



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

MANDATORY USE CONTRACT FOR: General Services Contractor for Ohio Educational Technology Conference

CONTRACT NUMBER: CSP905112

EFFECTIVE DATES: 12/06/11 TO 3/31/12

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP905112 that opened on September 30, 2011. The evaluation of the Proposal responses has been completed. The Offeror listed herein has been determined to be the highest ranking Offeror and has been awarded a Contract for the services listed. The respective Proposal response including, Contract Terms & Conditions, any Proposal amendment, special Contract Terms & Conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Services 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 eTech Ohio Commission as applicable.

The agency is eligible to make purchases of the contracted services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that department will purchase the volume of services as advertised in the Request for Proposal.

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

Janice Fitzpatrick, CPPB  
janice.fitzpatric@das.state.oh.us

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

[www.ohio.gov/procure](http://www.ohio.gov/procure)

\*Indicates correction

ATTACHMENT ELEVEN  
COST SUMMARY FORM

2012 OHIO EDUCATIONAL TECHNOLOGY CONFERENCE (OETC) GENERAL SERVICES CONTRACT  
 CSP905112  
 UNSPSC CATEGORY CODE: 80141900  
 MAXIMUM BUDGET: \$115,000.00

Quantities shown on the Cost Summary Form are estimated for the purpose of evaluation; actual quantities may be more or less. There is no guarantee any of the stated quantities will be required or ordered.

<b>A. Exhibit Areas</b>	Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes.				
Exhibit Area; (Exhibit Hall D); Approximately 70,000 gross square feet in expo hall for booths, seating and food service area; approximately 16,000 gross square feet in expo hall for registration. Install: Sat. February 12, 2012	Quantity	Unit	Price Per Unit	Extended Price	Notes:
10' x 10' booth package (includes 8' back wall, 3' side drape, 7" x 44" exhibitor identification sign, 6' skirted table in show colors, 2 stackable armless side chair or folding chair, wastebasket)	270	Ea	\$ 50.00	\$ 13,500.00	Labor Inclusive
Conference Partner 10' x 10' booth package (includes 8' back wall, 3' side drape, 7" x 44" exhibitor identification sign, 6' skirted table in show colors, 1 stackable armless side chair or folding chair, wastebasket and 10' x 10' booth carpet)	30	Ea	\$ 45.00	\$ 1,350.00	Labor Inclusive
10' wide carpet for aisles and entryways, cut to size	5000	LF	\$ 2.85	\$ 14,250.00	New or like new carpet
Aisle carpet cleaning, vacuumed and maintained prior to event and nightly	5000	LF	\$ N/A	\$	GCCC exclusive Contractor
8' masking drape	500	LF	\$ N/C	\$	1 <sup>st</sup> 500' of 8' complementary
Aisle signs - 1 per aisle for 11 aisles, including show logos	11	Ea	\$ No Charge	\$ No Charge	Remove/Install labor @ rates listed
Exhibitor Lounge, 20' x 30' area with 8'h pipe and drape and carpet	1	Ea	\$ No Charge	\$ 0.00	Complementary
Four-wheel carts/dollies for exhibitor hand-carry materials	10	Ea	\$ No Charge	\$ 0.00	Complementary
Expo floor design, layout and revisions	Unlimited		\$No Charge	\$ 0.00	Complementary
Mark expo floor prior to exhibitor installation	Unlimited		\$No Charge	\$ 0.00	Complementary
Online/web-based exhibitor service kits, mailed to exhibitors upon request	Unlimited		\$ No Charge	\$ 0.00	Complementary
<b>TOTAL EXHIBIT AREA</b>				<b>\$ 30,750.00</b>	

