

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. 13

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 DISPOSABLE PAPER AND FOOD SERVICE ITEMS AND PLASTIC TRASH CAN LINERS

Attached are pages 9, 20 and 29 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 change manufacturer and price for items 17447, 17448 and 17458 effective for all orders received on or after July 25, 2012.

All other prices, terms and conditions remain unchanged.

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

Jennifer Shaefer  
jennifer.shaefer@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):

70267  
Joshen Paper & Packaging  
5808 Grant Ave.  
Cuyahoga Heights, OH 44105  
salyers@joshen.com

These documents shall be forwarded to the Office of State Purchasing, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Dennis Kapenga. ([dennis.kapenga@das.state.oh.us](mailto:dennis.kapenga@das.state.oh.us))

**FEDERAL TAXPAYER IDENTIFICATION FORM W-9 - Notice to Bidders:** All Bidders should download a Federal Request for Taxpayer Identification Number and Certification W-9 Form and submit it as part of their bid response. The W-9 form must be completed and must display an original signature. Copied or stamped signatures are not acceptable.

To download the W-9 form from your internet explorer:

- type: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- under IRS Resources, select Forms and Publications
- select Download by Form and Instruction Number
- from the list of pdf files, select Item 1007, Form Number W-9
- download, complete the form, submit with the bid response

This completed form should be returned as part of the bid response. Failure to complete this page may deem your bid not responsive. This requirement applies to all Bidders: Bidders who have not previously done business with the State as the awardee of an Office of State Purchasing competitively bid Invitation to Bid, Request for Proposal, or State Term Schedule and also to currently awarded contractors as well. The DAS Central Accounting System requires that all contractor W-9 forms be periodically updated by submission of a new form.

If a current W-9 is not provided with the bid submission the bidder will have five (5) business days after request / notification by the Office of Procurement Services to do so. Failure of the bidder to furnish the said information either as part of their bid response or within the time specified herein will deem the bidder not responsive.

**AFFIRMATIVE ACTION PROGRAM VERIFICATION:** The Ohio Revised Code (ORC) requires all contractors from whom the State or any of its political subdivisions make purchases have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons. An Affirmative Action Program Verification Form must be submitted to the Equal Opportunity Division to comply with the affirmative action requirements pursuant to the Ohio Revised Code 125.111(B). The form verifies the company's commitment to implement steps to ensure equal employment opportunity within their organization. Prior to the award of a contract a prospective vendor must have filed verification with the state of Ohio EOD that the contractor has a written affirmative action program. Verifications may be submitted online at the following URL: <http://www.das.ohio.gov/eod/aapv.htm> Contact the Ohio Department of Administrative Services Equal Opportunity Division at (614) 752 9273 to obtain a user name and password and follow the directions at the above URL to register your program and obtain a verification letter. For questions or help with filing a verification please contact the Affirmative Action/EEO Unit at (614) 466-8380. Prospective vendors should submit proof with their bid that they have an Affirmative Action Program on file with the state of Ohio DAS/EOD. If said information is not provided with the bid submission the bidder will have five (5) business days after request / notification by the Office of Procurement Services to do so. Failure of the bidder to furnish the said information either as part of their bid response or within the time specified herein will deem the bidder not responsive.

**EXCEPTIONS:** Any exceptions to the specifications in this bid must be explicitly detailed in the bidder's response. Exceptions will not disqualify a bidder's response, except in cases where specifically noted. It is the intention of the State to fully evaluate all acceptable alternate equal bid responses that meet the overall requirements of the bid specifications. State personnel will evaluate exceptions to determine whether variances are material enough to represent a violation of the specification intent or would give the bidder a competitive advantage. However, exceptions to the stated levels of performance, reliability, and timeliness would represent such a violation of the intent of these specifications that would necessitate rejection of the bid response.

**REFERENCE TO ALTERNATE TERMS:** Any reference which may appear on any price list, literature or specification sheet(s), to any terms and conditions such as "F.O.B Shipping Point" or "Prices Subject to Change", will not be part of any contract with the successful bidder and will be disregarded by the state of Ohio.

**USAGE REPORTS:** Every twelve (12) months the contractor must submit a report (written or on disk) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Jennifer Shaefer\*.

