OH — The Postal Service now projects a loss of more than \$6 billion this fiscal year. The losses are the result of dramatic mail volume declines caused primarily by the economic downturn but also reflective of electronic diversion – online bill paying and electronic correspondence.

In Fiscal year 2008, these factors resulted in a mail volume decline of 9.5 billion pieces, or 4.5 percent, the largest in Postal history. Projections for this year are no more encouraging; it now appears volume decline for this year may exceed 20 billion pieces. From a peak of 213 billion pieces in 2006, the Postal Service may handle only 180 billion pieces this year.

To improve efficiencies, the Postal Service has offered early retirements, adjusted delivery routes, adjusted Post Office hours of operation, reduced hours of operation in mail processing facilities, suspended new post office construction, consolidated mail processing operations, removed underused blue collection boxes, cut travel budgets, and reduced administrative staffing by 15%, among many actions taken.

Because the options and choices customers have been given to conduct their postal business has increased exponentially — many of those choices and options do not involve physical post offices – the Postal Service is now reviewing its retail network to determine if operations in some branch offices could be consolidated with other offices. Nationally, more than 3,000 stations and branches are being reviewed.

In the greater Mansfield area, the following offices will be reviewed:

Lexington Branch, 24 Short St.
Lincoln Branch, 989 Ashland Ave.

“No determination has been made to close any stations or branch office,” stresses Mansfield Postmaster Randy Ballard, “but we have an obligation to pursue strategies and solutions that will mitigate the impact of the economy and electronic diversion.” Factors such as impact on employees, service standards, cost savings, customer access, environmental impact, real estate values and long-term Post Service needs will be taken into account during the review process, said Ballard.

###

Please Note: For broadcast quality video and audio, photo stills and other media resources, visit the USPS Newsroom at www.usps.com/news.

An independent federal agency, the U.S. Postal Service is the only delivery service that visits every address in the nation, 146 million homes and businesses, six days a week. It has 37,000 retail locations and relies on the sale of postage, products and services to pay for operating expenses, not tax dollars. The Postal Service has annual revenues of \$75 billion and delivers nearly half the world's mail.



Tuesday, July 14, 2009

TO: MANAGER

SUBJECT: CONSOLIDATION / OPTIMIZATION SURVEY

Enclosed are surveys / questionnaires addressed to the post office box customers in your office. Please place one (1) survey in each active po box. I have also enclosed additional copies of these surveys / questionnaires for any retail or other customer who wishes to complete one. Place these additional copies on the counter line. Customers are being directed to return these completed surveys to your retail associates. All completed forms should be forwarded to my office by Friday August 07, 2009 for further review.

Harry Myers
Post Office Review Coordinator

Enclosures



July 10, 2009

Ref: Lincoln Station

Dear Postal Customer:

In an effort to operate more efficiently, the US Postal Service will be conducting a review of Postal operations at this office with the possibility of consolidating this station or branch into another nearby facility, in this case Main Office Station on Diamond Street. As a part of this review, we would like your opinion concerning how you access postal services.

I invite you to complete the attached questionnaire and return it to a postal retail associate or mail it to the address provided on the questionnaire by July 25, 2009. All returned questionnaires will become part of our official record. Additionally, for your information, attached find answers to some frequently asked questions.

Thank you for your assistance.

Harry J Myers

Harry Myers
Manager, Customer Relations
2200 Orange Avenue, Rm 206
Cleveland, Ohio 44101-9996

Enclosures: Questionnaire
FAQ



Postal Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the Airport Post Office for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Mailing letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Picking up Post Office box mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Picking up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Obtaining special services, including Certified mail, Registered mail, Insured mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other postal services:

- a. Entering permit mailings Yes No

Nonpostal Services

- a. Other Yes No

If yes, please explain: _____

2. Do you pass any other Post Offices while traveling during normal business hours?

Yes

No

If yes, which offices: _____

3. For which of the following do you leave your community? (Check all that apply) Where do you go to obtain these services?

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Personal needs _____

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Employment _____

Social needs _____

4. Do you currently use local businesses in the community?

Yes

No

If yes, would you continue to use them if this Post Office is discontinued?

Yes

No

Name: _____
(please print your name)

Address: _____

Telephone number: _____ Date: _____

Thank you for taking the time to complete this questionnaire.

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Station/Branch Optimization
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DOCKET NO.: LIT 7LN 44905

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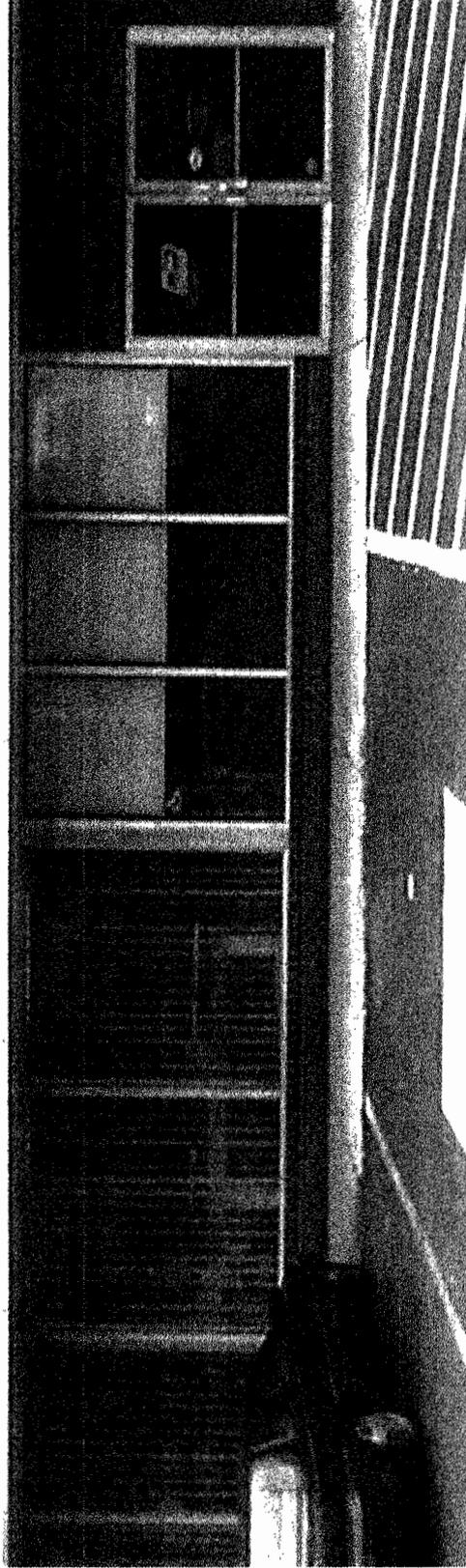
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Mansfield Lincoln Branch 44905