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<b>B. Registration Area</b>	Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes.				
Registration Area (Exhibit Hall D) approximately 17,000 square feet advance and on-site registration, badge generation and pick-up) Install: Saturday February 12, 2012.	Quantity	Unit	Price Per Unit	Extended Price	Notes:
Two-tier registration counters to accommodate two personal computers per counter, custom illuminated header and custom kick panels (one counter must provide handicap accessibility)	13	Ea	\$ No Charge	\$ 0.00	Complementary includes custom logo kick panels
Adjustable cushioned office chair with rollers	26	Ea	\$ No Charge	\$ 0.00	Complementary
Wastebaskets	13	Ea	\$ No Charge	\$ 0.00	Complementary
6' x 30"h skirted table behind each registration counter	13	Ea	\$ No Charge	\$ 0.00	Complementary
Carpet for registration area and entryways, cut to size	1700	LF	\$ 2.75	\$ 4,675.00	
Tensa barriers or 3' H pipe and drape for queue lines	200	LF	\$ No Charge	\$ 0.00	Complementary
16'h masking drape between registration area and exhibit area	275	LF	\$ 6.00	\$ 1,650.00	
4'h clear acrylic containers with lid and slot opening used to recycle badges/event programs	2	Ea	\$ No Charge	\$ 0.00	
8'h masking drape for registration counters, restrict public access	50	LF	\$ No Charge	\$ 0.00	
8' x 40h" tables skirted on 3 sides	18	Ea	\$ No Charge	\$ 0.00	
Ten (10) 8' uprights and nine (9) cross bars to hang signs on over tables	1	Ea	\$ No Charge	\$ 0.00	
6'w x 12"h signs to identify onsite registration	9	Ea	\$ No Charge	\$ 0.00	
20'W x 12'D AGAM room with locking door	1	Ea	\$ No Charge	\$ 0.00	
6' x 30"h skirted table at presenter ready room	6	Ea	\$ No Charge	\$ 0.00	
<b>TOTAL REGISTRATION AREA</b>				<b>\$ 6,325.00</b>	

<b>C. Concourse Spaces - Email Station and Information Center</b>	Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes.				
Concourse Spaces - Email Station and Information Center, Install Sunday February 13, 2012.	Quantity	Unit	Price Per Unit	Extended Price	Notes:
8' x 40"h table, skirted	16	Ea	\$ 68.00	\$ 1,080.00	Discounted 50%
16'h masking drape	47	LF	\$ 6.00	\$ 282.00	Discounted rate
High backed bar stools	6	Ea	\$ 30.00	\$ 180.00	Discounted 50%
Banners hung from drape (cost for banners in graphic section)	3	Ea	\$	\$ 225.00	Estimated labor to install and remove
<b>Total Concourse Spaces</b>				<b>\$ 1,775.00</b>	

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<b>D. Battelle Hall Spaces</b>	Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes.				
<b>Battelle Hall Spaces - interactive display area located adjacent to the general session area, Install Sunday February 13, 2012.</b>	Quantity	Unit	Price Per Unit	Extended Price	Notes:
3' high pipe and drape to define robotics area	150	LF	\$ 1.00	\$ 150.00	Discounted Rate
3' high pipe and drape to define technology recycling area	150	LF	\$ 1.00	\$ 150.00	Discounted Rate
10' x 10' non revenue display booth package (includes 8' back wall, 3' side drape, 7" x 44" display identification sign, 6' skirted table in show colors, 2 stackable armless side chair or folding chair)	10	Ea	\$ 450.00	\$ 450.00	Discounted 10% from standard exhibit booth
20' x 20' non revenue display booth package (includes 8' back wall, 7" x 44" display identification sign, four (4) 6' skirted table in show colors, 4 stackable armless side chair or folding chair)	6	Ea	\$ 180.00	\$ 1,080.00	Discounted 10% from standard exhibit booth
Double sided 4'w x 8'h tack boards on stands	10	Ea	\$ 80.00	\$ 800.00	Discounted 30%
8' high pipe and drape to separate display area from general session area	400	LF	\$ 1.50	\$ 600.00	
6' x 30" h skirted tables	10	Ea	\$ 50.00	\$ 500.00	Discounted 50%
6' x 30" h vinyl topped tables (not skirted)	50	Ea	\$ 20.00	\$ 200.00	Discounted 50%
3' high pipe and drape to define various areas	200	LF	\$ 1.00	\$ 200.00	
Interactive Display area floor design, layout and revisions			\$ No Charge	\$	Complementary
Mark Battelle floor prior to exhibitor installation			\$ No Charge	\$	Complementary
<b>Total Battelle Hall Spaces</b>				\$	

