

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: LIMITED DISTRIBUTION – 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 QUALIFIED, PROFESSIONAL STENOGRAPH REPORTING AND TRANSCRIPTION SERVICES AND DIGITAL/ELECTRONIC REPORTING

Attached is pages 1, 34-36 and 42 to this contract. Remove this pages from the existing contract and replace with the attached pages on the effective and/or revision date.

The state of Ohio elects to exercise its option to renew the subject contract for an additional 30 days, effective 01/01/15 through 01/31/15. This amendment is also issued to change the contact email.

All other prices, terms and conditions remain unchanged.

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

Patrick Means, CPPB
Patrick.means@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):

55707

Anderson Reporting Services, Inc.
3242 West Henderson Road, Suite A
Columbus, OH 43220

152042

Armstrong & Okey, Inc.
222 East Town Street
Columbus, OH 43215

83128

Bish & Associates, LLC
150 Smokerise Dr.
Wadsworth, OH 44281

68577

Collins Reporting Service, Inc.
405 North Huron Street
Toledo, OH 43604
155967
Dearborn Reporting Services

4764 Grafton Rd.
Brunswick, OH 44212

45944

McGinnis & Associates, Inc.
5701 North High Street, 3rd Floor
Columbus, OH 43085

71630

Mehler & Hagestrom
101 W. Prospect Avenue, #1750
Cleveland, OH 44115

47238

Runfola & Associates
9039 Antares Ave.,. Third Floor
Columbus, OH 43240

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
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MANDATORY USE CONTRACT FOR: Qualified, Professional Stenograph Reporting and Transcription Services for Districts 1-12 and Digital/Electronic Reporting for Districts 1-12.

CONTRACT No.: RS901812

EFFECTIVE DATES: 05/01/2012 to 12/31/2014

*Renewal Through 01/31/15

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. RS901812 that opened on 12/30/11 and *Bid RS902512 that opened on May 5, 2012. 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:

Patrick Means, CPPB
*patrick.means@das.state.oh.us

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

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

*Indicates renewal through 01/31/15 and, contact email update.

Signed: _____ Date _____
Robert Blair, Director

CONTRACTOR INDEX

CONTRACTOR, TERMS:

BID CONTRACT NO.: RS901812-1 (01/31/15) *



55707
Anderson Reporting Services, Inc.
3242 West Henderson Road, Suite A
Columbus, OH 43220

TERMS: Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Katherine Gregg

Telephone: (614) 326-0177

Toll Free: (800) 753-0289

FAX: (614) 326-0214

E-mail address: kgregg@andersonreporting.com

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

E-MAIL TO: kgregg@andersonreporting.com

CONTRACTOR, TERMS:

BID CONTRACT NO.: RS901812-2 (01/31/15) *



152042
Armstrong & Okey, Inc.
222 East Town Street
Columbus, OH 43215

TERMS: Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Michael Spencer

Telephone: (614) 224-9481

Toll Free: (800) 223-9481

FAX: (614) 224-5724

E-mail address: kspencer@aando.com

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

EMAIL TO: kspencer@aando.com

*CONTRACTOR, TERMS:

BID CONTRACT NO.: RS901812-3 (01/31/15) *



83128
Bish & Associates, LLC
150 Smokerise Dr.
Wadsworth, OH 44281

TERMS: Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Laura L. Mills

Telephone: (330) 336-1280

FAX: (330) 336-7956

E-mail address: lmills@mfillaw.com

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

EMAIL TO: bishinfo@bish-associates.com

*Indicates 30-day unilateral renewal.

CONTRACTOR INDEX

CONTRACTOR, TERMS:

BID CONTRACT NO.: RS901812-4 (01/31/15) *



68577
Collins Reporting Service, Inc.
405 North Huron Street
Toledo, OH 43604

TERMS: Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Denise Wolfe

Telephone: (419) 255-1010

FAX: (419) 244-8222

E-mail address: accounting@collinsreporting.com

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

E-MAIL TO: accounting@collinsreporting.com

CONTRACTOR, TERMS:

BID CONTRACT NO.: RS901812-5 (01/31/15) *



155967
Dearborn Reporting Services
4764 Grafton Rd.
Brunswick, OH 44212

TERMS: 2%, 10 Days, Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Katrina Dearborn

Telephone: (216) 298-4888

Toll Free: (877) 777-7828

FAX: (216) 298-4880

E-mail address: info@DearbornReporting.com

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

E-MAIL TO: info@DearbornReporting.com

CONTRACTOR, TERMS:

BID CONTRACT NO.: RS901812-6 (01/31/15) *



45944
McGinnis & Associates, Inc.
5701 North High Street, 3rd Floor
Columbus, OH 43085

TERMS: Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Robert Matheny

Telephone: (614) 431-1344

Toll Free: (800) 498-2451

FAX: (614) 431-5226

E-mail address: Schedule@McGinnisCourtReporters.com

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

E-MAIL TO: Schedule@McGinnisCourtReporters.com

*Indicates 30-day unilateral renewal.

CONTRACTOR INDEX

CONTRACTOR, TERMS:

BID CONTRACT NO.: RS901812-7 (01/31/15) *



71630
Mehler & Hagestrom
101 W. Prospect Avenue, #1750
Cleveland, OH 44115

TERMS: Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Edward Mehler

Telephone: (216) 621-4984

FAX: (216) 621-0050

E-mail address: schedule@mandh.com

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

E-MAIL TO: schedule@mandh.com

*Indicates 30-day unilateral renewal.

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
5	01/01/15	To renew contract through 01/31/15 and update the contact email address.
4	9/4/13	To remove Runfolo & Associates from districts 1-5 and 7-12 service areas.
3	11/23/12	To list Bish and Associates, LLC's new mailing address.
2	08/17/12	To correct the referenced bid number, RS902512, on page one of the revised contract.
1	06/08/12	To add Districts 7-9, Stenographic Reporting and Section 2, Digital and Electronic Reporting. Update the index page to reflect the additions to the contract. Pages 2, 24-33, 36 and 42.