

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. 7

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 32 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 and modify Appendix B, Pages 29 and 39 to change the process for payment of Unifirst Corporation invoices by state of Ohio Purchasing Card (P-Card) and to repaginate the Contractor's Index and Summary of Amendments pages.

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.ohio.gov

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, Inc.
211 New Albany – Reynoldsburg Road
Blacklick, OH 43004

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

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* Changed by Amendment # 7 effective 06/18/13.

APPENDIX B *

INSTRUCTIONS FOR PAYMENT OF UNIFIRST CORPORATION INVOICES BY STATE OF OHIO PAYMENT CARD (P-CARD)

Contractor Unifirst Corporation, Inc. shall accept payment of proper invoices by State of Ohio Payment Card (P-Card) at their Corporate Accounts Payable office located in Wilmington, MA.

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

Payment Terms for Contract RS900513-1, GDC020 are Net 30 Days.

Payments shall be made using the **STATE OF OHIO PAYMENT AUTHORIZATION FORM** on Appendix B, page 29 of this contract.

State of Ohio contract users are urged to submit payment of weekly invoices on a **bi-weekly or monthly basis only**.

State of Ohio contract users shall complete a **STATE OF OHIO PAYMENT AUTHORIZATION FORM** for each payment submitted, including the following information on the "Form":

State of Ohio Location Name.

The State of Ohio Location's Unifirst Customer Number (from the Unifirst invoice).

The Unifirst Invoice Number(s) submitted for payment (from the Unifirst invoice(s)).

The DOLLAR amount of EACH Unifirst invoice submitted (from the Unifirst invoice(s)).

The last four digits of the State of Ohio Payment (P-Card) used for payment.

The PRINTED name of the State of Ohio Payment Card (P-Card) holder.

The Signature of the State of Ohio Payment Card (P-Card) holder.

If a receipt for payment is desired, Indicate whether you want the receipt delivered by FAX or eMail.

Indicate the appropriate FAX number or eMail address to which the payment receipt is to be forwarded.

The completed **STATE OF OHIO PAYMENT AUTHORIZATION FORM** shall be forwarded by FAX to: **Attention: Unifirst Corporate Accounts Payable (978) 658 3277 or (978) 527 3970** or via scan and eMail to: **cc@unifirst.com**

In the event of emergency or special circumstances, State of Ohio contract users may authorize payment by phone using the following process: **(THIS PROCESS SHALL BE USED ONLY DURING EMERGENCY OR SPECIAL CIRCUMSTANCES)**

State of Ohio contract user shall call one of the following Unifirst Corporation Accounts Payable contacts during regular business hours BETWEEN 8:00 AM and 4:00 PM EST or EDT as applicable.

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

When offering verbal payment contract users shall complete a **STATE OF OHIO PAYMENT AUTHORIZATION FORM** and provide the information on the **STATE OF OHIO PAYMENT AUTHORIZATION FORM** to the Unifirst Corporation Accounts Payable Contact called. The State of Ohio contract user may indicate whether or not a receipt is required using the appropriate section of the form.

* Changed by amendment # 7 effective 06/18/13.

APPENDIX B (Continued) *

**STATE OF OHIO PAYMENT CARD (P-CARD) PAYMENT AUTHORIZATION FORM – CONTRACT
RS900513, GDC020 – CONTRACTOR – UNIFIRST CORPORATION, INC.**

State of Ohio Location Name: _____

State of Ohio Location Unifirst Customer Number: _____
(This number is on the Unifirst Invoice)

<u>Unifirst Invoice Number</u>	<u>Unifirst Invoice Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Last four (4) digits of Payment Card (P-Card) number: _____

Printed Name of State of Ohio Payment Card (P-Card) holder: _____

Signature of State of Ohio Payment Card (P-Card) holder: _____

Date Payment Authorized: _____

If Receipt is desired by Return FAX. State of Ohio FAX Number: _____

If Receipt is Desired by eMail State of Ohio eMail Number: _____

Check here if NO receipt is desired: _____

FAX THIS COMPLETED PAYMENT AUTHORIZATION FORM TO: (978) 658 3277 OR (978) 527 3970 ATTENTION: UNIFIRST CORPORATE ACCOUNTS PAYABLE

OR SEND VIA EMAIL WITH SCAN TO: cc@unifirst.com

* Changed by amendment # 7 effective 06/18/13.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: RS900513-1 (07/31/17)



0000001479

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

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

TERMS: Net 30 Days

CONTRACTOR'S CONTACTS: Doug Parker
Gonzalo Ayala
Lisa Stuller

Telephone: (614) 575 9999
FAX: (614) 575 9799

E-Mail: dparker@unifirst.com
Gonzalo_ayala@unifirst.com
Lisa_stuller@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

* Changed by amendment # 7 effective 06/18/13.

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
7	06/18/13	Issued to modify Appendix B, pages 29 and 30 with new procedures for paying Unifirst invoices by state of Ohio Purchasing Card (P-Card) and to repaginate the Contractor Index and Summary of Amendments pages.
6	05/03/13	Issued to update the specification for Shop Towels, Category B, Item 11 on page 16 of the contract effective 05/03/13.
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.

* Changed by amendment # 7 effective 06/18/13.