<b>E. Ohio Educational Technology Conference Booth</b>	Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes.				
<b>Ohio Educational Technology Conference Booth (1000 sq. ft. custom booth space for show management)</b>	Quantity	Unit	Price Per Unit	Extended Price	Notes:
42" h café table, contemporary	2	Ea	\$ 40.00	\$ 80.00	Discounted 50%
Armless café stools, contemporary	6	Ea	\$ 30.00	\$ 180.00	Discounted 50%
20' x 50' deluxe/plush carpet	1000	SF	\$ 1.75	\$ 1,750.00	Discounted 50%
20' x 50' padding	600	SF	\$ .55	\$ 330.00	Discounted 50%
Computer Kiosk with Graphics	2	Ea	\$ 750.00	\$ 1,500.00	Discounted 50%
8' h pipe and drape	16	LF	\$ 1.50	\$ 24.00	Discounted 50%
3' x 8' h digitally produced double sided freestanding signs	5	Ea	\$ 385.00	\$ 1,925.00	Discounted 50%
8' x 40" h skirted table	4	Ea	\$ 68.00	\$ 272.00	Discounted 50%
8' skirted table	4	Ea	\$ 58.00	\$ 232.00	Discounted 50%
Stackable armless side chair or folding chairs	10	Ea	\$ 18.00	\$ 180.00	Discounted 50%
<b>Total Ohio Educational Technology Conference Booth</b>				\$ 6,473.00	

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<b>F. Entrance Units and Directional - Tentative</b>	Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes.				
<b>Entrance Units and Directional - Tentative</b> (used for event awareness, directional assistance and information sharing)	Quantity	Unit	Price Per Unit	Extended Price	Notes:
Custom entrance, custom graphics and logos in show colors to indicate entrance to Exhibit area from registration area	2	Ea	\$ 1,800.00	\$ 1,800.00	One complementary – 2 tower unit
Custom unit, custom graphics and logos in show colors to indicate general session room, registration area, and meeting rooms	5	Ea	\$ 1,000.00	\$ 5,000.00	1 or 2 – tower units with logo graphics
<b>Total Entrance Units</b>				\$6,800.00	

<b>G. Floor Plans</b>	Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes.				
<b>Floor Plans</b>	Quantity	Unit	Price Per Unit	Extended Price	Notes:
Review existing floor plans for Hall D, and Concourse Spaces, update floor plans and provide drawings to show management for Convention Center and Fire Safety approval	1	Ea	\$ No Charge	\$	Complementary Contractor has a complete CAD department
Consulting with show management and the Convention Center, design and produce floor plan for the Interactive Display area inside Battelle Hall and provide drawings to Show Management for Convention Center and Fire Safety approval	1	Ea	\$ No Charge	\$	Complementary – planning meetings and floor plan approval
<b>Total Floor Plans</b>				\$ 0.00	

<b>H. Graphics and Signage</b>	Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes.				
<b>Graphics and Signage – Tentative, Optional; may or may not be purchased against the contract; depending on cost and funds available.</b>	Quantity	Unit	Price Per Unit	Extended Price	Notes:
22" x 28" signs – digitally produced, 4 color printing, meeting room signs	100	Ea	\$ 45.00	\$ 3,825.00	15 complementary 22 x 28 signs
28" x 44" signs – digitally produced	20	Ea	\$ 86.00	\$ 172.00	Discounted 55%
3' x 8' double sided freestanding signs with stands	50	Ea	\$ 380.00	\$ 19,000.00	Discounted 55%
3' x 6' banners – digitally produced	4	Ea	\$ 162.00	\$ 648.00	Discounted 55%
<b>Total Graphics and Signage (Optional)</b>				\$ 23,645.00	

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<b>I. Material Handling</b>	Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes.				
<b>Material Handling</b> for OETC show management	Quantity	Unit	Price Per Unit	Extended Price	Notes:
Advanced shipments received at warehouse	5000	Lbs	\$ No Charge	\$	Complementary
Load/unload show management freight at convention center	15000	Lbs	\$.32/Lb	\$ 4,800.00	
1 Pickup of show management materials at eTech Ohio Office, 35 E. Chestnut Street, Columbus Ohio and deliver to GCCC on Friday February 10, 2012	1	Ea	\$ No Charge	\$ No Charge	Complimentary p/up limited to 1 box truck per location listed and providing timing is straight time, Mon-Fri. 8-3:30 and no holidays
1 Pickup of show management materials at eTech Ohio storage location, 2500 Charter St # B Columbus, OH 43228 , Columbus Ohio and deliver to GCCC on Friday February 10, 2012	1	Ea	\$ No Charge	\$ No Charge	Complimentary p/up limited to 1 box truck per location listed and providing timing is straight time, Mon-Fri. 8-3:30 and no holidays
1 Pickup of show management materials at GCCC and deliver to eTech Ohio Office, 35 E. Chestnut Street, Columbus Ohio on Thursday February 16, 2012	1	Ea	\$ No Charge	\$ No Charge	Same as above
1 Pickup of show management materials at GCCC and deliver to eTech Ohio storage location, 2500 Charter St # B Columbus, OH 43228 , Columbus Ohio on Thursday February 16, 2012	1	Ea	\$ No Charge	\$ no Charge	Same as above
<b>Total Material Handling</b>				<b>\$ 4,800.00</b>	

