



STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT FROM COMMUNITY REHABILITATION PROGRAMS  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

REQUIREMENTS CONTRACT FOR: COLLATING AND PACKAGING SERVICES: DIVISION OF TRAVEL AND TOURISM, BROCHURES AND MAILERS

CONTRACT NUMBER: CRP06813

EFFECTIVE DATES: 07/01/12 - 06/30/13

The Department of Administrative Services (DAS), Office of Procurement from Community Rehabilitation Programs (OPCRP) has accepted the proposal submitted in response to proposal CRP06813 by the certified Community Rehabilitation Program (CRP) and/or the certified Agent of a Community Rehabilitation Program (Agent). The CRP and/or Agent listed herein has been awarded a contract for the services or supplies listed. The respective ordering office contract approval form, [contract terms and conditions, supplemental terms and conditions](#), pricing schedules, specifications, 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 the Ohio Department of Development, Division of Travel and Tourism, 77 South High Street, Columbus, OH 43215, 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 initially advertised or described.

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 Requirements Contract may be directed to:

Lynnise Smith  
Lynnise.smith@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>

Office of Procurement from Community Rehabilitation Program Contract Award in accordance with Sections 125.60 to 125.6012 of the Revised Code.

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

SCOPE

The Contractor shall provide the labor required to plan, schedule, and coordinate Collating and Packaging Services for the Ohio Department of Development, Division of Travel and Tourism. Supervision, equipment, software and materials for collating will be provided by client. All work shall be performed to the specifications dated May 17, 2012 unless otherwise stated by representatives of the Ohio Department of Development.

The complete Contract Specifications and Scope-of-Work descriptions are on file and available at DAS-GSD, the Office of Procurement from Community Rehabilitation Programs.

PRICE SCHEDULE

ITEM NUMBER	ITEM	PRICE PER
00000000000011030	Collating and Packaging Services: Brochures and Mailers	1-2 pkg = \$.1350/ unit 3 pkg = \$.1400/ unit 4 pkg = \$.1450/ unit 5 pkg = \$.1500/ unit 6 pkg = \$.1550/ unit 7 pkg = \$.1600/ unit 8 pkg = \$.1650/ unit 9 pkg = \$.1700/ unit 10 pkg = \$.1750/ unit  Each additional piece above 10 will increase the unit cost by \$.0050.
00000000000022649	Collating and Packaging Services: General Labor	\$ 13.50 per hour

Total contract not to exceed \$59.970.00

CONTRACTOR INDEX



CONTRACTOR AND TERMS:

0000043560  
 MATCO Services  
 240 Maple Street  
 London, OH 43140

CONTRACTOR'S CONTACT: Sharyn Koelling

CONTRACT NO: CRP06813-1 (06/30/13)

TERMS: Net 30 days

DELIVERY: As Specified

Telephone: (740) 852-7054

Fax: (740) 852-7055

E-Mail: skoelling@matcoserv.com

The complete Contract Specifications and Scope-of-Work descriptions are on file and available at DAS-GSD, the Office of Procurement from Community Rehabilitation Programs.