

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. 2

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

FROM: HUGH QUILL, DIRECTOR, DEPARTMENT OF ADMINISTRATIVE SERVICES

SUBJECT: TERM CONTRACT - CONTRACTORS TO PROVIDE QUALIFIED, PROFESSIONAL STENOGRAPH REPORTING AND TRANSCRIPTION SERVICES-STATEWIDE

Attached are pages 11, 13, 15 and 30 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 reflect a price decrease for Anderson Reporting Service, Armstrong & Okey, Inc, and Collins Reporting Service, Inc.

All other prices, terms and conditions remain unchanged.

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

Jan Jacobs  
jan.jacobs@das.state.oh.us

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):

0000055707  
Anderson Reporting Service  
3242 West Henderson Road, Suite A  
Columbus, OH 43220

Contractor's Contact: Katherine Gregg  
E-mail address: [kgregg@andersonreporting.com](mailto:kgregg@andersonreporting.com)

0000068577  
Armstrong & Okey, Inc.  
185 South Fifth Street, Suite 101  
Columbus, OH 43215

Contractor's Contact: Michael Spencer  
E-mail address: [mikespencer@ameritech.net](mailto:mikespencer@ameritech.net)

0000068577  
Collins Reporting Service, Inc.  
405 North Huron Street  
Toledo, OH 43604  
Contractor's Contact: Denise Wolfe  
E-mail address: [accounting@collinsreporting.com](mailto:accounting@collinsreporting.com)

**PRICE SCHEDULE**

To provide qualified, professional stenograph reporting and transcription services as stated herein, from July 01, 2008 through December 31, 2011.

NOTE: All hourly charges shall begin at the time proceedings begin.

CONTRACTOR: ANDERSON REPORTING SERVICE

SERVICE	COST		
Charge Per Reporter Hour (1)	*\$	34.00	Per Hour
Minimum Charge (if any) Per Hearing	*\$	110.50	Per Hearing
Late Notification of Cancellation of Hearing	*\$	110.50	Per Hearing
Charge Per Transcript Page (Regular Delivery w/i 15 business days after hearing)	*\$	3.83	Per Page
Charge Per Transcript Page (Expedited Delivery w/i 10 business days after hearing)	*\$	4.25	Per Page
Charge Per Transcript Page (Special Delivery w/i 5 business days after hearing)	*\$	5.10	Per Page
Charge Per Transcript Page (Emergency Delivery w/i 2 business days after hearing)	*\$	6.16	Per Page
Charge Per Transcript Page (Additional Copied Pages)	*\$	.85	Per Page
Scanned Hearing Exhibits	*\$	0.30	Per Page
Bidders may include a complete list of other available services with their Bid Response. This list will be added to the Contractor's Price Schedule Page. Reference page 12 for additional services available from Anderson Reporting Service.			

(1) May only apply to hearings of one (1) hour or less and twenty (20) pages or less.

**Declaration of Service Area**

	Counties in District 5			Counties in District 6	
XXX	Licking		XXX	Union	
XXX	Fairfield		XXX	Madison	
			XXX	Delaware	
			XXX	Franklin	
			XXX	Pickaway	

As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of their total cost what the cost elements are for completion of the work. Sum of percentages must equal one hundred percent.

Administrative Cost	Labor Cost	Equipment Cost	Supplies Cost	Transportation Cost
10 %	60 %	10 %	10 %	10 %

\* Indicates Price Decrease (06/15/09)

**PRICE SCHEDULE**

To provide qualified, professional stenograph reporting and transcription services as stated herein, from July 01, 2008 through December 31, 2011.

NOTE: All hourly charges shall begin at the time proceedings begin.

