

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. 5

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 29 and 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 update Accounts Payable contacts for P-Card payments to the contractor in Appendix B on page 29 to the contract.

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):

0000001479

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

dparker@unifirst.com
gonzalo_ayala@unifirst.com
lisa_stuller@unifirst.com

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 Velez, Phone Number: (978) 527 4365 *
Ms. Nancy Terezi, Phone Number: (978) 527 4075
Ms. Jeanne Barry, Phone Number: (978) 527 4242 *
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.

* Added per amendment # 5 to this contract effective 10/28/12.

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
5	10/29/12	Issued to update Accounts Payable contacts for P-Card payments to the contractor in Appendix B on page 29 to the contract.
4	10/10/12	Issued to change the Contractor Contacts on the Contractor Index page # 30 at the request of the Contractor.
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.