

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: 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 FOR DISTRICTS 1-12 AND DIGITAL/ELECTRONIC REPORTING FOR DISTRICTS 1-12.

Attached are pages 1, 2, 24-33, 36 and 42 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 the award for Districts 7-9, Stenographic Reporting Services and add the award for Digital Electronic Reporting for all districts.

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.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):

152042
Armstrong & Okey, Inc
222 East Town Street
Columbus, OH 43215
CONTRACTOR'S CONTACT: Michael Spencer

47238
Runfola & Associates
9039 Antares Ave. Third Floor
Columbus, OH 43240
CONTRACTOR'S CONTACT: Thomas Runfola

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
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4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

*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

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 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>

*To add Digital/ Electronic Reporting to the contract title and to indicate the add-on bid number.

Signed: _____
Robert Blair, Director Date

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SECTION 1
BID PRICE PAGE

*DISTRICTS 7-9

To provide qualified, professional court reporting services as stated herein, from June 1, 2012 through December 31, 2014.

NOTE: All hourly charges shall begin at the time proceedings begin.

Armstrong & Okey, Inc.

SERVICE	COST	
Charge Per Reporter Hour (1)	\$38.00	Per Hour
Minimum Charge (if any) Per Appearance (2)	\$85.00	Per Appearance
Late Notification of Cancellation of Appearance. Refer to section (2) below pricing table.	\$42.50	Per Appearance
Charge Per Transcript Page (Regular Delivery within 15 business days after hearing)	\$3.00	Per Page
Charge Per Transcript Page (Expedited Delivery within 10 business days after hearing)	\$3.00	Per Page
Charge Per Transcript Page (Special Delivery within 5 business days after hearing)	\$3.80	Per Page
Charge Per Transcript Page (Emergency Delivery within 2 business days after hearing)	\$4.10	Per Page
Charge Per Transcript Page (From Audio Tapes)	\$3.40	Per Page
Charge Per Transcript Page (Additional Copied Pages)	\$0.00	Per Page
Charge for exhibits scanned to an electronic file format and provided on a CD.	\$0.15	Per Page
Video Conferencing Setup And Equipment Rental	\$175.00	Per Hearing

Bidders may include a complete list of services with their Bid Response. This list will be added to the Contract.

(1) An appearance may include multiple hearings.

(2) Contractor must be notified of cancellation of appointments by 5pm the day prior to a scheduled appearance. The State of Ohio will be charged 50% of the appearance fee for an appearance cancelled after 5pm the day prior to an appearance, but no later than 8am on the day of the scheduled appearance, when full appearance fee will be charged.

As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of their total cost what the cost elements are for completion of the work. Sum of percentages must equal one hundred percent.				
Administrative Cost	Labor Cost	Equipment Cost	Supplies Cost	Transportation Cost
20%	54%	20%	4%	2%

*INDICATES ADDITON OF DISTRICTS 7-9. PAGES 24 AND 25

SECTION 1
 BID EXHIBIT ONE

DECLARATION OF SERVICE AREA

	All counties in District 1		All counties in District 5	XXX	All counties in District 9
	Defiance		Knox		Brown
	Paulding		Licking		Highland
	Van Wert		Fairfield		Adams
	Putnam		Perry		Ross
	Allen		Coshocton		Pike
	Hancock		Muskingum		Scioto
	Hardin		Guernsey		Jackson
	Wyandot				Lawrence
			All counties in District 6		
	All counties in District 2		Marion		All counties in District 10
	Williams		Union		Hocking
	Fulton		Madison		Vinton
	Henry		Fayette		Gallia
	Lucas		Morrow		Morgan
	Wood		Delaware		Athens
	Ottawa		Franklin		Meigs
	Sandusky		Pickaway		Noble
	Seneca				Washington
		XXX	All counties in District 7		Monroe
	All counties in District 3		Mercer		
	Erie		Darke		All counties in District 11
	Huron		Auglaize		Holmes
	Crawford		Shelby		Tuscarawas
	Richland		Miami		Carroll
	Ashland		Montgomery		Harrison
	Lorain		Logan		Belmont
	Medina		Champaign		Jefferson
	Wayne		Clark		Columbiana
	All counties in District 4	XXX	All counties in District 8		All counties in District 12
	Summit		Preble		Cuyahoga
	Stark		Butler		Geauga
	Portage		Hamilton		Lake
	Ashtabula		Warren		
	Trumbull		Clermont		
	Mahoning		Greene		
			Clinton		

