



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: INDUSTRIAL HYGIENE LABORATORY SERVICES

CONTRACT NUMBER: OT902210

EFFECTIVE DATES: 8/1/09 TO 7/31/12

* Renewal through 7/31/14

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. OT902210 that opened on 7/15/09. 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 Ohio Bureau of Workers Compensation 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:

Ross Leider, CPPB
ross.leider@das.ohio.gov

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

www.ohio.gov/procure

*New Renewal Expiration date.

TABLE OF CONTENTS

<u>CLAUSES</u>	<u>PAGE NO.</u>
Special Contract Terms and Conditions	3-4
Amendments to Contract Terms and Conditions	3
Descriptive Literature	3
Delivery and Acceptance	3
Evaluation	3
Award	3
Renewal	3
Usage Reports	3
Affirmative Action Program Verification	3
Insurance Requirements	4
Delivery Method	4
Specifications	5-7
Scope	5
Samples	5
Analytical Methods	5
Accreditation	5
Field Sampling Guide	5
Sampling Media	6
Turnaround Time	6
Reporting Results	6
Reporting Analytical Errors	7
Consultation and Annual Meetings	7
Inspection of Time Records and Workpapers	7
Chain of Custody	7
Fee Schedule	7
Bid Requirements	8-9
Additional Documentation	8
Cover Letter	8
Field Sampling Guide	8
Analytical Instrument Inventory and Report of Capacity	8
Position Descriptions and Resumes/Curriculum Vitae of Technical and Managerial Staff	8
Forms	9
References	9
Attachment A	13
<u>CONTRACT ITEMS</u>	
Price Page	10-11
Contractor Index	12

SPECIAL TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

DESCRIPTIVE LITERATURE: The Bidder may be required to submit descriptive literature of the supplies or services being offered. If requested, the literature will be used in the evaluation process to determine the lowest responsive and responsible bidder. If not provided as part of the bid response, the Bidder must provide said literature within five (5) calendar days after request/notification by the Office of Procurement Services to do so. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the bid (i.e. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any contract and will be disregarded by the state of Ohio. Failure of the bidder to furnish descriptive literature either as part of their bid response or within the time specified herein will deem the bidder not responsive.

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency within 30 days after receipt of order and, in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The delivery location will be noted on the purchase order issued by the participating agency. Acceptance (transfer of title) will occur upon the inspection and written confirmation by the ordering agency that the supplies delivered conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, acceptance shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition the State will evaluate the information provided by the bidder to make sure that all standards required in the Specifications and Bid Requirements sections of this Invitation to Bid (ITB) are met by the bidder. A Bidder who does not clearly show how they meet the stated requirements may be deemed as not responsive.

AWARD: There will be one (1) award made to the lowest responsive and responsible bidder meeting all bid specifications and requirements listed herein.

RENEWAL: This Agreement may be renewed solely at the discretion of DAS for a period of one month. Any further mutually agreed upon renewals will be for an appropriate period of time. The cumulative time of all renewals may not exceed twenty-four (24) months unless DAS determines that additional renewal is necessary.

USAGE REPORTS: Every Six (6) 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: Dan Cartwright.

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>. For questions or help with filing a verification please contact the Affirmative Action/EEO Unit at (614) 466-8380. Prospective vendors must 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) calendar 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.

INSURANCE REQUIREMENTS: Bidders should provide with their bid, documentation of the following insurance coverages required by the Supplemental Contract Terms and Conditions, Articles S-12 and S-13 (refer to the Bid Page One, link to Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions):

1. Ohio Workers' Compensation Certificate.
2. Employer's Liability (Stop Gap) insurance with limits of not less than one million (\$1,000,000.00) dollars.
3. Automobile Liability with limits in accordance with Federal and State laws.
4. Commercial General Liability Insurance:
 - a. Minimum limits of \$500,000.00 per occurrence.
 - b. Minimum limits of \$1,000,000.00 annual aggregate.
 - c. The State shall be listed as the certificate holder.
 - d. To be compliant, the Commercial General Liability policy must include the following three endorsements:
 - 1) a blanket waiver of subrogation.
 - 2) a statement that the Commercial General Liability coverage is primary over any other coverage.
 - 3) a designation of the State as an additional insured.

