

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. 4

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 page 1, 13 and 30 to this contract. Remove these pages from the existing contract and replace with the attached page on the effective and/or revision date.

This amendment is issued to add District 12, Cuyahoga County as a service area for Armstrong & Okey effective with all orders issued on or after August 23, 2010.

All other prices, terms and conditions remain unchanged.

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

Terri Villavicencio
terri.villavicencio@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):

0000152042
Armstrong & Okey, Inc.
222 E Town St 2nd Floor
Columbus, OH 43215
E-mail address: mikespencer@ameritech.net

STATE OF OHIO
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REQUIREMENTS CONTRACT: CONTRACTORS TO PROVIDE QUALIFIED, PROFESSIONAL STENOGRAPH REPORTING AND TRANSCRIPTION SERVICES - STATEWIDE

CONTRACT No.: OT901709

EFFECTIVE DATES: 07/01/08 to 12/31/11

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT901709 that opened on 05/28/08. 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 all State Agencies, State institutions of higher education and properly registered members of the Cooperative Purchasing Program of the Department of Administrative Services, 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:

Terri Villavicencio
terri.villavicencio@das.state.oh.us

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



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

Signed: _____
Hugh Quill, Director Date

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		Marion	XXX	Ross
XXX	Licking	XXX	Union		Counties in District 10
XXX	Fairfield	XXX	Madison	XXX	Hocking
XXX	Perry	XXX	Fayette	XXX	Athens
XXX	Coshocton	XXX	Morrow		Counties in District 12 *
XXX	Muskingum	XXX	Delaware	XXX	Cuyahoga
XXX	Guernsey	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
20 %	54 %	20 %	4 %	2 %

*To add District 12, Cuyahoga County as a service area for Armstrong & Okay effective with all orders issued on or after August 23, 2010.

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
4	08/23/10	Issued to add District 12, Cuyahoga County as a service area for Armstrong & Okey effective with all orders on or after August 23, 2010.
3	03/03/10	Issued to update the address of Armstrong & Okey, Inc. on page 22.
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