*

SECTION 2
SPECIFICATIONS AND REQUIREMENTS
FOR

PROFESSIONAL DIGITAL AND ELECTRONIC COURT REPORTERS AND TRANSCRIBERS

I. SCOPE

The purpose for these specifications is to secure the services of qualified, registered digital and electronic court reporters and transcribers capable of producing reliable, high quality accurate recordings and transcripts of hearings and proceedings conducted by the state of Ohio agencies and authorized members of the State's Cooperative Purchasing Program from June 1, 2012 through December 31, 2014. Reporting Services shall cover adjudicatory hearings, public hearings, judicial hearings, or any other hearings, when requested by the using agency.

While it is impossible to estimate the future annual usage of this Contract by all state agencies and/or authorized political subdivisions in terms of hearings, transcript pages, copies, and or reporter hours, the results of a recent Procurement Services survey indicate that annual usage of this service is approximately \$11,000.00 per year.

All future usage figures are estimates and the actual annual usage may be substantially more or less than the estimates given. The State is not responsible for any deviation between the usage estimates and the actual usages.

II. CONTRACTOR QUALIFICATIONS AND REQUIREMENTS

A. Contractor Staffing Qualifications

The Contractor shall meet the following requirements:

1. The Contractor's court reporting staff must maintain a valid Certified Electronic Reporter and Transcriber (CERT) or a valid Internationally Certified Digital Reporter (ICDR) certificate and be employed by the Contractor on a full-time basis. Subcontracting is not permitted and may be cause for disqualification.
2. The Contractor must be able to provide a minimum of three (3) qualified, registered professional court reporters on a daily basis, as needed, and capable of providing additional qualified, registered professional court reporters upon a twenty-four (24) hour notification from the agency. There will be occasions in which two or more hearings may be held simultaneously.
3. The Contractor shall presently employ a sufficient staff of qualified, registered professional reporters that will be available for the requesting agency each and every business day (i.e. weekdays excluding state holidays) at such time and place as the agency, or its hearing examiner, shall determine. The Contractor shall make reporters available on a normal notice of three to five business days. The Contractor's reporters must also be available, on occasion, on short notice, possibly as little as one day. Scheduled hearings may be canceled and rescheduled by the agency with advance notice to the Contractor of twenty-four (24) or more hours before the scheduled hearing.

B. Qualified, Electronic Court Reporter and Transcriber Requirements

1. Registered Professional Reporter: Is defined as an individual holding a valid Certified Electronic Reporter and Transcriber (CERT) Certificate from the American Association of Electronic Reporters and Transcribers (AAERT)) or Internationally Certified Digital Reporter (ICDR) certificate from the International Alliance of Professional Reporters and Transcribers, and a member in good standing with the American Association of Electronic Reporters and Transcribers. and or International Alliance of Professional Reporters and Transcribers.
2. The Contractor and its reporting staff shall be licensed notaries public of the state of Ohio.
3. Each individual designated for court reporting duties shall be either a full-time officer or a full-time employee of the Contractor, with a minimum of three (3) years reporting experience.

SECTION 2
SPECIFICATIONS AND REQUIREMENTS
FOR
PROFESSIONAL DIGITAL AND ELECTRONIC COURT REPORTERS AND TRANSCRIBERS

- C. Verification of Qualifications – As part of the Bid Response, the Bidder shall:
1. Submit three (3) Contractor Business references of clients whom their company has served during the past twelve months. Reference information shall include the client phone number, contact person, and address of the client company to facilitate verification of such references.
 2. Submit a list of all the court reporter's names that may be utilized for this Contract.
 3. Submit a copy of each court reporter's current CERT or ICDR certificate and a copy of their current notary public license for each court reporter that may be utilized for this Contract.
 4. Submit a statement attesting to no less than 98% accuracy for each recording and transcription produced for this Contract.
 5. Submit with the Bid Response references documenting at least three (3) years of reporting experience for each employee that may be assigned to this Contract. Reference information shall include company phone number, contact person, and address of the company to facilitate verification of such references.