U.S. POST OFFICE



Mansfield Lincoln Branch 44905



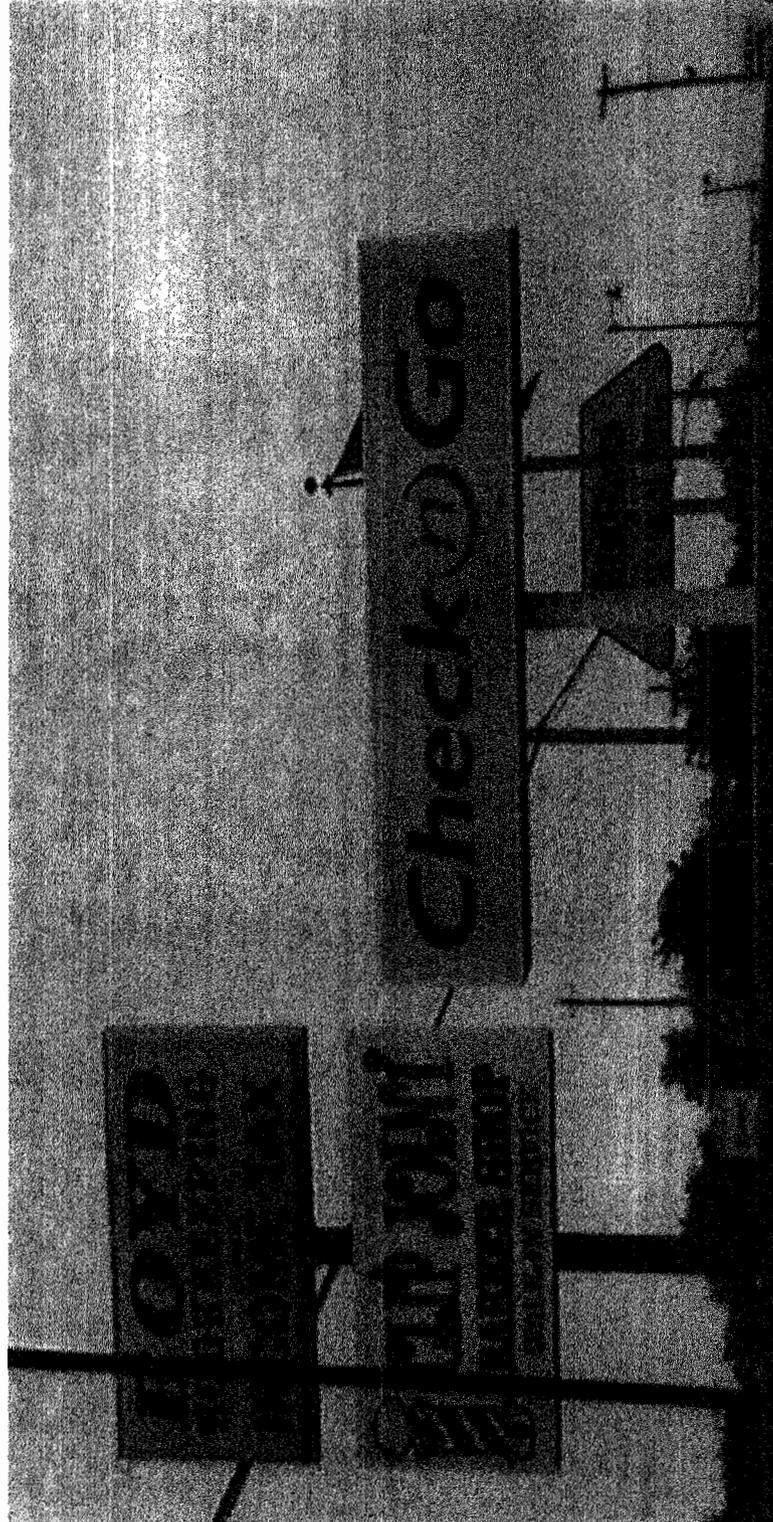
Mansfield Lincoln Branch & Mini Plaza



Mansfield Lincoln Branch & Mini Plaza



Businesses in Mini Plaza



View looking East from Lincoln Branch



View looking West from Lincoln Branch



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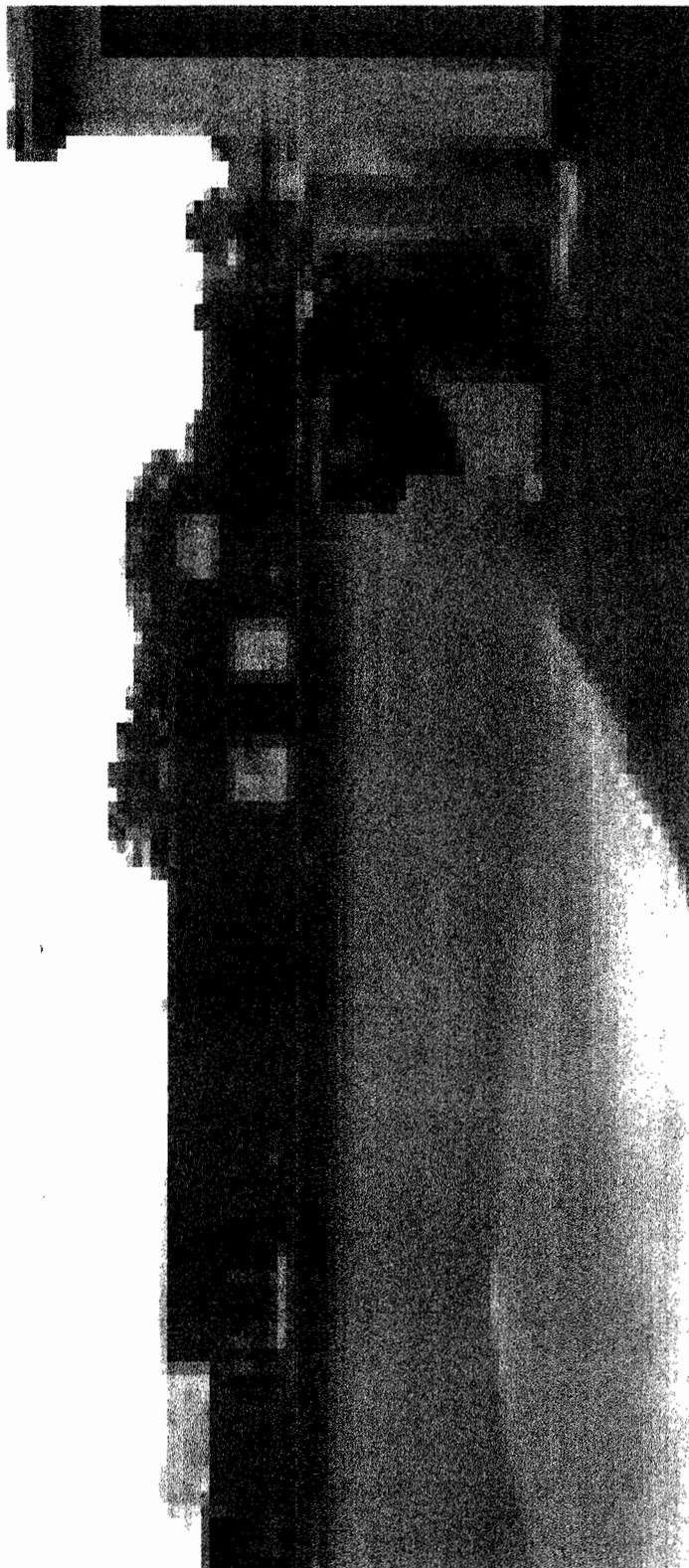
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View looking West at Mini Plaza / Lincoln Branch



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Lincoln Branch Collection Box 4490500008

Tap time 17:00



DOCKET NO.: L OLN 44905

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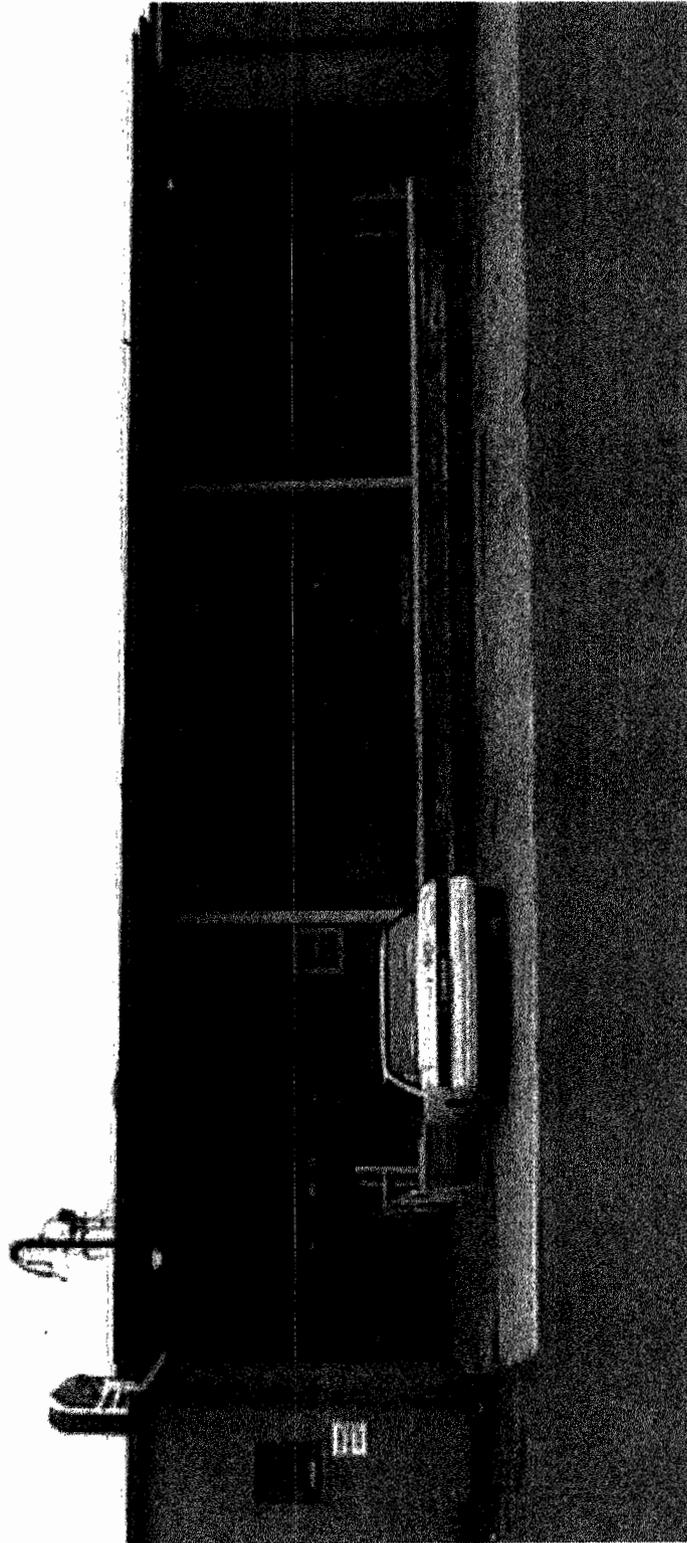
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Lincoln Branch Collection Box 4490500008

Tap time 17:00



Back dock of Lincoln Branch



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Back of Mini Plaza & Lincoln Branch dock



DOCKET NO.: L. COLN 44905

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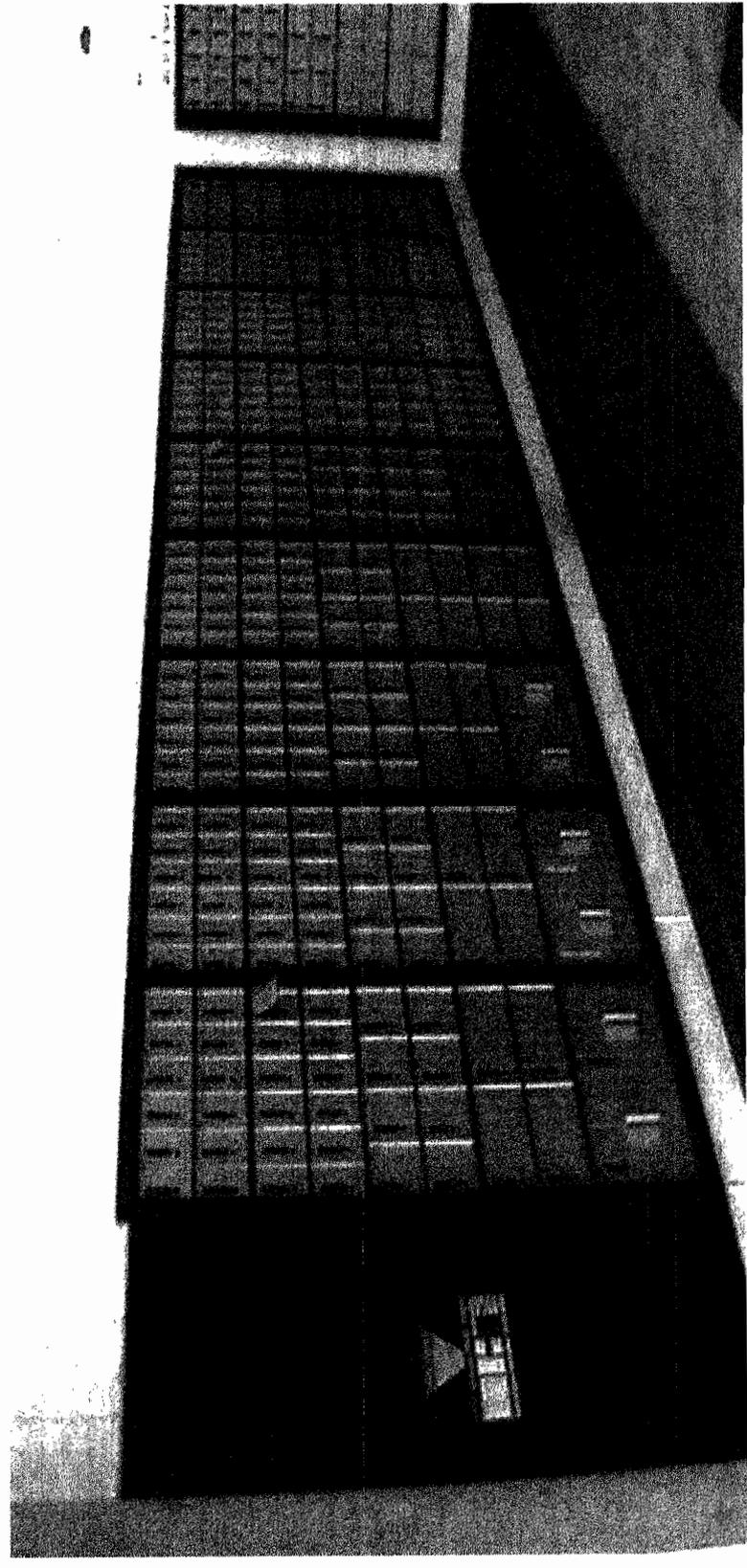
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Lincoln Branch Box Section



