

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: LIMITED DISTRIBUTION – OHIO DEPARTMENT OF PUBLIC SAFETY
FROM: ROBERT BLAIR, DIRECTOR, DEPARTMENT OF ADMINISTRATIVE SERVICES
SUBJECT: CONTRACT FOR TRANSPORTATION OF RECORDS FOR OHIO DEPARTMENT OF PUBLIC SAFETY.
BUREAU OF MOTOR VEHICLES

Attached are pages 1, 4 and 34 to this contract. Remove these pages from the existing contract and replace with the attached pages on the effective and/or revision date.

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 12 months, effective 11/01/15 through 10/31/16.

This amendment is also issued to remove the analyst contact information from page 1, update analyst information on page 4 and to add the summary of amendments page.

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):

72895
E. E. Ward Moving & Storage Co., LLC
1975 Galaxie Street
Columbus, OH 43207
Contractor's Contact: Brian Brooks
E-mail address: brian@eward.com

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MANDATORY USE CONTRACT FOR: Transportation of Records for Ohio Department of Public Safety, Bureau of Motor Vehicles

CONTRACT No.: OT904714

EFFECTIVE DATES: 11/101/13 to 10/31/15
Renewal through 10/31/2016

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT904714 that opened on 10/16/13. 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 \(Revised 10/2013\)](#), 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 the Ohio Department of Public Safety, Bureau of Motor Vehicles, PO Box 16520, Columbus, OH 43216-6520, 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.

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

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

Minority Business Enterprise Award in accordance with ORC CH. 125.081

Signed: _____
Robert Blair, Director Date _____

SPECIAL CONTRACT TERMS AND CONDITIONS (cont'd)

EVALUATION: Bids will be evaluated in accordance with Article 1-17 of the "Instructions to Bidders." In addition, the State will:

Multiply the Estimated Volume times the Cost Per Box to calculate the Total Cost. The total for all locations within that Region will be added together for a Grand Total. The Grand Total for both years, when applicable, will be added together for a Final Total. The Final Total will be the award total for that Region. This calculation will be used independently for all Regions. There are a total of five (5) potential award regions.; Region A, Region B, Region C, Region D, and Region E. A Bidder may bid all or one (1) of the award Regions.

Example Evaluation: Region A: Estimated Volume times the Cost Per Box equals Total Cost-Add Totals for all locations together for Grand Total. Estimated Volume times the Cost Per Box for both years equals Total Cost- Add Totals for all cities together for Grand Total.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by low lot total for each of the five (5) regions.

CONTRACT RENEWAL: This contract may be renewed solely at the discretion of DAS for a period of one (1) month. Any further renewals will be for an appropriate period of time by agreement. The cumulative time of all renewals may not exceed thirty six (36) months unless DAS determines that additional renewal is necessary.

TEMPORARY FUEL ADJUSTMENT: No request for a temporary fuel adjustment may be requested for the first six (6) months duration of the contract. Thereafter, should a statewide or national increase in the cost of fuel occur, that is greater than twenty percent (20%) of the cost for fuel in place at the time of Contract award, the Contractor may petition DAS to increase the Contract price(s). The Contractor will be required to provide a cost breakdown of each item to indicate the portion of their product cost that is attributed to fuel. If approved, the Contractor will be permitted to adjust the price(s) by the exact amount of the fuel increase. The increase will be effective seven (7) calendar days after approval. Future requests for fuel cost adjustment will be considered in six (6) month intervals, for the duration of the Contract, under the above conditions. Should a statewide or national decrease in the cost of fuel occur, that is greater than twenty percent (20%) of the cost of fuel at the time of Contract award or approved increase, the Contractor will advise Procurement Services of said decrease and the Contract will be adjusted accordingly. Said decrease will become effective seven (7) calendar days after notification. Failure of the Contractor to notify Procurement Services of a decrease will be considered as a default and the Contractor will be responsible to reimburse the state for any overpayments. Said increases or decreases will be effective on all orders placed on or after the approval date of the adjustment.

USAGE REPORTS: Every twelve (12) months the Contractor must submit a report (written or on disk) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Contract Analyst (DPS039).

AUTOMOBILE LIABILITY INSURANCE REQUIREMENTS AND CHECKLIST

Automobile Liability: Automobile Insurance is required for anyone coming onto State Property to deliver goods or to perform services using a vehicle, which is owned, leased or rented by the Contractor. Any Bidder, Broker, or Sub Contractor who will be on State Property, but not delivering goods or performing services, is required to carry Automobile Liability insurance that complies with the State and Federal laws regarding financial responsibility.

BID AUTOMOBILE LIABILITY CHECKLIST:

Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased, or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the Contractor will have cause to be on State property to make deliveries or to perform services.

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate.

This completed form should be returned as part of the Bid response. Failure to complete this page may deem your Bid not responsive.

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
1	11/01/15	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 12 months, effective 11/01/15 through 10/31/16. This amendment is also issued to update the analyst contractor's contact information from page 1 and 4, and to add the summary of amendments page.