III. TRANSCRIPT REQUIREMENTS

- A. General Requirements – applicable to most all agencies

The following guidelines shall be followed when preparing transcripts:

1. No fewer than twenty-five typed lines on standard eight and one-half inch by eleven inch paper;
2. The use of all caps is prohibited;
3. No fewer than ten characters to the typed inch;
4. Left-hand margin to be set at no more than one and three-quarters of an inch;
5. Right-hand margin to be set at no more than three-eighths of an inch;
6. Each question and answer to begin on a separate line;
7. Each question and answer to begin no more than five (5) spaces from the left-hand margin, with no more than five (5) spaces from the Q and A to the text;
8. Carry-over Q and A lines to begin at the left-hand margin.
9. All hearings or proceedings will only be recorded by the Contractor's own qualified, Electronic Court Reporter and Transcriber by means of electronic or digital recording process. The use of a "steno-mask" system will not be acceptable.
10. The Contractor shall provide all equipment necessary to produce an accurate electronic or digital recording for all hearings and proceedings. This includes multiple channel recording equipment and the ability to "playback" any recording for immediate review during a hearing or proceeding. The contractor shall provide all equipment setup in less than 30 minutes and equipment removal in less than 30 minutes.
11. The Contractor will, upon the agency request, transcribe any audio tapes obtained by the agency at hearings conducted without a qualified court reporter or contractor, including transcribing tapes from any recording media. Transcript pages of audiotapes are to be charged on a per transcript page basis only, without a reporter hourly charge being included. The transcription of such audiotapes will be prepared and delivered under the terms of preparation and delivery provided in the agency purchase order.

SECTION 2
SPECIFICATIONS AND REQUIREMENTS
FOR
PROFESSIONAL DIGITAL AND ELECTRONIC COURT REPORTERS AND TRANSCRIBERS

12. All condensed transcripts (i.e., 4 pages of transcription on one page) must come with a word index which includes all words used in the transcription, with the exception of words such as "and" or "the".
 13. Upon request, the Contractor shall provide the agency with transcripts on compact diskettes (CD's) compatible with Windows or Macintosh and translated into MS Word, PDF file or if not available, ASCII format. Diskettes will be returned to the Contractor.
 14. Upon request, the contractor shall scan hard copy exhibits to an electronic format and copy to a CD.
 15. Upon request, the Contractor shall provide the agency with video conferencing setup and equipment rental.
- B. Special Requirements – as specified by the user agency
1. At the discretion of the ordering agency, the purchase may require specific requirements for the preparation and delivery of the hearing transcripts.
 2. Such special requirements may include, but are not limited to, changes to the General Requirements, establishing a delivery due date, establishing protocols for the handling of exhibits, and transcript format.
 3. Reference Bid Exhibit Four for a sampling of Special Requirements that may be required by user agencies.

B. Transcript Copies

The Contractor should expect payment for the original and up to one copy. Thereafter, the using agency shall have the option of making additional copies of transcripts as required for use by the agency. Additional transcript copies shall also be made available from the Contractor at a per page rate.

C. Document Retention

1. The Contractor will maintain the hearing record notes, electronic and digital tapes, recordings, and other pertinent transcription source documents for a period of not less than five (5) years following the recording of any hearing or proceeding.
2. The Contractor will make transcript source documents available to the agency or its hearing examiner, upon request.

IV. TRANSCRIPT DELIVERY

A. Transcripts shall be delivered in accordance with the purchase order requirements of the ordering agency.

1. Under the "standard" timeline for delivery, the Contractor shall prepare and deliver a proper transcription of professional quality within fifteen (15) business days following the recording of each hearing or proceeding.
2. When requested by the ordering agency, the Contractor must provide transcripts on an "expedited" basis within ten (10) working days following the recording of any hearing or proceeding.
3. When requested by the ordering agency, the Contractor must provide transcripts on an "special delivery" basis within five (5) working days following the recording of any hearing or proceeding.
4. When requested by the ordering agency, the Contractor must provide transcripts on an "emergency" basis within two (2) working days following the recording of any hearing or proceeding.
5. Historic and estimated quantity requirements for each of the above transcript delivery schedules are provided as Bid Exhibit Three.

SECTION 2
SPECIFICATIONS AND REQUIREMENTS
FOR
PROFESSIONAL DIGITAL AND ELECTRONIC COURT REPORTERS AND TRANSCRIBERS

B. Performance Agreement

The following Performance Agreement is a part of this Invitation to Bid/Contract. Your signature on the first page of the ITB/Contract signifies your intention to be bound by the terms of this Performance Agreement.