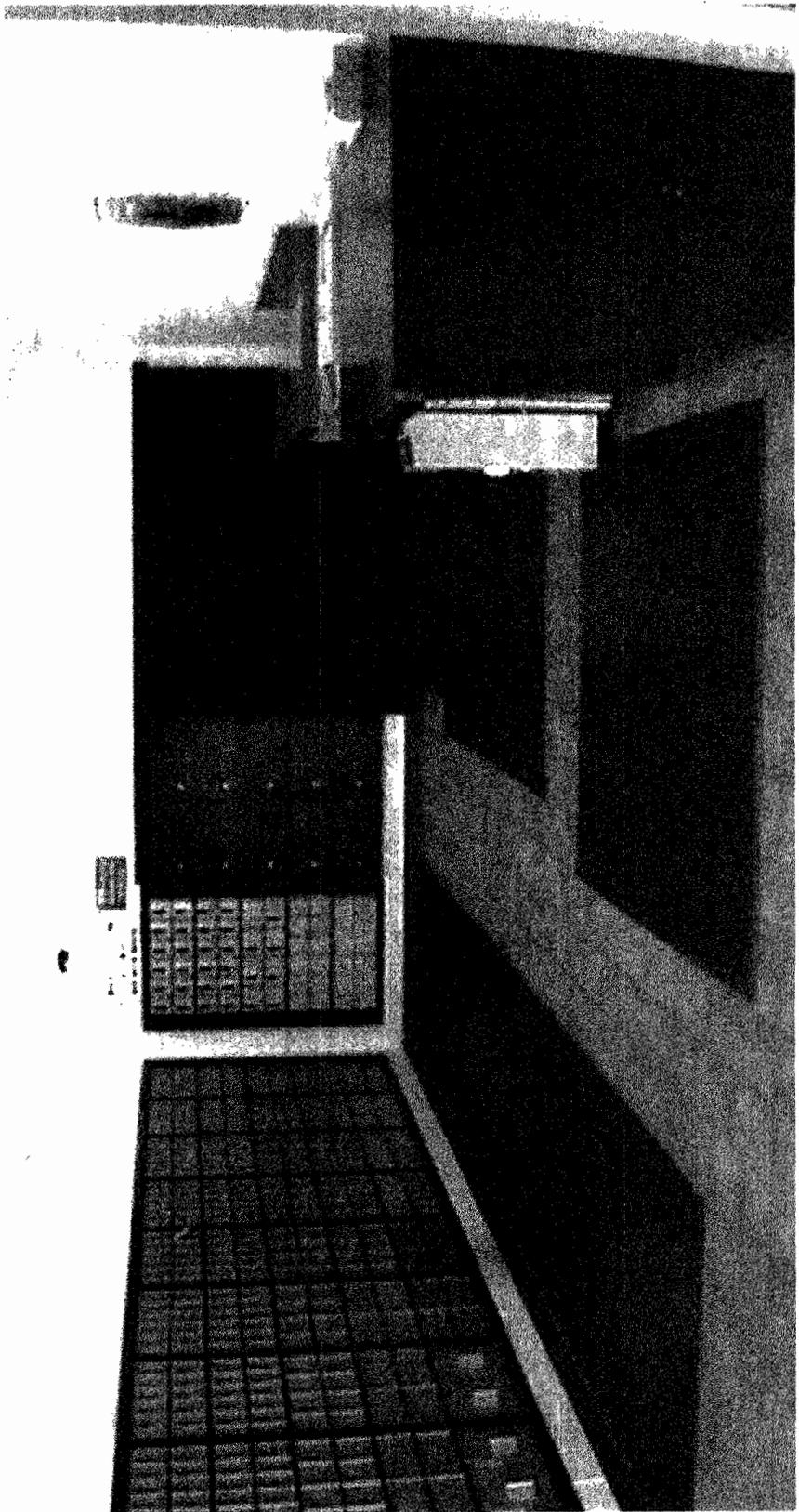
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Lincoln Branch Box Section



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View from outer to inner lobby of Lincoln Branch



Lincoln Branch Retail Displays



Lincoln Branch Retail Counter



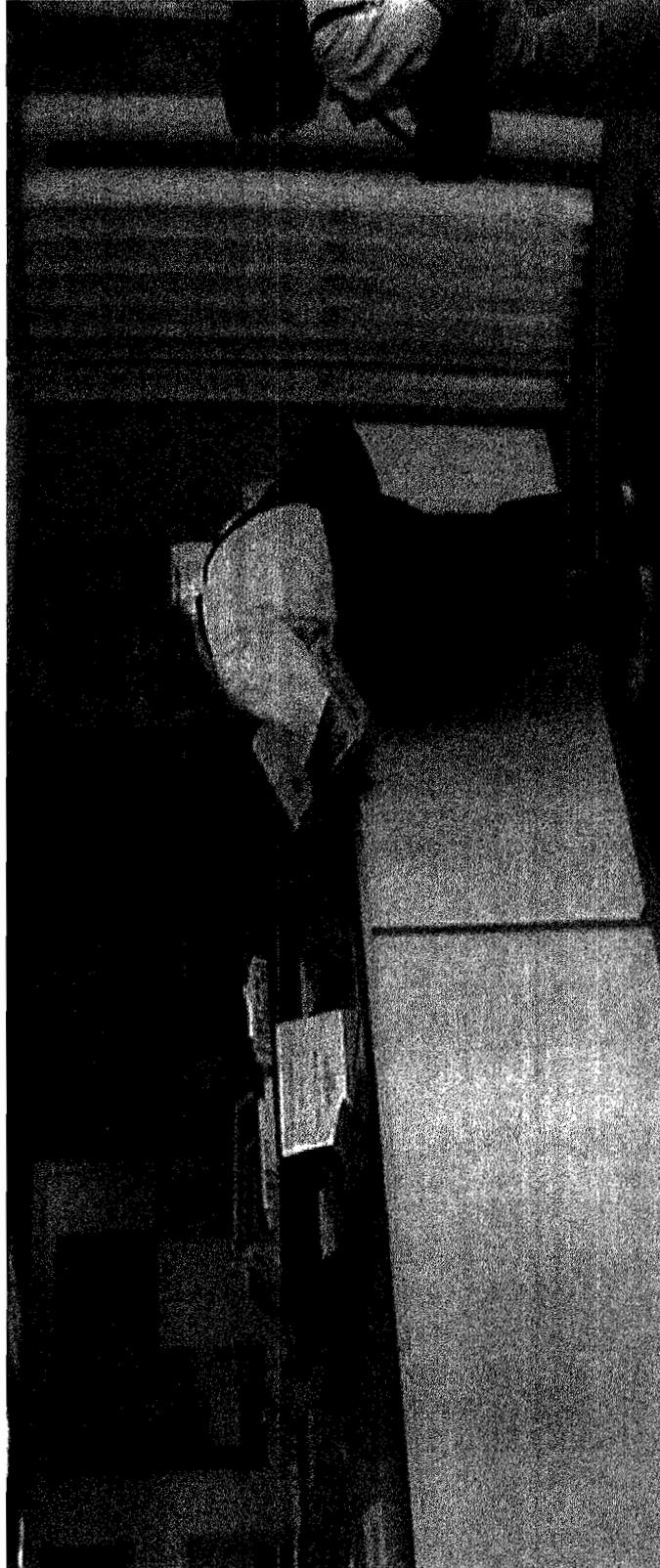
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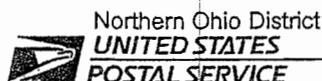
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Lincoln Branch Retail Counter





August 14, 2009

Ms. Wendy Hammon - President
APWU Local 903
PO Box 1211
Mansfield OH 44901-1211

Dear Ms. Hammon:

As you are aware, the increasingly turbulent economy has decreased mail volume substantially this past year, significantly affecting the U.S. Postal Service's revenue. As the advertising market softened, we saw declines in Standard and Periodicals Mail volumes. And as consumers reined in spending, package volumes also declined. Compounding the economic situation is the increasing decline in First-Class Mail attributed to electronic diversion – online bill paying, for example.

For Fiscal Year 2008 (October 1, 2007-September 30, 2008), these factors resulted in a mail volume loss of 9.5 billion pieces, or 4.5 percent, compared to the previous year. We have not experienced a decline of this magnitude in our history and the trend is continuing today. Our projections for this year are no more encouraging. It now appears volume decline for this year may exceed 20 billion pieces. From a peak of 213 billion pieces in 2006, we may handle only 180 billion pieces this year.

We have responded aggressively to the dramatic decreases in mail volume; we have consolidated mail processing operations, adjusted carrier routes across the board and restructured administrative functions.

Like mail volume, window transactions at our retail units have declined substantially. Due to these declines, we are now reviewing our network of retail facilities and are considering consolidating operations in our stations and branches in larger metropolitan areas. We are using established processes and procedures that are already in place to conduct these reviews.

Factors such as the impact on employees, service standards, cost savings, customer access, the environmental impact, real estate values and the long-term needs of the service will be taken into account during the review process. The Postal Service does not anticipate this review process to generate any changes this fiscal year. No decisions will be made regarding which, if any, facilities will be consolidated until these reviews are finalized.

Should you have any questions, please call Victor Dubina, Communications Programs Specialist, at 216-443-4596.

Sincerely,

A handwritten signature in cursive script that reads "Harry J. Myers".

Harry Myers
Manager, Customer Relations
2200 Orange Avenue, Rm 206
Cleveland, Ohio 44101-9996

Enclosures: Questionnaire
FAQ



Postal Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the Airport Post Office for any of the following:

Postal Services	Daily	Weekly	Monthly	Never
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Other postal services:

- a. Entering permit mailings Yes No

Nonpostal Services

- a. Other Yes No

If yes, please explain: _____

2. Do you pass any other Post Offices while traveling during normal business hours?

Yes

No

If yes, which offices: _____

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If yes, would you continue to use them if this Post Office is discontinued?

