

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. 3

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 RENTAL SERVICES FOR UNIFORMS, OTHER APPAREL, FLOOR MATS, DUST AND DIRT CONTROL ITEMS

Attached are pages 2 and 29 through 31 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 add Appendix B (Page 29) "Instructions for Payment of Unifirst Corporation Invoices by state of Ohio Payment Card (P-Card)" to this contract and to repaginate previous pages 29 and 30 to pages 30 and 31.

All other prices, terms and conditions remain unchanged.

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

Walt Schneider, CPPB  
walter.schneider@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):

000001479

Unifirst Corporation  
211 New Albany – Reynoldsburg Road  
Blacklick, OH 43004

ryan\_west@unifirst.com  
stephanie\_brubaker@unifirst.com

TABLE OF CONTENTS

<u>CLAUSES</u>	<u>PAGE NO.</u>
Amendments To Contract Terms and Conditions	3
Contract Award	3
Contractor's Index	30 *
Contractor Quarterly Sales Report	5
Contractor Revenue Share	5
Cooperative Purchasing Contract	5
Delivery	3
Delivery and Acceptance	3
Evaluation	3
Expenditure of Public Funds on Offshore Services	7
Fixed Price With Economic Adjustment	4
Specifications	9 - 16
Summary of Amendments	31 *
Sweatshop Free	7
Usage Report	6

CONTRACT ITEMS

Category I. – Uniforms and Apparel – Men's and Ladies	17 – 22
Category II. – Mats, Dust & Dirt Control & Other Supplies	23 - 24
Category III. – Flame Resistant Clothing	25
Appendix A. – List of Primary Using Locations	26 – 28
Appendix B. - Instructions for Payment of Unifirst Corporation Invoices by state of Ohio Payment Card (P-Card)	29 *

\* Established by Amendment #3 effective 09/05/12.

APPENDIX B \*Instructions for Payment of Unifirst Corporation Invoices by state of Ohio Payment Card (P-Card)

Unifirst Corporation shall accept payment of invoices with the state of Ohio Payment Card (P-Card) at their corporate Accounts Payable location in Wilmington, Massachusetts.

Below are the procedures state of Ohio contract users shall follow to pay Unifirst Corporation invoices using the state of Ohio Payment Card (P-Card).

The payment terms for contract RS900513-1, GDC020 are Net 30 Days.

1. State of Ohio contract users are urged to consolidate Unifirst Invoices and make payment for them using the state of Ohio Payment Card (P-Card) either monthly or bi-monthly.
2. Unifirst Corporation will accept state of Ohio Payment Card (P-Card) payments in their Wilmington, Massachusetts Offices.
3. State of Ohio contract users shall call one of the following Unifirst Corporation Accounts Payable contacts during regular business hours between 8:00 AM and 4:30 PM EST or EDT as applicable to pay Unifirst Corporation invoices using the state of Ohio Payment Card (P-Card):  
  
Ms. Africa Mejia, Phone Number: (978) 527 4275  
Ms. Ayeska Belec, Phone Number: (978) 527 4365  
Ms. Nancy Terezi, Phone Number: (978) 527 4075
4. When offering payment by the state of Ohio Payment Card (P-Card) state of Ohio contract users shall furnish the following information:
  - a. The using location's Unifirst Corporation Customer Number.
  - b. The Unifirst Corporation Invoice Number(s).
  - c. The dollar amount of each invoice.
  - d. The state of Ohio Payment Card (P-Card) Number.
  - e. The full name of the Payment Card (P-Card) holder.
  - f. Verbal authorization to pay.

\* Appendix B Added by amendment # 3 effective 09/05/12

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: RS900513-1 (08/01/12)



0000001479

DELIVERY: As Specified by Contract User  
(See DELIVERY clause, page 3)

Unifirst Corporation  
211 New Albany – Reynoldsburg Road  
Blacklick, OH 43004

TERMS: Net 30 Days

CONTRACTOR'S CONTACTS: Ryan West  
Stephanie Brubaker

Telephone: (614) 575 9999  
FAX: (614) 575 9799  
Mobile: (740) 7041630

E-Mail: [ryan\\_west@unifirst.com](mailto:ryan_west@unifirst.com)  
[Stephanie\\_brubaker@unifirst.com](mailto:Stephanie_brubaker@unifirst.com)

STATE OF OHIO PAYMENT CARD PAYMENT CONTACTS: \*

Africa Mejia \*\*  
Ayeska Belec \*\*  
Nancy Terezi \*\*

Telephone: (978) 527 4275 \*\*  
Telephone: (978) 527 4365 \*\*  
Telephone: (978) 527 4075 \*\*

\* Repaginated by amendment # 3 effective 09/05/12.

\*\* Added by amendment # 3 effective 09/05/12.

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
3	09/05/12	This amendment is issued to add Appendix B (Page 29) "Instructions for Payment of Unifirst Corporation Invoices by state of Ohio Payment Card (P-Card)" to this contract and to repaginate previous pages 29 and 30 to pages 30 and 31.
2	09/01/12	This amendment is issued correct and update Unifirst Corporation Item number for item A5 on page 17 of this contract.
1	08/01/12	This amendment is issued to correct and update Unifirst Corporation Item numbers for selected contract items, add a Summary of Amendments to the Contract Index on page 2 and add a Summary of Amendments Page # 30 to the Contract.