1. If the transcripts are not delivered within the time requirements stated herein the following penalties might be assessed:
 - a. If the transcripts are 1-5 days late there will be a 10% deduction in the cost charged to the agency for the transcripts that were delivered late.
 - b. If transcripts are 6-10 days late there will be a 25% deduction in the cost charged to the agency for the transcripts that were delivered late.
 - c. If transcripts are 11 + days late there will be a 50% deduction in the cost charged to the agency for the transcripts that were delivered late.
2. Continued failures on the Contractor's part to meet a time limit or to maintain adequate quality control, constitutes grounds for termination of this Contract as deemed necessary by the Director, Department of Administrative Services.

V. SUBMISSION OF INVOICES

A. The Contractor shall invoice the ordering agency via individual invoices for each transcript.

1. Individual counties may be statutorily responsible for payment pursuant to O.R.C. 5715.36. In such instances, the hearing costs will be certified by the agency to be paid directly to the Contractor by the individual counties.
2. These invoices will also serve as a transmittal or delivery slip.
3. As directed by the agency, an original invoice shall be submitted directly to the county for payment.

B. The invoice shall include the Contractor's Federal Tax Identification Number (TIN) and shall contain an itemization of the number of hearing hours, number of original transcript pages, number of copy transcript pages, date taken, type of service provided, case number, case caption, and the name of the hearing officer.

C. A proper invoice is defined as being free of defects, discrepancies, errors and other improprieties, and shall include your Federal Tax Identification Number (TIN). Defective invoices shall be returned to the Contractor noting areas for correction. If such notification of defects is sent, the required payment date shall be thirty (30) days after receipt of the corrected invoice.

VI. TRAVEL EXPENSES

Any travel or per diem required by the Contractor to carry out its obligations under the Contract will be at the Contractor's expense. Regardless of the hearing site, mileage or other travel expenses will not be paid by the state of Ohio.

SECTION 2
BID PRICE PAGE

DISTRICTS 1-4, 7-12

To provide qualified, professional court reporting services as stated herein, from May 1, 2012 through December 31, 2014.

NOTE: All hourly charges shall begin at the time proceedings begin.

Runfola & Associates, Inc.

SERVICE	COST	
Charge Per Reporter Hour (1)	\$44.00	Per Hour
Minimum Charge (if any) Per Appearance (2)	\$124.00	Per Appearance
Late Notification of Cancellation of Appearance. Refer to section (2) below pricing table.	\$62.00	Per Appearance
Charge Per Transcript Page (Regular Delivery within 15 business days after hearing)	\$3.44	Per Page
Charge Per Transcript Page (Expedited Delivery within 10 business days after hearing)	\$3.44	Per Page
Charge Per Transcript Page (Special Delivery within 5 business days after hearing)	\$3.99	Per Page
Charge Per Transcript Page (Emergency Delivery within 2 business days after hearing)	\$4.50	Per Page
Charge Per Transcript Page (From Audio Provided Tapes)	\$3.45	Per Page
Charge Per Transcript Page (Additional Copied Pages)	\$0.00	Per Page
Charge for exhibits scanned or downloaded into an electronic file format and provided on a CD.	\$0.00	Per Page
Video Conferencing Setup And Equipment Rental	\$125.00	Per Hearing

Bidders may include a complete list of services with their Bid Response. This list will be added to the Contract.

(1) An appearance may include multiple hearings.

(2) Contractor must be notified of cancellation of appointments by 5pm the day prior to a scheduled appearance. The State of Ohio will be charged 50% of the appearance fee for an appearance cancelled after 5pm the day prior to an appearance, but no later than 8am on the day of the scheduled appearance, when full appearance fee will be charged.

As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of their total cost what the cost elements are for completion of the work. Sum of percentages must equal one hundred percent.				
Administrative Cost	Labor Cost	Equipment Cost	Supplies Cost	Transportation Cost
25%	50%	15%	10%	0%

SECTION 2
BID PRICE PAGE

DISTRICT 5

To provide qualified, professional court reporting services as stated herein, from May 1, 2012 through December 31, 2014.

NOTE: All hourly charges shall begin at the time proceedings begin.

Runfola & Associates, Inc.