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A. Mail delivery times will remain the same. Because delivery costs are one of our biggest expenses, we always look at the most efficient way to structure a delivery route. Your location on a carrier's line-of-travel determines the time of day mail is delivered.

Q. The parking lot at the Post Office you want me to use is in bad shape. How can you expect me to go there?

A. The conditions at that branch have been brought to the attention of our Facilities Service Office. Currently, because of our financial situation, we are limited on how many repairs we can make. New construction has been frozen and many repair projects are being delayed.

Q. The lines at the Post Office you want me to go to are long; why should we have to stand in line there when we didn't have to here?

A. Each office has peak times. We will bring your concern to the attention of the manager, and the Postmaster, so that the window operations are monitored and customers do not have an unreasonable wait to obtain services.

Q. This office always has a good collection of philatelic stamps and special issue stamps. Where do I go now?

A. The Postal Service offers a wide variety of philatelic and retail products, as well as special issue stamps. If the local office does not provide an adequate supply to meet your needs, you can ask your local manager to help you. You may also order philatelic products by going online to usps.com or by calling 1-800-STAMP24 (1-800-782-6724).

Q. If this building doesn't meet your needs, why can't you just build a new building?

A. In our current financial situation, all new construction is frozen; there is no money to build new buildings. Additionally, in the past few years, we have seen significant technological and customer behavior changes. Customers now access postal services in a variety of ways, including Automated Postal Centers, Stamps on Consignment, Contract Postal Units, usps.com/shop, Click-n-Ship, and Stamps by Mail. Today, nearly 30 percent of postal revenue is generated from alternative access points. Because more than 1.2 million people a day use usps.com for their Postal transactions, we are actually seeing less and less customer traffic in our offices.

Q. You don't really care about serving the community and you are going to leave our town without a Post Office?

A. We are interested in serving the needs of the community and your feedback is important to us. That is why we have gone out with a customer survey. The reality is that customers can access postal services in a variety of ways. From a retail perspective, we have quite a number of offices that are close to this one. By consolidating functions, adjusting delivery routes and restructuring administrative and processing operations, the USPS becomes a more efficient and effective organization in the face of serious financial challenges. Your concerns and opinions will be factored in determining the best alternative form of effective and regular service.

Q. You keep cutting back on service and you keep raising our stamp prices. Isn't closing this office going to lead to just more of the same?

A. As the number of pieces we handle goes down, our revenue goes down, forcing us to find more ways to keep the Postal Service financially viable. The prices of stamps are capped to the rate of inflation by law, but our costs, especially health care cost increases, exceed the rate of inflation. By consolidating functions, adjusting delivery routes and restructuring administrative and processing operations, the USPS becomes a more efficient and effective organization in the face of serious financial challenges.

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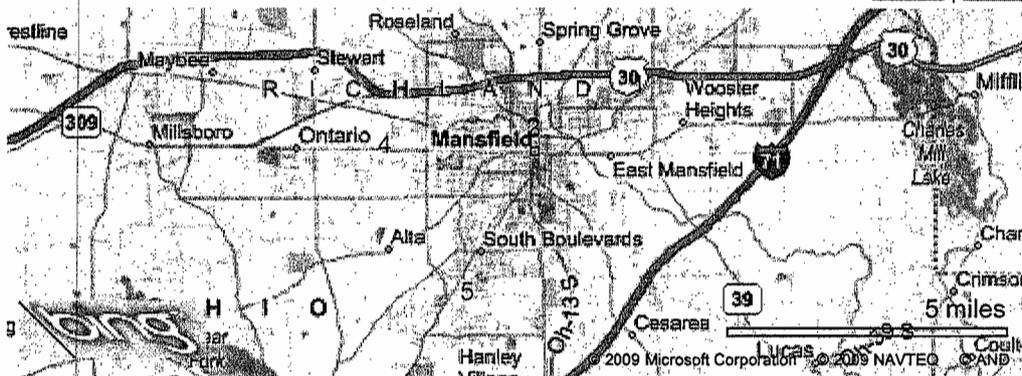


A service of **White**
page

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Post Office™ Locations

[PRINT](#) | [BACK](#)



1	<p>Post Office™ Location - LINCOLN 989 ASHLAND RD MANSFIELD, OH 44905-9998 (800) ASK-USPS</p>	<p>Business Hours Mon-Fri 8:30am-4:30pm Sat-Sun closed</p>	<p>Services PO Boxes Online Service hours may vary. Please check link for business hours.</p>
2	<p>Post Office™ Location - MANSFIELD 200 N DIAMOND ST MANSFIELD, OH 44901-1006 (800) ASK-USPS</p>	<p>Business Hours Mon-Fri 7:30am-6:00pm Sat 9:00am-1:00pm Sun closed</p>	<p>Services Passport Application Services PO Boxes Online Service hours may vary. Please check link for business hours.</p>
3	<p>Post Office™ Location - ONTARIO 3656 PARK AVE W ONTARIO, OH 44862- 9800 (800) ASK-USPS</p>	<p>Business Hours Mon-Fri 8:30am-12:00pm 1:15pm-4:45pm Sat 8:30am-11:30am Sun closed</p>	<p>Services PO Boxes Online Service hours may vary. Please check link for business hours.</p>
4	<p>Post Office™ Location - SHERMAN 1343 PARK AVE W</p>	<p>Business Hours Mon-Fri 8:30am-4:30pm Sat-Sun</p>	<p>Services PO Boxes Online Service hours may vary. Please check link for business hours.</p>

0.0 mi

2.0 mi

2.0 mi

6 miles per mile MS

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MANSFIELD, OH closed
44906-9998
(800) ASK-USPS

4.6 mi

5

Post Office™

Location -

SOUTHWEST

672 1/2 LOGAN RD
MANSFIELD, OH
44907-9998
(800) ASK-USPS

4.9 mi

Business Hours

Mon-Fri
8:30am-5:30pm
Sat
9:00am-1:00pm
Sun
closed

Services

PO Boxes Online

Service hours may vary. Please
check link for business hours.

People and Business Search Find people and businesses at WhitePages.com

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perform a reverse lookup on
phone numbers and
addresses.

Business Search

Search for a business by name or
category nationwide.

Reverse Phone Number

See who is calling you

DOCKET NO.: LINCOLN 44905



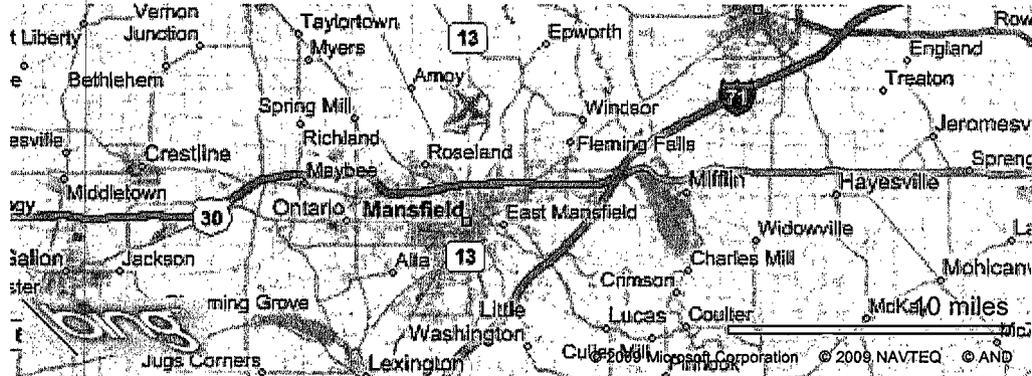
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Automated Postal Centers®

[PRINT](#) | [BACK](#)



Sorry, there are no more listings.

People and Business Search Find people and businesses at WhitePages.com

People Search	Business Search	Reverse Phone Number
Search for a person and perform a reverse lookup on phone numbers and addresses.	Search for a business by name or category nationwide.	See who is calling you

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DOCKET NO.: LINCOLN 44905

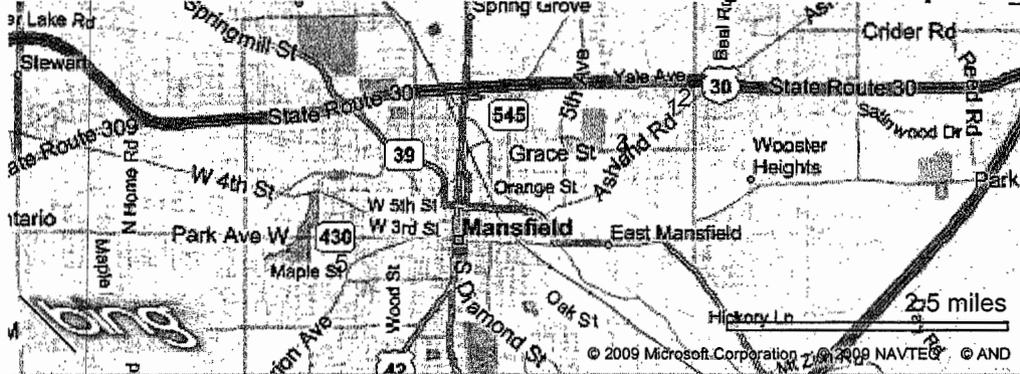


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Alternate Locations to Buy Stamps



1	KEYBANK 1001 ASHLAND RD MANSFIELD, OH 44905-2156	0.0 mi	Directions More info Nearby Businesses
2	KROGER 1060 ASHLAND RD MANSFIELD, OH 44905-2157	0.2 mi	Directions More info Nearby Businesses
3	CVS 751 ASHLAND RD MANSFIELD, OH 44905-2075	0.5 mi	Directions More info Nearby Businesses
4	WALGREENS 770 ASHLAND RD MANSFIELD, OH 44905-2536	0.6 mi	Directions More info Nearby Businesses
5	KEYBANK 345 MARION AVE MANSFIELD, OH 44903-2063	3.3 mi	Directions More info Nearby Businesses

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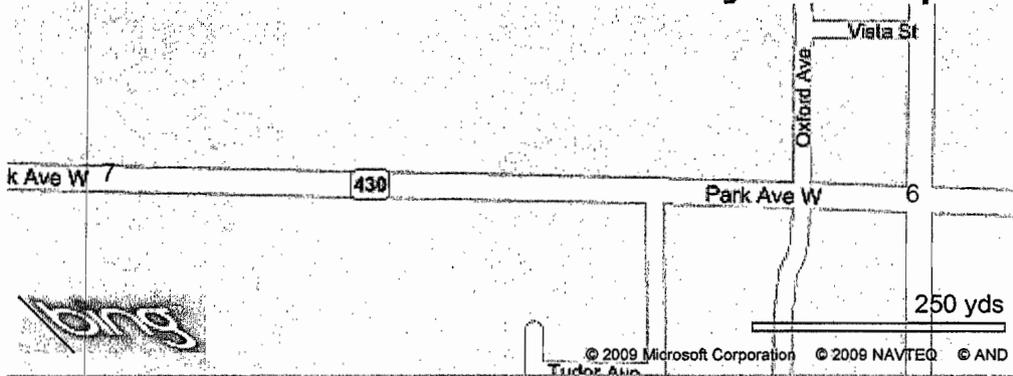
A service of



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Alternate Locations to Buy Stamps

[PRINT BACK](#)



6	WALGREENS 1000 PARK AVE W MANSFIELD, OH 44906-2810	4.0 mi	Directions More info Nearby Businesses
7	KROGER 1240 PARK AVE W MANSFIELD, OH 44906-2814	4.5 mi	Directions More info Nearby Businesses

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Search for a person and perform a reverse lookup on phone numbers and addresses.