**STATE OF OHIO OFFICE OF BUDGET MANAGEMENT ELECTRONIC FUNDS TRANSFER PAYMENTS PROGRAM:** The awarded contractor should consider registering for the state of Ohio, Office of Budget Management's Electronic Funds Transfer Payments program. By registering and participating in this program, contractors reduce costs for both the contractor and state of Ohio and insure that payments for goods or services are transmitted promptly and accurately. To register for this program, go to: [www.obm.ohio.gov/](http://www.obm.ohio.gov/) select Forms from the left side menu and scroll down to Vendor Forms, download and print form EFT – Direct Deposit Form (OBM-1234) review, complete, sign and submit per the instructions on the form.

\* Denotes a change in contract analyst.

OAKS ITEM NO.	DESCRIPTION	MANUFACTURER AND PRODUCT CODE NO.	CASE PACK	CASE PRICE
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CUPS, BOWLS, FOOD CONTAINERS, AND LIDS; FOAM AND PLASTIC

17447	2 oz., Plastic Cup	Pactiv YS200	2,400	\$22.27	*
17448	2 oz., Lid for Cup	Pactiv YLS2FR	2,400	\$23.02	*
17449	8 oz., Styrofoam Cup	Dart 8J8	1,000	\$16.76	
17450	8 oz., Cup Lid, Vented	Dart 8JL	1,000	\$9.93	
17451	12 oz., Styrofoam Cup	Dart 12J12	1,000	\$23.66	
17452	12 oz., Cup Lid, Vented	Dart 12JL	1,000	\$12.56	
17453	16 oz., Styrofoam Cup	Dart 16J16	1,000	\$34.22	
17454	16 oz., Cup Lid, Vented	Dart 16JL	1,000	\$14.27	
17455	8 oz., Styrofoam Food Container	Dart 8SJ12	1,000	\$25.10	
17456	12 oz., Styrofoam Bowl	Dart 12B32	1,000	\$36.52	
17457	12 oz., Bowl Lid, Vented	Dart 32JL	500	\$12.29	

TRAY, FOAM AND 3 COMPARTMENT, HINGED LID FOOD CONTAINER, FOAM

17458	9" x 12" – 6 Compartment Tray	Ecopax ST-9	500	\$24.35	*
17459	10" X 9-1/2" x 3-1/2", 3 Compartment Hinged Lid Food Container	Ecopax EP993	200	\$14.66	

Cases/Truckload - Trays 512

Cases/truckload - Food Container, Hinged 560

TABLEWARE, POLYPROPYLENE PLASTIC, MEDIUM WEIGHT, BULK

17460	Spork, 5" med. wt, bulk pack	Select Value 288289	1,000	\$6.70	
17461	Teaspoon, 6" med. wt, bulk pack	Select Value 288287	1,000	\$6.70	
17462	Fork, 6" med. wt, bulk pack	Select Value 288285	1,000	\$6.70	
17463	Knife, 6" med. wt, bulk pack	Select Value 288286	1,000	\$6.70	
17464	Soup Spoon, 6" med. wt, bulk pack	Select Value 288288	1,000	\$6.70	

\* Indicates a change in manufacturer and price effective for all orders received on or after July 25, 2012.

SUMMARY OF AMENDMENTS

<b>Amendment Number</b>	<b>Revision Date</b>	<b>Description</b>
13	07/25/12	Indicates a change in manufacturer and price effective for all orders received on or after July 25, 2012.
12	01/27/12	Indicates a price increase effective for all orders received on or after January 27, 2012
11	10/21/11	Indicates a price increase effective for all orders received on or after October 21, 2011
10	08/01/11	Indicates a price increase effective for all orders received on or after August 1, 2011
9	06/15/11	Indicates a price increase effective for all orders received on or after June 15, 2011
8	04/12/11	Indicates a price increase effective for all orders received on or after April 12, 2011
7	03/18/11	Indicates a price increase effective for all orders received on or after March 18, 2011
6	12/18/10	Change a manufacturer and product code no., effective for all orders received an or after 12/18/10
5	10/25/10	Pack change and price increase effective for all orders received on or after 10/25/10
4	08/31/10	Indicates a price increase effective for all orders received on or after August 31, 2010
3	08/01/10	Indicates a price increase effective for all orders received on or after August 1, 2010
2	03/25/10	Correct a price error on original document
1	02/05/10	Change Contract number from SR900610 to SA900810 (not a revenue share)