SERVICE	COST	
Charge Per Reporter Hour (1)	\$40.00	Per Hour
Minimum Charge (if any) Per Appearance (2)	\$90.00	Per Appearance
Late Notification of Cancellation of Appearance. Refer to section (2) below pricing table.	\$45.00	Per Appearance
Charge Per Transcript Page (Regular Delivery within 15 business days after hearing)	\$2.99	Per Page
Charge Per Transcript Page (Expedited Delivery within 10 business days after hearing)	\$2.99	Per Page
Charge Per Transcript Page (Special Delivery within 5 business days after hearing)	\$3.79	Per Page
Charge Per Transcript Page (Emergency Delivery within 2 business days after hearing)	\$4.09	Per Page
Charge Per Transcript Page (From Audio Provided Tapes)	\$3.39	Per Page
Charge Per Transcript Page (Additional Copied Pages)	\$0.00	Per Page
Charge for exhibits scanned or downloaded into an electronic file format and provided on a CD.	\$0.00	Per Page
Video Conferencing Setup And Equipment Rental	\$125.00	Per Hearing

Bidders may include a complete list of services with their Bid Response. This list will be added to the Contract.

(1) An appearance may include multiple hearings.

(2) Contractor must be notified of cancellation of appointments by 5pm the day prior to a scheduled appearance. The State of Ohio will be charged 50% of the appearance fee for an appearance cancelled after 5pm the day prior to an appearance, but no later than 8am on the day of the scheduled appearance, when full appearance fee will be charged.

As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of their total cost what the cost elements are for completion of the work. Sum of percentages must equal one hundred percent.				
Administrative Cost	Labor Cost	Equipment Cost	Supplies Cost	Transportation Cost
25%	50%	15%	10%	0%

SECTION 2
BID PRICE PAGE

DISTRICT 6

To provide qualified, professional court reporting services as stated herein, from May 1, 2012 through December 31, 2014.

NOTE: All hourly charges shall begin at the time proceedings begin.

Runfola & Associates, Inc.

SERVICE	COST	
Charge Per Reporter Hour (1)	\$33.50	Per Hour
Minimum Charge (if any) Per Appearance (2)	\$0.00	Per Appearance
Late Notification of Cancellation of Appearance. Refer to section (2) below pricing table.	\$0.00	Per Appearance
Charge Per Transcript Page (Regular Delivery within 15 business days after hearing)	\$2.99	Per Page
Charge Per Transcript Page (Expedited Delivery within 10 business days after hearing)	\$2.99	Per Page
Charge Per Transcript Page (Special Delivery within 5 business days after hearing)	\$3.79	Per Page
Charge Per Transcript Page (Emergency Delivery within 2 business days after hearing)	\$4.09	Per Page
Charge Per Transcript Page (From Audio Provided Tapes)	\$3.39	Per Page
Charge Per Transcript Page (Additional Copied Pages)	\$0.00	Per Page
Charge for exhibits scanned or downloaded into an electronic file format and provided on a CD.	\$0.00	Per Page
Video Conferencing Setup And Equipment Rental	\$125.00	Per Hearing

Bidders may include a complete list of services with their Bid Response. This list will be added to the Contract.

(1) An appearance may include multiple hearings.

(2) Contractor must be notified of cancellation of appointments by 5pm the day prior to a scheduled appearance. The State of Ohio will be charged 50% of the appearance fee for an appearance cancelled after 5pm the day prior to an appearance, but no later than 8am on the day of the scheduled appearance, when full appearance fee will be charged.

As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of their total cost what the cost elements are for completion of the work. Sum of percentages must equal one hundred percent.				
Administrative Cost	Labor Cost	Equipment Cost	Supplies Cost	Transportation Cost
25%	50%	15%	10%	0%

CONTRACTOR INDEX

CONTRACTOR, TERMS:



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

BID CONTRACT NO.: RS901812-7 (12/31/14)

TERMS: Net 30 Days

DELIVERY: As Specified

Telephone: (216) 621-4984
FAX: (216) 621-0050
E-mail address: schedule@mandh.com

CONTRACTOR'S CONTACT: Edward Mehler

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

E-MAIL TO: schedule@mandh.com

*CONTRACTOR, TERMS:



47238
Runfola & Associates
9039 Antares Ave., Third Floor
Columbus, OH 43240

BID CONTRACT NO.: RS901812-9 (12/31/14)

TERMS: Net 30 Days

DELIVERY: As Specified

Telephone: (614) 841-7759
FAX: (614) 841-7749
Toll Free (888) 576-3376
E-mail address: trunfola@tmrgroup.com

CONTRACTOR'S CONTACT: Thomas Runfola

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

E-MAIL TO: trunfola@tmrgroup.com
COPY: vbowman@runfola.com
COPY: mjrunfola@tmrgroup.com

*indicates new contractor added to contract

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
1	06/08/12	To add Digital/Electronic Reporting to the Contract Title and indicate the add-on bid number; 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.