CONTRACTOR: ARMSTRONG & OKEY, INC

SERVICE	COST		
Charge Per Reporter Hour (1)	*\$	38.00	Per Hour
Minimum Charge (if any) Per Hearing	*\$	85.00	Per Hearing
Late Notification of Cancellation of Hearing	*\$	34.00	Per Hearing
Charge Per Transcript Page (Regular Delivery w/i 15 business days after hearing)	*\$	2.89	Per Page
Charge Per Transcript Page (Expedited Delivery w/i 10 business days after hearing)	*\$	2.89	Per Page
Charge Per Transcript Page (Special Delivery w/i 5 business days after hearing)	*\$	3.66	Per Page
Charge Per Transcript Page (Emergency Delivery w/i 2 business days after hearing)	*\$	4.04	Per Page
Charge Per Transcript Page (Additional Copied Pages)	\$	NO CHARGE	Per Page
Scanned Hearing Exhibits	*\$	0.25	Per Page

May only apply to hearings of one (1) hour or less and twenty (20) pages or less.

**Declaration of Service Area**

	Counties in District 5		Counties in District 6		Counties in District 9
XXX	Knox	XXX	Marion	XXX	Ross
XXX	Licking	XXX	Union		
XXX	Fairfield	XXX	Madison		
XXX	Perry	XXX	Fayette		
XXX	Coshocton	XXX	Morrow		<b>Counties in District 10</b>
XXX	Muskingum	XXX	Delaware	XXX	Hocking
XXX	Guernsey	XXX	Franklin	XXX	Athens
		XXX	Pickaway		

As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of their total cost what the cost elements are for completion of the work. Sum of percentages must equal one hundred percent.

Administrative Cost	Labor Cost	Equipment Cost	Supplies Cost	Transportation Cost
20 %	54 %	20 %	4 %	2 %

\*Indicates Price Decrease (06/15/09)

PRICE SCHEDULE

To provide qualified, professional stenograph reporting and transcription services as stated herein, from July 01, 2008 through December 31, 2011.

NOTE: All hourly charges shall begin at the time proceedings begin.

CONTRACTOR: COLLINS REPORTING SERVICE, INC

SERVICE	COST		
Charge Per Reporter Hour (1)	*\$	42.50	Per Hour
Minimum Charge (if any) Per Hearing	*\$	42.50	Per Hearing
Late Notification of Cancellation of Hearing	*\$	42.50	Per Hearing
Charge Per Transcript Page (Regular Delivery w/i 15 business days after hearing)	*\$	3.29	Per Page
Charge Per Transcript Page (Expedited Delivery w/i 10 business days after hearing)	*\$	4.36	Per Page
Charge Per Transcript Page (Special Delivery w/i 5 business days after hearing)	*\$	4.90	Per Page
Charge Per Transcript Page (Emergency Delivery w/i 2 business days after hearing)	*\$	5.70	Per Page
Charge Per Transcript Page (Additional Copied Pages)	*\$	.68	Per Page
Scanned Hearing Exhibits	*\$	0.30	Per Page
Bidders may include a complete list of other available services with their Bid Response. This list will be added to the Contractor's Price Schedule Page. Reference the following additional services available from Collins Reporting Service:			
Charge per Transcript Page – From Audio Tapes	*\$	3.48	Per Page
Video Conferencing Setup and Equipment Rental	*\$	148.75	Per Hour

May only apply to hearings of one (1) hour or less and twenty (20) pages or less.

**Declaration of Service Area**

Counties in District 2							
XXX	Williams		XXX	Lucas		XXX	Ottawa
XXX	Fulton		XXX	Wood		XXX	Sandusky
XXX	Henry					XXX	Seneca

As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of their total cost what the cost elements are for completion of the work. Sum of percentages must equal one hundred percent.

Administrative Cost	Labor Cost	Equipment Cost	Supplies Cost	Transportation Cost
15 %	70 %	5 %	5 %	5 %

\*Indicates Price Decrease (06/15/09)

SUMMARY OF AMENDMENTS

<b>Amendment Number</b>	<b>Revision Date</b>	<b>Description</b>
2	06/15/09	Price decrease for vendors; Anderson Reporting, Armstrong & Okey, Inc., and Collins Reporting Service Inc.
1	03/30/09	Vendor Address Change, Price Decrease and update Contract Analyst