[Business Search](#)

Search for a business by name or category nationwide.

[Reverse Phone Number](#)

See who is calling you

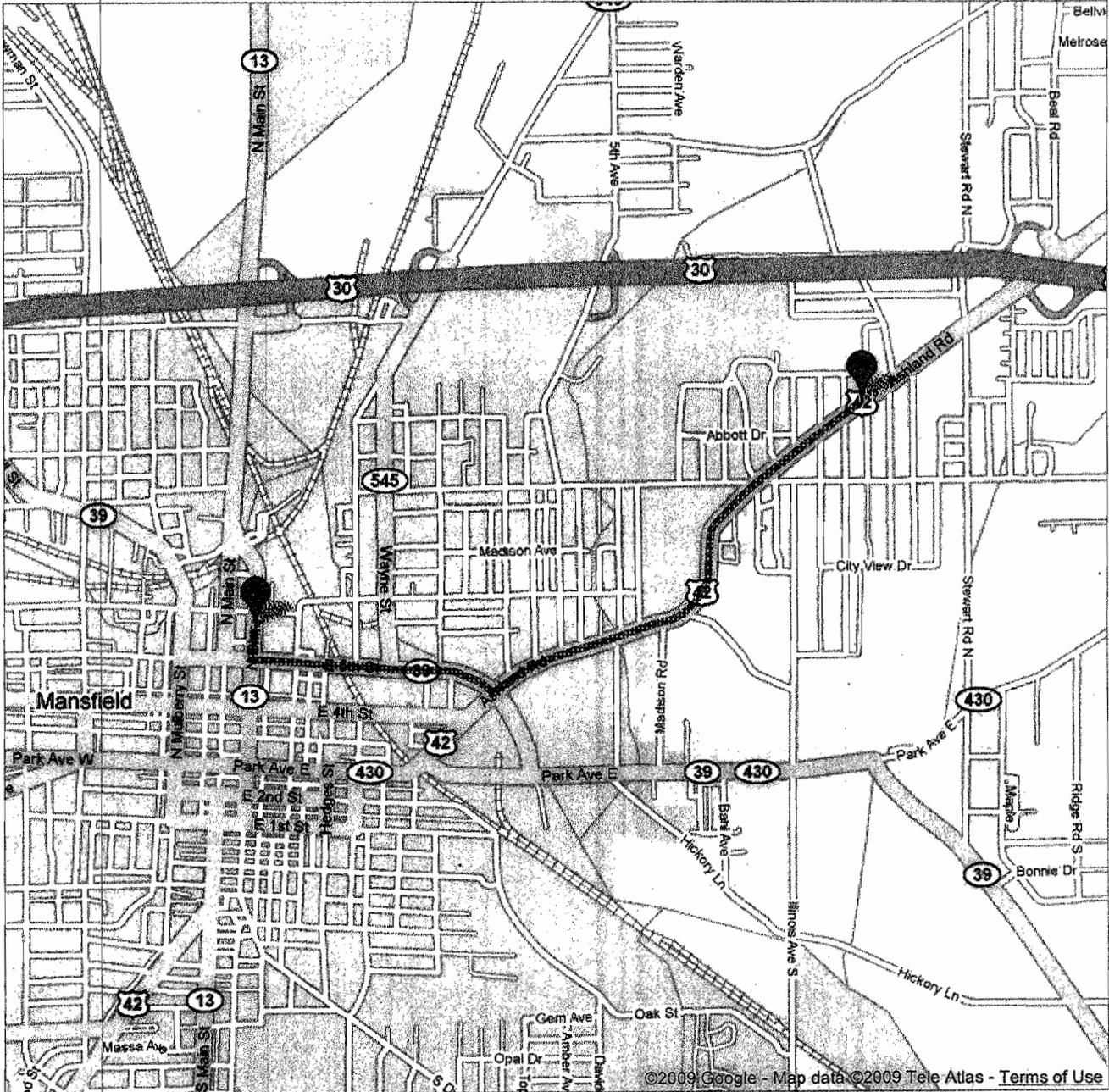
Google maps

Directions to 200 N Diamond St, Mansfield, OH 44902
2.2 mi - about 4 mins

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Save trees. Go green!

Download Google Maps on your phone at google.com/gmm



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989 Ashland Rd, Mansfield, OH 44905

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1. Head **southwest** on **Ashland Rd/US-42** toward **Michigan Ave**
About 2 mins

go 1.4 mi
total 1.4 mi



2. Turn **right** at **E 5th St/OH-39**
About 2 mins

go 0.7 mi
total 2.1 mi



3. Turn **right** at **N Diamond St/OH-13**
Destination will be on the right

go 486 ft
total 2.2 mi



200 N Diamond St, Mansfield, OH 44902

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2009, Tele Atlas

LINCOLN
Facility Times

LINCOLN
(Physical Address)
989 ASHLAND RD
MANSFIELD, OH 44905-9998

Category: Delivery and Retail
Type: Post Office
Subtype: Finance Branch
Area: Eastern (C)

Facility ID: [REDACTED]
Status: Active
AMS Locale Key: [REDACTED]
District: Northern Ohio

Lobby Times	Times when PO Box or Unit Lobby is unlocked and opened for customer entry. May be 24-hours (if unit is 24-hours) instead of times. Optional closed-for-lunch.	Monday	24 Hours
		Tuesday	24 Hours
		Wednesday	24 Hours
		Thursday	24 Hours
		Friday	24 Hours
		Saturday	24 Hours
		Sunday	24 Hours
		Holidays	24 Hours

Window Service Times	Times when employee-staffed retail service windows are open to the public. May be 24-hours (if unit is 24-hours) instead of times. Optional closed-for-lunch.	Monday	08:30 AM	04:30 PM
		Tuesday	08:30 AM	04:30 PM
		Wednesday	08:30 AM	04:30 PM
		Thursday	08:30 AM	04:30 PM
		Friday	08:30 AM	04:30 PM

MANSFIELD
Facility Times

MANSFIELD
 (Physical Address)
 200 N DIAMOND ST
 MANSFIELD, OH 44901-1006

Category: Delivery and Retail
Type: Post Office
Subtype: Main Post Office
Area: Eastern (C)

Facility ID: [REDACTED]
Status: Active
AMS Locale Key: [REDACTED]
District: Northern Ohio

Lobby Times

Times when PO Box or Unit Lobby is unlocked and opened for customer entry. May be 24-hours (if unit is 24-hours) instead of times. Optional closed-for-lunch.

Monday	24 Hours
Tuesday	24 Hours
Wednesday	24 Hours
Thursday	24 Hours
Friday	24 Hours
Saturday	24 Hours
Sunday	24 Hours

Window Service Times

Times when employee-staffed retail service windows are open to the public. May be 24-hours (if unit is 24-hours) instead of times. Optional closed-for-lunch.

Monday	07:30 AM	06:00 PM
Tuesday	07:30 AM	06:00 PM
Wednesday	07:30 AM	06:00 PM
Thursday	07:30 AM	06:00 PM
Friday	07:30 AM	06:00 PM
Saturday	09:00 AM	01:00 PM

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1. Date Prepared
11-5-09

U. S. Postal Service
POST OFFICE CLOSING OR CONSOLIDATION PROPOSAL
Fact Sheet

2. Post Office Name Mansfield Lincoln Branch 3. State and ZIP + 4 Code Ohio 44901-9998

4. District Northern Ohio 5. County Richland 6. Congressional District 4th

7. Reason for Proposal to Discontinue
Reduced workload & customer activity
Viabale alternative means for providing
equivalent service

8. Post Office Emergency Suspended
(Reason and Date)
N/A

9. Proposed Permanent Alternate Service
Relocate box section to the Mansfield Main
PO. Keep the same addresses.

10. Staffing

a. PM Occupied PM Vacancy Reason & Date:

b. OIC Career Noncareer

c. Current PM Position Level EAS- Downgraded from EAS-

d. No. of Clerks 2 No. of Career 2 No. of Noncareer

e. No. of Others No. of Career No. of Noncareer

11. Hours of Service

a. Time M-F 8:30 am - 4:30 pm Sat. closed Total wkr hours pe week 40

b. Lobby Time M-F 24 hour lobby Sat. 24 hr lobby

12. Number of Customers Served

a. General Delivery 0

b. P. O. Box █

c. City Delivery 2

d. Rural Delivery/Intermediate Rural Delivery 2

e. Highway Contract Route/Intermediate HCR 2

f. Total → █

g. No. Receiving Duplicate Service 0

h. Average No. Daily Transactions 448

13. Daily Volume (Pieces)

Types of Mail	Received	Dispatched
a. First Class		
b. Newspaper		
c. Parcel		
d. Other		
e. Total →		

f. No. of Postage Meters 0

g. No. of Permits 0

14. Finances

a. Revenue	Receipts	b. EAS-minimum PM Basic Salary	c. PM Fringe Benefits (33.5% of b)
FY 2009	\$ 629,826.39	\$ <u>NA</u>	\$ <u>NA</u>
FY 2008	\$ 694,204.95		
FY 2007	\$ 713,546.10		

15a. Quarters

Postal Owned Leased (If Leased, Expiration Date) 01/31/2013 Annual Lease \$ 22,980

30 Day cancellation clause? Yes No Evicted? Yes No (If Yes, must vacate by) _____ (Date)

Located in: Business Home Other Suitable alternate quarters available? Yes No

15b. Explain: The Lincoln Branch is a leased space in the middle of a Mini Plaza. There is a 90 day termination clause if due to growt

