

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. 4

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 TEMPORARY PERSONNEL SERVICES

Attached are pages 1, 2, 9, 10, 20, 23, 25 and 26 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 Penal Workshop Specialist position to districts 1, 3, 5, 6, 8, 9 and 11. Also, to update the address and price change for investigation or test for Eastern Personnel Services, Inc., and to update the payment terms for Sterling Staffing Services, Inc.

All other prices, terms and conditions remain unchanged.

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):

49792  
Eastern Personnel Services, Inc.  
80 East Second Street  
Chillicothe, OH 45202  
Contractor's Contact: Annette I. Bell  
Email:amjones@easternhires.com

229755  
Sterling Staffing Services, Inc.  
6420 Main Street  
Suite 102  
Columbus, OH 43068  
Contractor's Contact: Juan M. Lee  
Email:juan@sterlingcols.com

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

MANDATORY USE CONTRACT FOR: TEMPORARY PERSONNEL SERVICES

CONTRACT No.: RS905015EFFECTIVE DATES: 06/03/2015 to 06/30/2017

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. RS905015 and RS905115 that opened on 05/08/15, and RS901916 and RS901816 that opened on 01/15/2016. 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](#) (Revised 10/2013), 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.

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

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

Partial Minority Business Enterprise Award in accordance with ORC CH. 125.081

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

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\* Indicates repagination

SPECIFICATION (CONT'D)

- A. There may be instances in which the temporary personnel will be required to work in close proximity to inmates or patients. The Contractor must be able to furnish temporary personnel to all types of State agencies, such as correctional facilities, hospitals, etc.
- B. Each agency may have their own set of agency work rules and policies. Work rules and policies that are implemented for State employed staff will also be the same set of work rules and policies for temporary personnel staff assigned to that agency.
- C. Mileage and travel reimbursement, including lodging, meal allowances, rental vehicles and air travel are excluded from this Contract.

II. TEMPORARY PERSONNEL

The duties are illustrative only. Staff may perform some or all of these duties or other job-related duties as assigned.

- A. A description of each position can be found by clicking this link: [POSITION DESCRIPTIONS](#) \*  
These descriptions are for reference purposes only and actual duties may vary.
- B. Any questions regarding these positions should be directed to the Office of Procurement Services.

III. INSURANCE

Using agencies will be required to obtain an endorsement to their insurance coverage for liability coverage if temporary personnel are to operate state-owned vehicles. Copies of such endorsements must be made available to the awarded Contractor upon request.

IV. CONTRACTOR QUALIFICATIONS

- A. The Contractor must have been in business for a minimum of two consecutive (2) years as a corporation, partnership, individual or association that maintains and employs a staff of qualified temporary personnel.
- B. The Contractor must be able to provide service to all areas within the District they are bidding. Failure to provide these services will result in the using agency being granted a waiver from DAS to seek these services from another Contractor. Any difference in cost that is greater than the Contract price will be paid to the agency by the awarded Contractor until they can either fill the position with their own employee or until they have been removed from the Contract.
- C. The Contractor must have the financial support from a financial institution to have the ability to pay its employees assigned to any position upon award of this Contract. The Contractor is responsible for paying its employees for the services provided. Waiting for payment from the State within a reasonable amount of time does not warrant a delay in payment to the Contractor's employees.

\* Indicates an add-on position for a Penal Workshop Specialist

## PRICE SCHEDULE

Districts 1 through 12 Price Schedules are available by clicking on the links below.

[DISTRICT 1 - OPEN MARKET AWARD](#) \*

Counties: Defiance, Paulding, Van Wert, Putnam, Allen, Hancock, Hardin, Wyandot

[DISTRICT 2 – OPEN MARKET AWARD](#)

Counties: Williams, Fulton, Lucas, Henry, Wood, Ottawa, Sandusky, Seneca

[DISTRICT 3 – OPEN MARKET AWARD](#) \*

Counties: Erie, Huron, Crawford, Richland, Ashland, Wayne, Lorain, Medina

[DISTRICT 4 – OPEN MARKET AWARD](#)

Counties: Ashtabula, Trumbull, Summit, Portage, Stark, Mahoning

[DISTRICT 5 – OPEN MARKET AWARD](#) \*

Counties: Knox, Licking, Fairfield, Perry, Muskingum, Coshocton, Guernsey

[DISTRICT 6 - MINORITY BUSINESS ENTERPRISE AWARD IN ACCORDANCE WITH ORC CH. 125.081](#) \*

Counties: Marion, Morrow, Union, Delaware, Madison, Franklin, Fayette, Pickaway

[DISTRICT 7 - MINORITY BUSINESS ENTERPRISE AWARD IN ACCORDANCE WITH ORC CH. 125.081](#)

Counties: Mercer, Darke, Auglaize, Shelby, Logan, Champaign, Clark, Montgomery, Miami

