

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. 9

TO: LIMITED DISTRIBUTION – DEPARTMENT OF ADMINISTRATIVE SERVICES
FROM: ROBERT BLAIR, DIRECTOR, DEPARTMENT OF ADMINISTRATIVE SERVICES
SUBJECT: CONTRACT FOR PARCEL MAIL SORT SERVICES AND EXPEDITED DELIVERY

Attached are pages 1, 6, 10 and 11 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 mutually renew the Contract for the final 12 months effective 07/01/13 through 06/30/14. Additionally, a new USPS barcode requirement was added to the agency responsibilities section and the Contractor contact information was updated.

All other prices, terms and conditions remain unchanged.

Questions regarding this Amendment and/or the Requirements Contract may be directed to:

Dennis Kapenga
dennis.kapenga@ohio.gov

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):

Vendor ID # 155155
Global Mail Inc.
d/b/a DHL Global Mail
2700 S. Commerce Parkway Suite 400
Weston, FL 33331
lbarhorst@dhlglobalmail.com

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

REQUIREMENTS CONTRACT: PARCEL MAIL SORT SERVICES AND EXPEDITED DELIVERY

CONTRACT No.: OT901609

EFFECTIVE DATES: 07/01/08 to 06/30/10
Renewal through 06/30/14 *

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT901609 that opened on 05/21/08. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions, special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES, GENERAL SERVICES DIVISION, STATE MAIL SERVICE, 30 EAST BROAD STREET, B-1, COLUMBUS, OHIO 43215, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

SPECIAL NOTE: State agencies may make purchases under this Requirements Contract up to \$2500.00 using the state of Ohio payment card. Any purchase that exceeds \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

Questions regarding this and/or the Requirements Contract may be directed to:

Dennis Kapenga
dennis.kapenga@ohio.gov

This Requirements Contract and any Amendments thereto are available from the DAS website at the following address:

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

* Indicates a mutual renewal for the final 12 months of the Contract effective 07/01/13 through 06/30/14.

Signed: _____
Robert Blair, Director Date

SPECIFICATIONS

- D. Complete presorting of all daily volumes to meet requirements of the United States Postal Service. Contractor certifies that all volume will be processed and totally mixed, where possible, with volumes from its other customers every mailing day.
- E. Failure to comply with USPS preparation requirements will be the responsibility of the Contractor except for the error in mail preparation of mail by using agencies.
- F. The Contractor is responsible for furnishing the personnel, vehicles and mail sort production facilities necessary to perform the services specified in this contract
- G. The Contractor is responsible for processing the mail by using agency and providing that agency a completed account of each piece with weight and charges. Any discrepancies are to be noted the next business day and an immediate reconciliation done.
- H. The Contractor is subject to the governing regulations of the United States Postal Service and law of the United States affecting the processing of domestic mail.
- I. No subcontracting of the services specified herein will be permitted.
- J. Contractor must accept liability for any law suit(s) arising from any of its actions concerning non-delivery of mail.
- K. All mail related functions are to be accomplished at a facility owned or rented by the Contractor for such services. The state reserves the right to visit the Contractor's presorting facilities at any time during the normal Contractor's working hours.
- L. The Contractor will be required to acquire any licenses necessary to perform the total services required. Further, the Contractor will be responsible to comply with any and all laws, rules and regulations pertaining to the performance and services delivered through this contract.
- M. The Contractor must provide adequate security for state mail while in its possession. The Contractor will be responsible for any and all mail losses that may occur as a result of the Contractor's failure to provide adequate security. The Contractor must have as a minimum such security systems as a mechanical alarm system or security guards.
- N. Vehicles utilized for the pickup and delivery of mail must be capable of being locked and must be locked during the transporting of state mail.
- O. The Contractor is to provide for its own parking during the performance of this contract.

III. CUSTODIAL RESPONSIBILITY FOR THE MAIL

- A. Damaged mail, which cannot be processed by the Contractor, is to be returned to the using agency within one (1) day of discovery.
- B. No information (except ZIP Codes) is to be retained from state mail.

IV. AGENCY RESPONSIBILITIES

- A. The using agencies will provide mail in tubs (furnished by USPS) with all addresses facing the same direction.
- B. The using agencies will provide a manifest, furnished by the Contractor, for each shipment. This manifest will indicate the total number of pieces to be processed.
- C. The using agencies will notify the Contractor of any volumes that exceed the average daily volume.
- * D. The using agencies will comply with the USPS Intelligent Mail Package Barcode (IMpb) requirement. Additionally, a Shipping Services Electronic Manifest File with full addresses or zip+4 information is required with each shipment. The Contractor will work with Agencies to facilitate satisfactory compliance with this new USPS requirement.

* This indicates the addition of a new USPS agency requirement for qualifying mail only under this Contract.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: OT901609-3 (06/30/10)
* Renewed through 06/30/14

MAIN OFFICE

Vendor ID # 155155
Net 30 Days
Global Mail Inc.
d/b/a DHL Global Mail
2700 S. Commerce Parkway Suite 400
Weston, FL 33331

TERMS:

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Brad Noble

Telephone: (954) 903-6300
Mobile: (513) 403-6294 **
FAX: (954) 349-6379
E-Mail: bnoble@dhlglobalmail.com

LOCAL CLIENT RELATIONSHIP MANAGER

Lindsay Barhorst

Telephone: (614) 493-6044
Fax: (866) 329-4096
Email: lbarhorst@dhlglobalmail.com

CONTRACT SPECIALIST

Jonathan Sallaz **

Telephone: (954) 903-6313 **
Email: jsallaz@dhlglobalmail.com **

REMITTANCE ADDRESS

DHL Global Mail
12868 Collections Center Dr.
Chicago, IL 60693

IT/MIS CONTACT: Dave Kelly **

Telephone: (954) 903-6405 **

* Indicates a mutual renewal for the final 12 months of the Contract effective 07/01/13 through 06/30/14.

** Indicates an update to the Contractor contact information.

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
9	07/01/13	This amendment is issued to mutually renew the Contract for the final 12 months effective 07/01/13 through 06/30/14. Additionally, a new USPS barcode requirement was added to the agency responsibilities section and the Contractor contact information was updated.
8	01/27/13	This amendment is issued to provide a U.S. Postal Service rate increase effective on orders on or after 01/27/13. Additionally, the Contract Analyst was updated and the Index number updated.
7	07/01/12	This amendment is issued to renew Contract for twelve (12) months effective 07/01/12-06/30/13.
6	01/23/12	Issued to update Contract with a retroactive price increase effective 01/22/12.
5	05/09/11	Renewed Contract for one (1) year effective 07/01/11 – 06/30/12. Due to a postal rate increase, new prices are being implemented effective 05/11/11. Also updated DAS contact.
4	05/28/10	As a result of mutual agreement between the state of Ohio and the contractor, this amendment is issued to renew the subject contract an additional twelve (12) months, effective 07/01/10 through 06/30/11. All other prices, terms and conditions remain unchanged.
3	08/17/09	Update contact information and issue Price Decrease effective 08/17/09
2	11/04/08	Issued to change DHL Global Mail Vendor ID number.
1	10/07/08	Issued to change DHL Global Mail Vendor ID number.