16. Schools, Religious Institutions and Social Organizations in Service Area. Names: _____ No. _____

8 schools within 1 1/2 miles

17 churches within 1 mile

18. Administrative/Emanating Office (Proposed)

Finance Number: _____ city delivery noncity delivery

Name Mansfield Main Post Office EAS level 24 Miles Away

Window Service Hours: M-F 7:30 am - 6:00 pm Sat. 9:00 am - 1:00 pm

Lobby Hours: M-F 24 hour lobby Sat. 24 hour lobby

PO Boxes Installed 1911 PO Boxes Unused 611

17. Businesses and local Government Offices in Service Area

Names: _____ No. _____

106 businesses in the box section

19. Nearest Post Office (If different from above)

Name _____ (same) _____ EAS level _____ Miles Away

Window Service Hours: M-F _____ Sat. _____

Lobby Hours: M-F _____ Sat. _____

PO Boxes Installed _____ PO Boxes Unused _____

20. Prepared By

Printed Name and Title Mark Crumrine PO Review Investigator Signature [Signature] Telephone No. AC (216-443-4142)

District PO Review Coordinator Name Harry J Myers Telephone No. AC () 216-443-4076

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Shared Reports My Reports My Subscriptions History List Preferences

Search Help Log

Retail > Shared Reports > Flash Reports > Retail Unit > Monthly - Yearly Retail Unit Flash

File

Monthly - Yearly Retail Unit Comp Flash (POS ONE Retail Units Open Both Years)

Retail Unit	Month
MNS-LINCOLN BR	Sep 2008

Category	Attributes	Actual for Month	Actual for Month	% Compared To SPLY	Actual for Year to Date	Actual for Year to Date for SPLY	% Compared To SPLY
	Total						
	Express Mail Stamps						
	Priority Mail Stamps						
	All Other Stamps						
	Express Mail						
	Express Mail WIR Txn						
	Express Mail Full Postage Affixed and EMCA Txn						
	Priority Mail						
	Priority Mail WIR Txn						
	Priority Mail Full Postage Affixed Txn						
	First-Class						
Walk-In Rev (WIR)	Parcel Post						
	Parcel Post WIR Txn						
	Parcel Post Postage Affixed Txn						
	Media Mail						
	Other Domestic (Library Mail, BPM, Orphan PVI)						
	International Mailing						
	Special Services						
	Orphan PVI Txn						
	Packaging Products						
	Retail Products						
	Philatelic Products						

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Operational Data	Passport Fees and Photo Services	
	Phonecards	
	Retail Services	
Business Days	Customer Visits	
	Total Transactions (Rev & Non-Rev)	
Retail Productivity	POS ONE Terminal Hours	
	Business Days	
	WIR / POS ONE Terminal Hr	
	WIR / Customer Visit	
	Expedited Mail WIR Txn / Parcel Post WIR Txn	
	Special Services WIR Txn / Mailing WIR Txn	
	Expedited Mail WIR Txn / Domestic Mail WIR Txn	

Monthly - Yearly Retail Unit Flash (All Reporting POS ONE Retail Units)

Category	Attributes	Actual for Month	Actual for Month for SPLY	% Compared to SPLY	Actual for Year to Date	Actual for Year to Date for SPLY	% Compared to SPLY
	Total						
	Express Mail Stamps						
	Priority Mail Stamps						
	All Other Stamps						
	Express Mail						
	Express Mail WIR Txn						
	Express Mail Full Postage Affixed and EMCA Txn						
	Priority Mail						
	Priority Mail WIR Txn						
	Priority Mail Full Postage Affixed Txn						
	First-Class						
	Parcel Post						

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	Parcel Post WIR Txn	
	Parcel Post Postage Affixed Txn	
	Media Mail	
	Other Domestic (Library Mail, BPM, Orphan PVI)	
	International Mailing	
	Special Services	
Walk-In Rev (WIR)	Orphan PVI Txn	
	Packaging Products	
	Retail Products	
	Philatelic Products	
	Passport Fees and Photo Services	
	Phonecards	
	Retail Services	
	Customer Visits	
Operational Data	Total Transactions (Rev & Non- Rev)	
	POS ONE Terminal Hours	
Business Days	Business Days	
	WIR / POS ONE Terminal Hr	
	WIR / Customer Visit	
	Expedited Mail WIR Txn / Parcel Post WIR Txn	
Retail Productivity	Special Services WIR Txn / Mailing WIR Txn	
	Expedited Mail WIR Txn / Domestic Mail WIR Txn	

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 Search Help Log

Shared Reports My Reports My Subscriptions History List Preferences

Retail > Shared Reports > Flash Reports > Retail Unit > Monthly - Yearly Retail Unit Flash

File

Monthly - Yearly Retail Unit Comp Flash (POS ONE Retail Units Open Both Years)

Retail Unit	Month
MNS-LINCOLN BR	Sep 2009

Category	Attributes	Actual for Month	Actual for Month for SPLY	% Compared To SPLY	Actual for Year to Date	Actual for Year to Date for SPLY	% Compared To SPLY
	Total						
	Express Mail						
	Stamps						
	Priority Mail						
	Stamps						
	All Other						
	Stamps						
	Express Mail						
	Express Mail						
	WIR Txn						
	Express Mail						
	Full Postage						
	Affixed and						
	EMCA Txn						
	Priority Mail						
	Priority Mail						
	WIR Txn						
	Priority Mail						
	Full Postage						
	Affixed Txn						
	First-Class						
Walk-In	Parcel Post						
Rev. (WIR)	Parcel Post						
	WIR Txn						
	Parcel Post						
	Postage						
	Affixed Txn						
	Media Mail						
	Other						
	Domestic						
	(Library						
	Mail, BPM,						
	Orphan PVI)						
	International						
	Mailing						
	Special						
	Services						
	Orphan PVI						
	Txn						
	Packaging						
	Products						
	Retail						
	Products						
	Philatelic						
	Products						

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Operational Data	Passport Fees and Photo Services	
	Phonecards	
	Retail Services	
	Customer Visits	
	Total Transactions (Rev & Non-Rev)	
Business Days	POS ONE Terminal Hours	
	Business Days	
	WIR / POS ONE Terminal Hr	
Retail Productivity	WIR / Customer Visit	
	Expedited Mail WIR Txn / Parcel Post WIR Txn	
	Special Services WIR Txn / Mailing WIR Txn	
	Expedited Mail WIR Txn / Domestic Mail WIR Txn	

Monthly - Yearly Retail Unit Flash (All Reporting POS ONE Retail Units)

Category	Attributes	Actual for Month	Actual for Month for SPLY	% Compared to SPLY	Actual for Year to Date	Actual for Year to Date for SPLY	% Compared to SPLY
	Total						
	Express Mail Stamps						
	Priority Mail Stamps						
	All Other Stamps						
	Express Mail						
	Express Mail WIR Txn						
	Express Mail Full Postage Affixed and EMCA Txn						
	Priority Mail						
	Priority Mail WIR Txn						
	Priority Mail Full Postage Affixed Txn						
	First-Class						
	Parcel Post						

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	Parcel Post WIR Txn	
	Parcel Post Postage Affixed Txn	
	Media Mail	
	Other Domestic (Library Mail, BPM, Orphan PVI)	
	International Mailing	
	Special Services	
Walk-In Rev (WIR)	Orphan PVI Txn	
	Packaging Products	
	Retail Products	
	Philatelic Products	
	Passport Fees and Photo Services	
	Phonecards	
	Retail Services	
	Customer Visits	
Operational Data	Total Transactions (Rev & Non- Rev)	
	POS ONE Terminal Hours	
Business Days	Business Days	
	WIR / POS ONE Terminal Hr	
	WIR / Customer Visit	
	Expedited Mail WIR Txn / Parcel Post WIR Txn	
Retail Productivity	Special Services WIR Txn / Mailing WIR Txn	
	Expedited Mail WIR Txn / Domestic Mail WIR Txn	

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[Retail](#) > [Shared Reports](#) > [Flash Reports](#) > [Retail Unit](#) > [Monthly - Yearly Retail Unit Flash](#)

File

Monthly - Yearly Retail Unit Comp Flash (POS ONE Retail Units Open Both Years)

Retail Unit	Month
MNS-LINCOLN BR	Oct 2009

Category	Attributes	Actual for Month	Actual for Month for SPLY	% Compared To SPLY	Actual for Year to Date	Actual for Year to Date for SPLY	% Compared To SPLY
	Total						
	Express Mail Stamps						
	Priority Mail Stamps						
	All Other Stamps						
	Express Mail						
	Express Mail WIR Txn						
	Express Mail Full Postage Affixed and EMCA Txn						
	Priority Mail						
	Priority Mail WIR Txn						
	Priority Mail Full Postage Affixed Txn						
	First-Class						
Walk-In Rev (WIR)	Parcel Post						
	Parcel Post WIR Txn						
	Parcel Post Postage Affixed Txn						
	Media Mail						
	Other Domestic (Library Mail, BPM, Orphan PVI)						
	International Mailing						
	Special Services						
	Orphan PVI Txn						
	Packaging Products						
	Retail Products						
	Philatelic Products						

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Operational Data	Passport Fees and Photo Services	
	Phonecards	
	Retail Services	
	Customer Visits	
Total Transactions (Rev & Non-Rev)		
Business Days	POS ONE Terminal Hours	
	Business Days	
Retail Productivity	WIR / POS ONE Terminal Hr	
	WIR / Customer Visit	
	Expedited Mail WIR Txn / Parcel Post WIR Txn	
	Special Services WIR Txn / Mailing WIR Txn	
	Expedited Mail WIR Txn / Domestic Mail WIR Txn	

Monthly - Yearly Retail Unit Flash (All Reporting POS ONE Retail Units)

Category	Attributes	Actual for Month	Actual for Month for SPLY	% Compared to SPLY	Actual for Year to Date	Actual for Year to Date for SPLY	% Compared to SPLY
	Total						
	Express Mail Stamps						
	Priority Mail Stamps						
	All Other Stamps						
	Express Mail						
	Express Mail WIR Txn						
	Express Mail Full Postage Affixed and EMCA Txn						
	Priority Mail						
	Priority Mail WIR Txn						
	Priority Mail Full Postage Affixed Txn						
	First-Class						
	Parcel Post						

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	Parcel Post WIR Txn	
	Parcel Post Postage Affixed Txn	
	Media Mail	
	Other Domestic (Library Mail, BPM, Orphan PVI)	
	International Mailing	
	Special Services	
Walk-In Rev (WIR)	Orphan PVI Txn	
	Packaging Products	
	Retail Products	
	Philatelic Products	
	Passport Fees and Photo Services	
	Phonecards	
	Retail Services	
	Customer Visits	
Operational Data	Total Transactions (Rev & Non- Rev)	
	POS ONE Terminal Hours	
Business Days	Business Days	
	WIR / POS ONE Terminal Hr	
	WIR / Customer Visit	
	Expedited Mail WIR Txn / Parcel Post WIR Txn	
Retail Productivity	Special Services WIR Txn / Mailing WIR Txn	
	Expedited Mail WIR Txn / Domestic Mail WIR Txn	

Retail Customer Data :

What is the Post Office Box Fee Group for this location? 3
How many Post Office Boxes are at this location? [redacted]
How many Post Office Boxes are rented at this location? [redacted]
What are the plans for the post office box customers? EITHER STREET DELIVERY OR PO BOX @ MANSFIELD MAIN P.O.
Does the office have an APC (yes or no)? If yes, what are the plans for APC?