[DISTRICT 8 - MINORITY BUSINESS ENTERPRISE AWARD IN ACCORDANCE WITH ORC CH. 125.081](#) \*

Counties: Preble, Butler, Hamilton, Warren, Clermont, Greene, Clinton

[DISTRICT 9 – OPEN MARKET AWARD](#) \*

Counties: Ross, Highland, Pike, Jackson, Brown, Adams, Scioto, Lawrence

[DISTRICT 10 – OPEN MARKET AWARD](#)

Counties: Morgan, Noble, Monroe, Hocking, Athens, Washington, Vinton, Meigs, Gallia

[DISTRICT 11 – OPEN MARKET AWARD](#) \*

Counties: Columbiana, Carroll, Holmes, Tuscarawas, Harrison, Jefferson, Belmont

[DISTRICT 12 – OPEN MARKET AWARD](#)

Counties: Cuyahoga, Lake, Geauga

\* Indicates an add-on position for a Penal Workshop Specialist

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: RS905015-10



Minority Business Enterprise  
 49792  
 Eastern Personnel Services, Inc.  
 \* 619 Central Avenue  
 Cincinnati, OH 45202

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Annette I. Bell

TELEPHONE: (513) 421-4666  
FAX: (888) 420-9683  
EMAIL: [amjones@easternhires.com](mailto:amjones@easternhires.com)

Remit To:  
 Eastern Personnel Services, Inc.  
 \* P.O Box 901864  
 Cleveland, OH 44190

OAKS ITEM ID NO.	DESCRIPTION OF INVESTIGATION OR TEST	COST PER EACH INVESTIGATION OR TEST
** 27464	Sheriff's Department Background Check	\$ 5.00
27465	Municipal Police Background Check	\$ 10.00
27466	Bureau of Criminal Investigation Check	\$ 45.00
27467	Employee Reference Check	\$ 22.00
27468	Credit Check	\$ 20.95
** 27469	Finger Printing	\$ 62.00
27470	Drug Testing	\$ 45.00

\* Indicates an address change and to add the remit to address  
 \*\* Indicates a price change

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other Overhead	Total
71%	3%	10%	7%	6%	3%	100%

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: RS905015-13



Minority Business Enterprise  
 229755  
 Sterling Staffing Services, Inc.  
 6420 Main Street  
 Suite 102  
 Columbus, OH 43068

TERMS: 2/10 NET 30 DAYS \*

CONTRACTOR'S CONTACT: Juan M. Lee

TELEPHONE: (614) 452-5998

FAX: (614) 452-5997

EMAIL: [juan@sterlingcols.com](mailto:juan@sterlingcols.com)

OAKS ITEM ID NO.	DESCRIPTION OF INVESTIGATION OR TEST	COST PER EACH INVESTIGATION OR TEST
27485	Sheriff's Department Background Check	\$ 20.00
27486	Municipal Police Background Check	\$ 20.00
27487	Bureau of Criminal Investigation Check	\$ 50.00
27488	Employee Reference Check	\$ 60.00
27489	Credit Check	\$ 20.00
27490	Finger Printing	\$ 50.00
27491	Drug Testing	\$ 50.00

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other	Total
70%	6%	4%	10%	8%	2%	100%

\* Indicates an update to the terms

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: RS905015-17



229755  
 Sterling Staffing Services, Inc.  
 6420 Main Street  
 Suite 102  
 Columbus, OH 43068

TERMS: 2/10 NET 30 DAYS

CONTRACTOR'S CONTACT: Juan M. Lee

TELEPHONE: (614) 452-5998  
FAX: (614) 452-5997  
EMAIL: [juan@sterlingcols.com](mailto:juan@sterlingcols.com)

OAKS ITEM ID NO.	DESCRIPTION OF INVESTIGATION OR TEST	COST PER EACH INVESTIGATION OR TEST
27485	Sheriff's Department Background Check	\$ 20.00
27486	Municipal Police Background Check	\$ 20.00
27487	Bureau of Criminal Investigation Check	\$ 50.00
27488	Employee Reference Check	\$ 60.00
27489	Credit Check	\$ 20.00
27490	Finger Printing	\$ 50.00
27491	Drug Testing	\$ 50.00

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other	Total
70%	6%	4%	10%	8%	2%	100%

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
4	02/12/16	This amendment is issued to add the Penal Workshop Specialist position to districts 1, 3, 5, 6, 8, 9 and 11. Also, to update the address for Eastern Personnel Services, Inc., to update a price decrease for background checks and drug testing, and to update the payment terms for Sterling Staffing Services, Inc.
3	7/15/15	This amendment is issued to update the price schedule for districts 1, 3, and 9.
2	07/07/15	This amendment is issued to update the attention to contact name for the Usage Reports. Also, to update the contract number information, and to update the cost percentage for Athena Consulting.
1	6/22/15	This amendment is issued to update the awarded vendor for District 2 position for Legal Secretary from CorTech LLC to Diversity Search Group. Also, to update the contractor's contact name, address and contact information, and to add the Summary of Amendments page.