

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

AMENDMENT FOR CHANGE
AMENDMENT NO. 1

TO: ALL STATE AGENCIES, STATE INSTITUTIONS OF HIGHER EDUCATION AND PROPERLY REGISTERED COOPERATIVE PURCHASING MEMBERS.

FROM: ROBERT BLAIR, DIRECTOR, DEPARTMENT OF ADMINISTRATIVE SERVICES

SUBJECT: CONTRACT FOR FACILITY REPAIR, MAINTENANCE AND MINOR CONSTRUCTION PROJECTS

Attached are pages 5 and 6 to this contract. Remove these pages from the existing contract and replace with the attached pages on the effective and/or revision date.

This amendment is issued to update the Contractor contact information and add the OTOS instructions.

All other prices, terms and conditions remain unchanged.

This Amendment, the main Requirements Contract and any additional amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

Affected Contractor(s):

IAP Government Services Group
2740 Airport Drive, Suite 300
Columbus, OH 43219
jfschneider@iap-gsg.com

CONTRACTOR INDEX

CONTRACTOR, TERMS, AND SHIPMENT:

BID CONTRACT NO.: CSP905815



OAKS Supplier: 0000170792

MBE CONTRACTOR

IAP Government Services Group
2740 Airport Drive, Suite 300
Columbus, OH 43219

TERMS: Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Jennifer Schneider
Sr. Vice President

Telephone: (614) 416-0614 ext. 304
FAX: (614) 416-0613
E-mail address: jfschneider@iap-gsg.com

Amy Torres
Sr. Project Coordinator

Telephone: (614) 416-0614 ext 500
E-Mail Address: atorres@iap-gsg.com

TO PROCESS TASK ORDERS:

1. Go to <https://iapotosoh.com>
2. Click on the appropriate AGENCIES OR CO-OP tab
3. Login with your username and password * if you do not have a username and password click on the FAQ on the page and follow prompts
4. Once you have signed in, you will be able to view all projects for your agency.
5. You can filter by factors such as Status – Inactive or Active; or Type of Project.
6. If you do not have any projects yet, you will only see the “Agency Task Orders” option.
7. You can click on Agency Task Orders here or select from the drop down menu.
8. This page gives you an overview of your task orders.
9. If you select the “Task Order” tab at the top left here, you will be able to view your Task Orders and create new task orders.
10. Here you will see a list of all of your open task orders. Task orders will not stay open for long. It is our goal to have these reviewed and assigned to Project Managers within 24 hours of receiving the task order.
11. To create a new task order, you will click on the “Create New” tab in the top right corner.
12. Most of these fields are self-explanatory. Complete as much information as you can.
13. You can attach any documents here by selecting or drag & drop.
14. When you are ready to send, please click “Save but Do Not Send Emails”. Please do not select the other 2 options, only the middle button.
15. From there, this will be sent to our project coordinators who will then create a project and assign a project manager.
16. You will then receive an e-mail alerting you that you have been added to a project.
17. You will then be contacted by our Project Manager within 48 hours to discuss details and set up a site visit.

* Updated Contact info and added OTOS instructions.

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
1	09/18/15	This amendment is issued to update the Contractor contact information and add the OTOS instructions.