Total Window Staffing (Earned/Actual Staffing Graph, October/March of most current FY):
(attach documentation) [redacted]

*LINCOLN BRANCH
MANSFIELD MAIN PO } ALL AT PEAK TIMES
COMBINED WOS*

Average WTIL (12-month data) [redacted] # of WTIL over 5 minutes [redacted]
(attach documentation)

CSM Trend Data (Last 4 quarter trends):
(attach documentation)

2008 QTR 4 2009 QTR 1 2009 QTR 2 2009 QTR 3

[redacted]

\$ [redacted]
WIR for the last three fiscal years were:

\$ [redacted] 08

\$ [redacted] 09

\$ [redacted]

Total Operating Expenses for last 12-month data (ADM):

\$ [redacted]

Average Daily Retail Transactions (12-month data) (Total Transactions divided by number of retail business days) (Source: Monthly, Yearly RDM FLASH):

[redacted]

Total Retail Transactions for current fiscal year and same period last year (RDM Flash):

[redacted]

Retail Transaction Trends for last three fiscal years (RDM FLASH):

[redacted]

Total Customer Visits for current fiscal year and same period last year (RDM Flash):

[redacted]

Attach Map that illustrates the number of retail units within 10 miles, including alternate access sites. Use Retail Optimization Access Management (ROAM) system. Must include the following: USPS locations with labels, CPU, APC and SOC locations and competitor locations.

[redacted]

Bulk Mail Customers

these are year ends

Does the office have a Bulk Mail Acceptance Unit? (yes/no) NO

If Yes, what provisions will be made for the Bulk Mail Acceptance Unit?

Does the office have a DDU drop? (yes/no) NO

If Yes, what provisions will be made for drop shipment customers?

How many permit customers and what provisions will be made for them? N/A



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Other Customer Information

of schools, religious institutions, organizations and businesses in service area: 8 SCHOOLS WITHIN 1 1/2 MILES
17 CHURCHES WITHIN 1 MILE
106 BUSINESSES IN BOX SECT
Are there handicapped customers that require special provisions? (yes/no) NO
If yes, what accommodations will be made for them if the office is consolidated? 131 P3

Community Input

Community meeting: Date: NA Number of customers attended: NA
Questionnaire: Date: 07/14/09 Number returned: 239 242 P3
Favorable 0 # Unfavorable: P3 #No opinion: 156 159 P3

Public Notice (local newspaper) Date (if applicable):
MANFIELD NEWS JOURNAL FOR IMMEDIATE RELEASE 07/13/09

Employee Data:

How many career employees will be affected?
If yes, please include # by craft and position.



What provisions will be made for impacted employees? Please include explanation by craft and position. SSA CLERKS WILL BECOME UNASSIGNED REGULARS AND ASSIGNED TO A RESIDUAL VACANCY IN THE MANFIELD INSTALLATION. IF NO RESIDUAL VACANCY EXISTS THEN THE PRINCIPLES OF ARTICLE 12 WILL BE IMPLEMENTED AND INSTALLATION WIDE EXCESSING WILL OCCUR.

Total Annual Cost Savings

Employee Salaries, (minimum)*: 39,765 = 82,086 P3
Salaries X Fringe Benefits 33.5% : 13,303 = 27,498 P3
Lease/Rental Costs: 22,980
Utilities [REDACTED]
Total Expenses [REDACTED]

*If position(s) are being eliminated include minimum salary of grade level(s) and fringe benefits.

Alternate Service Cost Analysis:

Alternate Service to be provided (i.e., carrier delivery, PO Box Service at another facility, Cluster Box Unit, Non-Personnel Unit, etc.) AT MANFIELD MAIN P.O.



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Alternate Service Cost Analysis:

Alternate Service to be provided (i.e., carrier delivery, PO Box Service at another facility, Cluster Box Unit, Non-Personnel Unit, etc.)

Type explanation here PO BOX SERVICE AT MANSFIELD MAIN POST OFFICE. THOSE NOT WANTING TO HAVE THEIR PO BOX ANY LONGER MAY GET CARRIER DELIVERY.

Cost of proposed alternate service (i.e., transportation, extension of routes, etc) \$ [REDACTED]
Total Annual Savings: \$ [REDACTED]
One-time cost (i.e. CBU or bldg modifications): \$ [REDACTED]

Administrative Office (Gaining Facility Information)

Name, State & ZIP Mansfield Main ^{OHIO 44901} EAS level 24 Miles away: 2

Window Service Hours: M-F 7:30 am - 6:00 pm Sat 9:00 am - 1:00 pm

Lobby Hours: M-F 24 HR LOBBY Sat 24 HR LOBBY

What is the Post Office Box Fee Group for this location? 6
How many Post Office Boxes are at this location? 1911
How many Post Office Boxes are rented at this location? [REDACTED]
How many Post Office Boxes are available to rent? [REDACTED]
Does the office have an APC? NO

Is there sufficient customer and employee parking? YES
If not, please explain what provisions will be made for customers and/or employees?

Average WTIL (12 month data): [REDACTED] # of Retail Workstations: 3
(attach documentation)

CSM Trend Data (Last 4 quarter trends): [REDACTED]
(attach documentation)

Estimated Window Staffing if Proposal is Implemented (impacted office & gaining office). Use Earned/Actual Staffing Graph for Oct/Mar of most current fiscal year (attach documentation)

IMPACTED [REDACTED]
Does facility have physical capacity for both retail and delivery to absorb workload? Include narrative to explain proposed changes YES



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Nearest Post Office, Station, Branch or CPU (if different from above):

Name, State & ZIP MANFIELD MAIN PO, OH 44901 EAS level 24 Miles away: 2

Window Service Hours: M-F 7:30 am - 6:00 pm Sat 9:00 am - 1:00 pm

Lobby Hours: M-F 24 HOUR LOBBY Sat 24 HR LOBBY

Number of PO Boxes Available 

Prepared By: MARK GRUMRINE Title: PO REVIEW

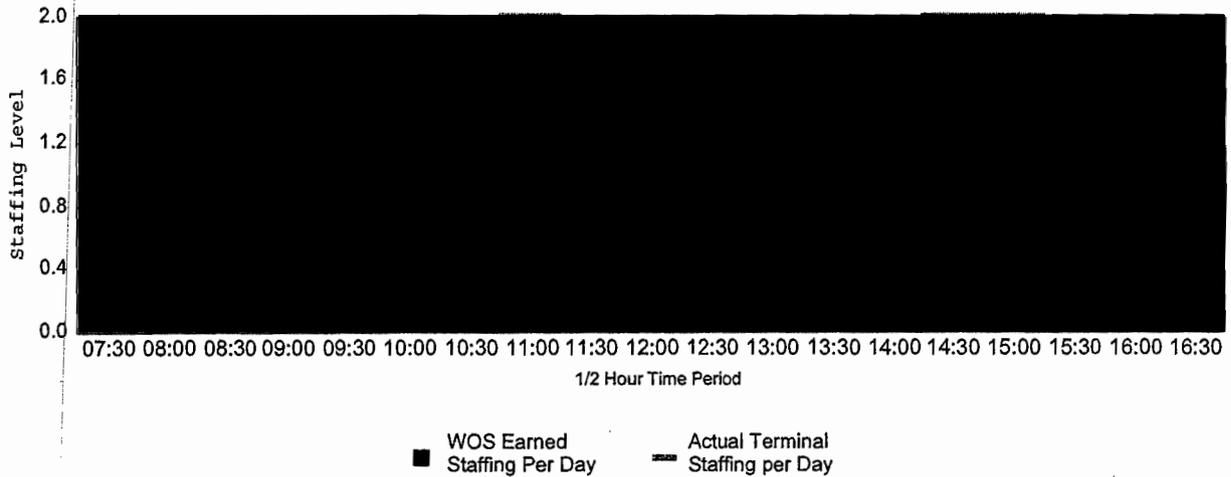
Signature:  Date 10/29/09
Telephone Number 216-443-4076 (Remember to include your area code)



October 2008/March 2009

WOS Earned - Actual Staffing Graph

The Actual Terminal Staffing is based on activity at the Front Office Counters and Passport terminals ONLY.



1/2 Hour of Day	Metrics	WOS Earned Staffing Per Day	Actual Terminal Staffing per Day
07:30			
08:00			
08:30			
09:00			
09:30			
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			

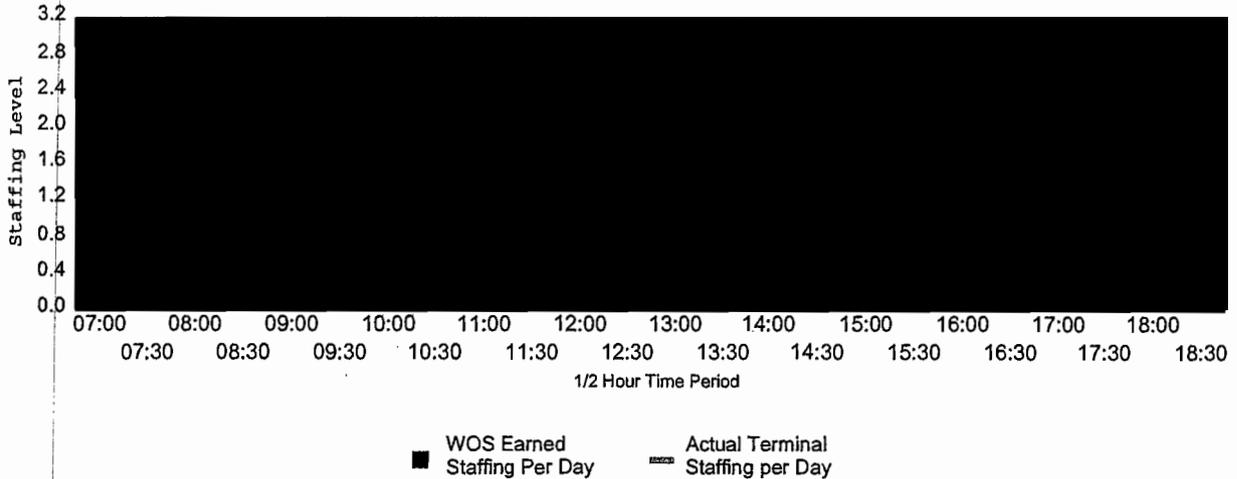


October 2008/March 2009

Mansfield Main

WOS Earned - Actual Staffing Graph

The Actual Terminal Staffing is based on activity at the Front Office Counters and Passport terminals ONLY.