<b>J. Labor Rates</b>	Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes.						
<b>Labor Rates</b>	Proposed Estimated Regular Hours	Proposed Estimated Overtime Hours	Unit	Regular Rate per Unit	Extended Regular Rate Total	OT Rate Per Unit	OT Extended Rate Total
Installation Labor - Decorator		31	Hours	\$ 53.76	\$	\$ 80.75	\$ 2,503.25
Installation labor – teamster or IATSE labor		68	Hours	\$ 53.76	\$	\$ 80.75	\$ 5,491.00
Dismantle labor – decorator	8	16	Hours	\$ 53.76	\$430.00	\$ 80.75	\$ 1,292.00
Dismantle labor – teamster or IATSE labor	24	24	Hours	\$ 53.76	\$1,290.00	\$ 80.75	\$ 1,938.00
Graphics Labor	6		Hours	\$ 30.00	\$ 180.00	\$	\$
Drayage Labor	6		Hours	\$ 53.76	\$ 322.00	\$	\$
Other Base Rate Labor; Explain			Hours	\$	\$	\$	\$
<b>Total Labor Cost</b>					<b>\$ 2,222.00</b>		<b>\$11,224.25</b>

<b>K. Exhibitor Rental Rates – Floor/On-site</b>	Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes.				
<b>Material Handling</b> for OETC show management <b>Exhibitor Rental Rates – Floor/On-site</b> (the equipment list below is not inclusive of all furnishings/services vendor must offer to exhibitors. For the purpose of this bid, the equipment below is representative of the most frequently ordered furnishings/services by exhibitors. Prices are for floor rates and must be advertised to exhibitors via an online service kit)	Quantity	Unit	Price Per Unit	Extended Price	<b>Exhibitor Rental Rates – Advance</b> (please indicate the advance rate for each service in the spaces below)
6' x 30"h table, skirted 3 sides	1	Ea	\$ 140.00	\$ 140.00	\$ 96.50
8' x 30"h table, skirted 3 sides		Ea	\$ 166.50	\$ 166.50	\$ 114.75
6' x 40"h table/counter skirted 3 sides		Ea	\$ 166.75	\$ 166.75	\$ 115.00
8' x 40"h table/counter skirted 3 sides	1	Ea	\$ 196.75	\$ 196.75	\$ 135.75
10' x 10' carpet	1	Ea	\$ 161.25	\$ 161.25	\$ 111.25
Vehicle spotting fee	1	Ea	\$ 65.00	\$ 65.00	\$
Crated or skidded freight via common carrier shipped to advance warehouse	100	Lb	\$ .55	\$ 55.00	\$ 55.00
Loose or uncrated freight shipped to advance warehouse	100	Lb	\$ .69	\$ 69.00	\$ 69.00
Crated or skidded freight via common carrier shipped to show site	100	Lb	\$ .53	\$ 53.00	\$
Loose or uncrated freight shipped to show site	100	Lb	\$ .66	\$ 66.00	\$
<b>TOTAL COST TO EXHIBITORS</b>				\$ 972.75	\$

<b>L. Special Charges or Fees</b>	(attach additional sheet as needed).
Indicate any special charges or fees that apply, such as: account executive/coordinator/supervisor/manager fees; delivery and pick-up fees, shipping and drayage fees and minimum order fees that may affect the total cost.	<hr/> <hr/> <hr/>

All Optional services will not be included in the evaluation of the cost scoring, but will be considered after award, if desired and if prices are competitive.

