

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. 6

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 AND DIGITAL/ELECTRONIC REPORTING

Attached are pages 1, 14-15, 34-36 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.

As a result of mutual agreement between the state of Ohio and the contractor, this amendment is issued to renew the subject contract an additional 60 days, effective February 1, 2015 through March 31, 2015.

This amendment is also issued to update the contact email list and remove Bish & Associates from the contract.

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	155967 Dearborn Reporting Services 4764 Grafton Rd. Brunswick, OH 44212
152042 Armstrong & Okey, Inc. 222 East Town Street Columbus, OH 43215	45944 McGinnis & Associates, Inc. 5701 North High Street, 3rd Floor Columbus, OH 43085
83128 Bish & Associates, LLC 150 Smokerise Dr. Wadsworth, OH 44281	71630 Mehler & Hagestrom 101 W. Prospect Avenue, #1750 Cleveland, OH 44115
68577 Collins Reporting Service, Inc. 405 North Huron Street Toledo, OH 43604	47238 Runfola & Associates 9039 Antares Ave., Third Floor Columbus, OH 43240



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

MANDATORY USE CONTRACT FOR: QUALIFIED, PROFESSIONAL STENOGRAPH REPORTING AND TRANSCRIPTION SERVICES AND DIGITAL/ELECTRONIC REPORTING

CONTRACT No.: RS901812

EFFECTIVE DATES: 05/01/12 to 12/31/14  
\* Renewal through 03/31/15

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. RS901812 that opened on 12/30/11. 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.ohio.gov

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

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

\*Indicates renewal through 03/31/15

Signed: \_\_\_\_\_  
Robert Blair, Director Date

\*BID PRICE PAGE

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

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

\*Bish & Associates LLC

SERVICE	COST	
Charge Per Reporter Hour (1)	\$50.00	Per Hour
Minimum Charge (if any) Per Appearance (2)	\$50.00	Per Appearance
Late Notification of Cancellation of Appearance. Refer to section (2) below pricing table.	\$25.00	Per Appearance
Charge Per Transcript Page (Regular Delivery within 15 business days after hearing)	\$3.45	Per Page
Charge Per Transcript Page (Expedited Delivery within 10 business days after hearing)	\$3.45	Per Page
Charge Per Transcript Page (Special Delivery within 5 business days after hearing)	\$4.00	Per Page
Charge Per Transcript Page (Emergency Delivery within 2 business days after hearing)	\$4.00	Per Page
Charge Per Transcript Page (From Audio Tapes)	\$3.45	Per Page
Charge Per Transcript Page (Additional Copied Pages)	\$2.45	Per Page
Charge for exhibits scanned to an electronic file format and provided on a CD.	\$1.00	Per Page
Video Conferencing Setup And Equipment Rental	\$175.00	Per Hearing

Bidders may include a complete list of services with their Bid Response.

(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.

\*Indicates removal of Contractor.

**\*DECLARATION OF SERVICE AREA**

N/A	<b>Counties in District 1</b>		N/A	<b>Counties in District 5</b>			<b>Counties in District 12</b>
	Defiance			Knox		XXX	Cuyahoga
	Paulding			Licking		XXX	Geauga
	Van Wert			Fairfield			Lake
	Putnam			Perry			
	Allen			Coshocton			
	Hancock			Muskingum			
	Hardin			Guernsey			
	Wyandot						
			N/A	<b>Counties in District 6</b>			
N/A	<b>Counties in District 2</b>			Marion			
	Williams			Union			
	Fulton			Madison			
	Henry			Fayette			
	Lucas			Morrow			
	Wood			Delaware			
	Ottawa			Franklin			
	Sandusky			Pickaway			
	Seneca						
			N/A	<b>Counties in District 10</b>			
	<b>Counties in District 3</b>			Hocking			
	Erie			Vinton			
	Huron			Gallia			
	Crawford			Morgan			
	Richland			Athens			
	Ashland			Meigs			
	Lorain			Noble			
XXX	Medina			Washington			
XXX	Wayne			Monroe			
	<b>Counties in District 4</b>			<b>Counties in District 11</b>			
XXX	Summit		XXX	Holmes			
XXX	Stark		XXX	Tuscarawas			
XXX	Portage		XXX	Carroll			
	Ashtabula			Harrison			
	Trumbull			Belmont			
	Mahoning			Jefferson			
			XXX	Columbiana			

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
_____ %	_____ %	_____ %	_____ %	_____ %

\*Indicates removal of Bish & Associates from the contract.

CONTRACTOR INDEX

CONTRACTOR, TERMS:

BID CONTRACT NO.: RS901812-1 (03/31/15) \*



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](mailto:kgregg@andersonreporting.com)

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

E-MAIL TO: [kgregg@andersonreporting.com](mailto:kgregg@andersonreporting.com)

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CONTRACTOR, TERMS:

BID CONTRACT NO.: RS901812-1 (03/31/15) \*



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](mailto:kspencer@aando.com)

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

EMAIL TO: [kspencer@aando.com](mailto:kspencer@aando.com)

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~~CONTRACTOR, TERMS:~~

~~BID CONTRACT NO.: RS901812-1 (03/31/15) \*~~



~~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@mmfillaw.com](mailto:lmills@mmfillaw.com)~~

~~PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:~~

~~EMAIL TO: [bishinfo@bish-associates.com](mailto:bishinfo@bish-associates.com)~~

\*Indicates 60-day renewal and removal of Bish & Associates from the contract.

CONTRACTOR INDEX

CONTRACTOR, TERMS:

BID CONTRACT NO.: RS901812-1 (03/31/15) \*



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](mailto:accounting@collinsreporting.com)

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

E-MAIL TO: [accounting@collinsreporting.com](mailto:accounting@collinsreporting.com)

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CONTRACTOR, TERMS:

BID CONTRACT NO.: RS901812-1 (03/31/15) \*



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](mailto:info@DearbornReporting.com)

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

E-MAIL TO: [info@DearbornReporting.com](mailto:info@DearbornReporting.com)

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CONTRACTOR, TERMS:

BID CONTRACT NO.: RS901812-1 (03/31/15) \*



45944  
McGinnis & Associates, Inc.  
5701 North High Street, 3<sup>rd</sup> 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](mailto:Schedule@McGinnisCourtReporters.com)

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

E-MAIL TO: [Schedule@McGinnisCourtReporters.com](mailto:Schedule@McGinnisCourtReporters.com)

\*Indicates 60-day renewal.

CONTRACTOR INDEX

CONTRACTOR, TERMS:



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

CONTRACTOR'S CONTACT: Edward Mehler

BID CONTRACT NO.: RS901812-1 (03/31/15) \*

TERMS: Net 30 Days

DELIVERY: As Specified

Telephone: (216) 621-4984

FAX: (216) 621-0050

E-mail address: [schedule@mandh.com](mailto:schedule@mandh.com)

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

E-MAIL TO: [schedule@mandh.com](mailto:schedule@mandh.com)

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CONTRACTOR, TERMS:



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

CONTRACTOR'S CONTACT: Sandy Kin

BID CONTRACT NO.: RS901812-1 (03/31/15) \*

TERMS: Net 30 Days

DELIVERY: As Specified

Telephone: (614) 841-7759

E-mail address: [skin@tmrgroup.com](mailto:skin@tmrgroup.com)

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

E-MAIL TO: [skin@tmrgroup.com](mailto:skin@tmrgroup.com)

\*Indicates 60-day renewal.

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
6	02/01/15	To renew contract through 03/31/15, to update the contact email address, and remove Bish & Associates from the contract.
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.