1/2 Hour of Day	Metrics	WOS Earned Staffing Per Day	Actual Terminal Staffing per Day
07:00			
07:30			
08:00			
08:30			
09:00			
09:30			
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			



WOS Earned - Actual Staffing Graph

Total number of rows: 23

Total number of columns: 3

Report Filter:

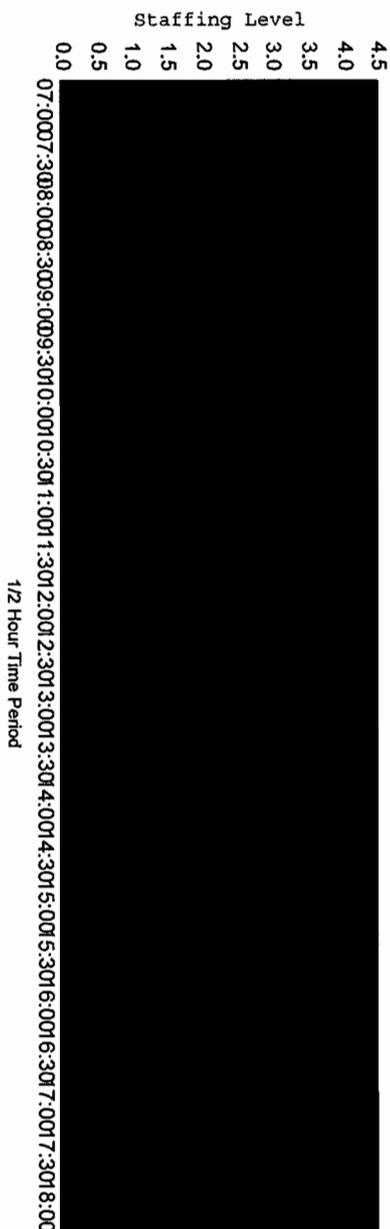
(Retail Unit) = MNS-LINCOLN BR [REDACTED] or MNS-MAIN OFFICE STA [REDACTED] And (Month = Oct 2009 or Mar 2009)



WOS Earned - Actual Staffing Graph

WOS Earned - Actual Staffing Graph

The Actual Terminal Staffing is based on activity at the Front Office Counters and Passport terminals ONLY.



- WOS Earned Staffing Per Day
- ▬ Actual Terminal Staffing per Day
- ▬ Oct/Mar Modeled Staffing per Day

1/2 Hour of Metrics Day	WOS Earned Staffing Per Day	Actual Terminal Staffing per Day	Oct/Mar Modeled Staffing per Day
07:00			
07:30			
08:00			
08:30			
09:00			
09:30			
10:00			



WOS Earned - Actual Staffing Graph

1/2 Hour of Metrics Day	WOS Earned Staffing Per Day	Actual Terminal Staffing per Day	Oct/Mar Modeled Staffing per Day
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			

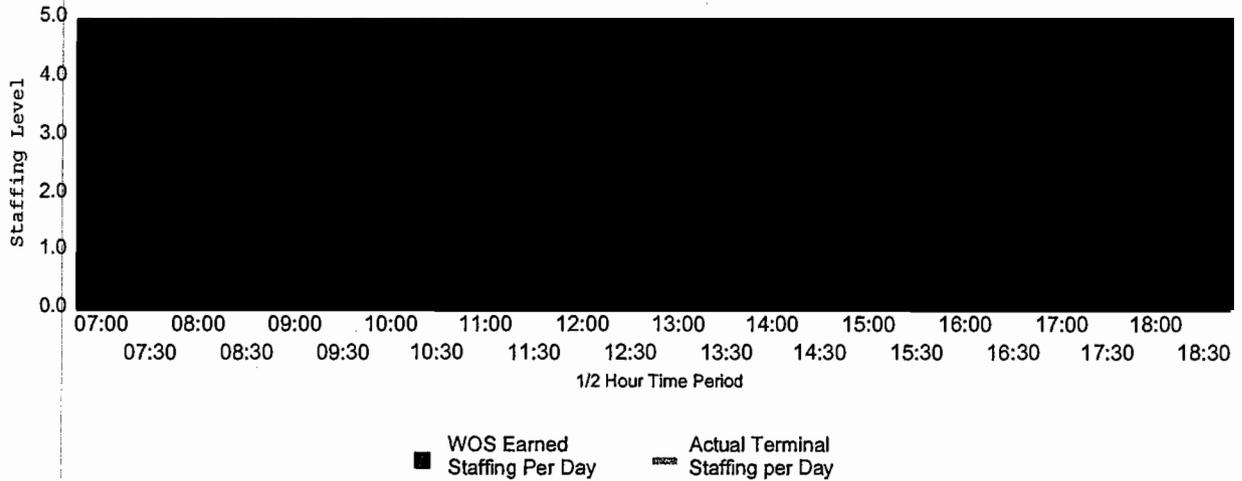


October 2008/March 2009

Lincoln/Mansfield Main

WOS Earned - Actual Staffing Graph

The Actual Terminal Staffing is based on activity at the Front Office Counters and Passport terminals ONLY.



1/2 Hour of Day	Metrics	WOS Earned Staffing Per Day	Actual Terminal Staffing per Day
07:00			
07:30			
08:00			
08:30			
09:00			
09:30			
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			



US Postal Service Mystery Shopper Program
Service Evaluation

44905 USPS - Mansfield OH - Lincoln Br Date: [REDACTED]
Overall Score: [REDACTED]

Wait Time in Line

1 How long was your wait time in line? (minutes:seconds) [REDACTED]



US Postal Service Mystery Shopper Program
Service Evaluation

44905 USPS - Mansfield OH - Lincoln Br Date: [REDACTED]
Overall Score: [REDACTED]

Wait Time in Line

1 How long was your wait time in line? (minutes:seconds) [REDACTED]



US Postal Service Mystery Shopper Program
Service Evaluation

44905 USPS - Mansfield OH - Lincoln Br Date: [REDACTED]
Overall Score: [REDACTED]

Wait Time in Line

1 How long was your wait time in line? (minutes:seconds) [REDACTED]



US Postal Service Mystery Shopper Program
Service Evaluation

44905 USPS - Mansfield OH - Lincoln Br Date: [REDACTED]
Overall Score: [REDACTED]

Wait Time in Line

1 How long was your wait time in line? (minutes:seconds) [REDACTED]



US Postal Service Mystery Shopper Program
Service Evaluation

44905 USPS - Mansfield OH - Lincoln Br Date: [REDACTED]
Overall Score: [REDACTED]

Wait Time in Line

1 How long was your wait time in line? (minutes:seconds) [REDACTED]



US Postal Service Mystery Shopper Program
Service Evaluation

44905 USPS - Mansfield OH - Lincoln Br Date: [REDACTED]
Overall Score: [REDACTED]

Wait Time in Line

1 How long was your wait time in line? (minutes:seconds) [REDACTED]



US Postal Service Mystery Shopper Program
Service Evaluation

44905 USPS - Mansfield OH - Lincoln Br Date: [REDACTED]
Overall Score: [REDACTED]

Wait Time in Line

1 How long was your wait time in line? (minutes:seconds) [REDACTED]



US Postal Service Mystery Shopper Program
Service Evaluation

44905 USPS - Mansfield OH - Lincoln Br Date: [REDACTED]
Overall Score: [REDACTED]

Wait Time in Line

1 How long was your wait time in line? (minutes:seconds) [REDACTED]



US Postal Service Mystery Shopper Program
Service Evaluation

44905 USPS - Mansfield OH - Lincoln Br Date: [REDACTED]
Overall Score: [REDACTED]

Wait Time in Line

1 How long was your wait time in line? (minutes:seconds) [REDACTED]



US Postal Service Mystery Shopper Program
Service Evaluation

44901 USPS - Mansfield OH Date: [REDACTED]
Overall Score: [REDACTED]

Wait Time in Line

1 How long was your wait time in line? (minutes:seconds) [REDACTED]



US Postal Service Mystery Shopper Program
Service Evaluation

44901 USPS - Mansfield OH Date: [REDACTED]
Overall Score: [REDACTED]

Wait Time in Line

1 How long was your wait time in line? (minutes:seconds) [REDACTED]



US Postal Service Mystery Shopper Program
Service Evaluation

44901 USPS - Mansfield OH Date: [REDACTED]
Overall Score: [REDACTED]

Wait Time in Line

1 How long was your wait time in line? (minutes:seconds) [REDACTED]



US Postal Service Mystery Shopper Program
Service Evaluation

44901 USPS - Mansfield OH Date: [REDACTED]
Overall Score: [REDACTED]

Wait Time in Line

1 How long was your wait time in line? (minutes:seconds) [REDACTED]



US Postal Service Mystery Shopper Program
Service Evaluation

44901 USPS - Mansfield OH Date: [REDACTED]
Overall Score: [REDACTED]

Wait Time in Line



US Postal Service Mystery Shopper Program
Service Evaluation

44901 USPS - Mansfield OH

Date: [REDACTED]
Overall Score: [REDACTED]

Wait Time in Line

1 How long was your wait time in line? (minutes:seconds) [REDACTED]



US Postal Service Mystery Shopper Program
Service Evaluation

44901 USPS - Mansfield OH

Date: [REDACTED]
Overall Score: [REDACTED]

Wait Time in Line

1 How long was your wait time in line? (minutes:seconds) [REDACTED]



US Postal Service Mystery Shopper Program
Service Evaluation

44901 USPS - Mansfield OH

Date: [REDACTED]
Overall Score: [REDACTED]

Wait Time in Line

1 How long was your wait time in line? (minutes:seconds) [REDACTED]



US Postal Service Mystery Shopper Program
Service Evaluation

44901 USPS - Mansfield OH

Date: [REDACTED]
Overall Score: [REDACTED]

Wait Time in Line

1 How long was your wait time in line? (minutes:seconds) [REDACTED]

Northern Ohio - Lincoln Retail, Mansfield - 44905