<b>M. Optional Services</b> (equipment or services which may be of interest to OETC but were not itemized in the event specifications. Clearly describe the equipment or service (i.e. interactive online floor plan, custom logo carpet or clings, general session staging and set design capabilities, event management interface to online exhibitor manual and service orders, etc.) and all costs associated with the equipment or service. Itemize each product or service; attach on a separate sheet.	<b>Extended price</b>	<b>Notes</b>
		<b>Optional pricing on following page.</b>

## OPTIONAL SERVICES

### SHOW MANAGEMENT SERVICES

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#### Online Floor Plans

Through a strategic partnership with Map Your Show (MYS) or a2z Inc. Fern Exposition & Event Services offers a vast array of online, real-time, user friendly floor plan tools. We can provide Ohio Technology Conference options and pricing for this service at discounted rates. Floor plan services begin at \$2,100.00.

Link to Sample [http://www.mapyourshow.com/shows/index.cfm?show\\_id=PRI11](http://www.mapyourshow.com/shows/index.cfm?show_id=PRI11)

The online floor plan technology includes a number of marketing opportunities for exhibitors, including booth content. This is a demonstration video for a show Fern produces. Link below for online-video.

[http://www.mapyourshow.com/shows/index.cfm?Show\\_ID=PRI11&exhid=03023102&booth=336&hall=A](http://www.mapyourshow.com/shows/index.cfm?Show_ID=PRI11&exhid=03023102&booth=336&hall=A)

#### Sponsorship Program

Fern Exposition and Event Services will work with show management to design sponsorship program for the Ohio Technology Conference. We work with show management to develop possibilities for sponsorships using floor graphics, window clings or specialty kiosks.

#### Otec Booth

Fern Exposition & Event Services will design and install a complimentary custom kiosk for the OTEC booth, value up to \$2,000. Graphics are supplied at cost.

#### Association Discounts

The following discounts are for Ohio Technology Conference's direct use in areas not addressed separately in the RFP:

Standard furniture and carpet.....	50% from list
Custom carpet .....	40% from list
Modular system rental displays.....	30% from list
Custom furnishings.....	25% from list
Labor.....	15% from list

#### Personnel Carts

Three **complimentary** Cushman electric carts will be available for OTEC staff use.

#### Radios

Fern Exposition & Event Services will supply 10 of our two way radios for show management use on a complimentary basis.

#### Show Management Furnishings

Fern Exposition & Event Services will provide the following at the rates listed:

Easels: 1<sup>st</sup> 10 **complimentary**, additional \$15.00 each

Vertical Sign Holders for 22 x 28 signs at \$20.00 each – 55% discount

#### Graphics

Fern Exposition & Event Services in house graphics department will supply window cling or floor graphics for OTEC at \$18.00 per sq. ft. This includes labor to install and remove either window clings or floor graphics.

#### Graphics Storage

We will work with show management to design graphics that can be recycled for multi-year use. We will provide **complimentary** storage for these graphics with an agreement for Fern to be General Services contractor for the following year Ohio Technology Conference.

#### Exhibitor Service Area

Fern Exposition & Event Services will set up a Service Center area which will be staffed by experienced and responsive personnel to assist OTEC and its exhibitors during set up, move-in, show hours, and show dismantle.

#### Link to Sample Exhibitor Manual

Web-based Service kits and online ordering are complimentary.

We have created a sample Exhibitor Service Manual for you to review and test.

<http://servicemanuals.fernexpo.com/kits/02-06504-12/02-06504-12.asp>

#### CAD services

Fern Exposition & Event Services uses Auto CAD which is compatible with the on line Floor plan partners and Expo CAD. Floor plan generation and any revisions are complimentary.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

\*132835  
WCP Fern Exposition Svcs. LLC  
1500 Old Leonard Ave  
Columbus, OH 43219

BID CONTRACT NO.: CSP905112-1 (03/31/12)

TERMS: Net 30

Telephone: 614-253-1500  
FAX: 614-253--9101

CONTRACTOR'S CONTACT:

Carolyn S. Hodge, CEM  
Fern Exposition & Event Svcs.  
1500 Old Leonard Ave.  
Columbus, OH 43219

Telephone: 614-253-1500  
FAX: 614-253-9101  
E-Mail: [chodge@fernexpo.com](mailto:chodge@fernexpo.com)

\*Indicates correction

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
1	12/16/2001	To correct the Index Number on page one and correct the Vendor ID Number on page 9.