An insurance certificate, compliant with the requirements of the Contract Terms and Conditions, must be delivered to the Office of Procurement Services within seven (7) calendar days after notification. Failure to provide a compliant certificate within the stated time frame may cause the bidder to be deemed not responsive.

Bid Automobile Liability Checklist:

Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES (See Standard Contract Terms and Conditions, Section (roman numeral) V. General Provisions:, Paragraph Q.):

List names of subcontractors who will be performing work under the Contract.

_____	_____
_____	_____
_____	_____

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

SPECIFICATIONS

I SCOPE

The Ohio Bureau of Workers' Compensation, Division of Safety and Hygiene (hereinafter called the BWC) is seeking an American Industrial Hygiene Association (AIHA) accredited industrial hygiene laboratory to analyze air samples and bulk material samples. The BWC provides industrial hygiene consulting services to Ohio's employers as a part of its risk management program.

II SAMPLES

The number of samples submitted will vary during the contract period due to the nature of investigations conducted by the BWC. For fiscal year 2008 an average of 960 analyses per month were performed. The number of analyses shown on the Bid Price Pages 10 and 11 be used solely for the purpose of bid preparation and evaluation. The Pricing pages are provided to give proposers an idea of the scope of service needed. This list is not inclusive of what will be requested during the effective period. In no event shall they be construed as a guaranteed amount. The BWC reserves the right to use another laboratory whenever the successful proposer is unable to perform an analysis or is unable to satisfactorily perform an analysis by a specific method.

III ANALYTICAL METHODS

- a. The BWC's preferred analytical methods are the most current methods from the National Institute of Occupational Safety and Health (NIOSH) or the Occupational Safety and Health Administration (OSHA) with one exception, shown on the pricing pages. (The exception is aldehydes which have a preferred method of EPA IP-6). The bidder may use other standardized protocols, such as those from the Environmental Protection Agency (EPA) or ASTM International if they are at least equivalent to an OSHA or NIOSH method. Data to support equivalency of the method shall be provided on request.
- b. The BWC requires crystalline silica analyses by x-ray diffraction. The analysis and quoted price shall include all three (3) polymorphs (quartz, cristobalite, tridymite).
- c. The BWC requires hexavalent chromium analysis by OSHA method ID-215 (version 2).
- d. Most NIOSH and OSHA hydrocarbon methods use 150 milligram (mg) charcoal tubes or 225 mg silica gel tubes. The BWC requires the use of 600 mg charcoal tubes or 780 mg silica gel tubes. Proposed prices shall be based on the analysis of the large tubes.

IV ACCREDITATION

The bidder shall have been continuously accredited since 2003 by the American Industrial Hygiene Association (AIHA). The accreditation shall be for all Proficiency Analytical Testing (PAT) Program materials (organic solvents, metals, asbestos/fibers and silica). Accreditation for all materials shall be maintained during the testing period. Any correspondence between the Laboratory and the AIHA Analytical Accreditation Board (AAB) regarding accreditation status (i.e., complaints, revocation issues under review, etc.) should be forwarded to the BWC.

V FIELD SAMPLING GUIDE

The successful bidder will be required to supply a hard copy of their field sampling guide to all of the BWC's industrial hygienists. The field sampling guide shall include (at a minimum) the following for each individually listed analyte, where applicable. It is not sufficient to reference procedures solely by the OSHA, NIOSH or other method number.

- a. Analyte Name
- b. Chemical Abstract Service (CAS) Registry Number
- c. Collection Media
- d. Suggested Sample Volume(s)
- e. Sampling Rate, including short-term samples
- f. Method Number
- g. Analytical Technique
- h. Interferences
- i. Limit of Quantification (LOQ)
- j. Compatibility code (i.e., what analytes can be collected and analyzed from the same media)
- k. Special Handling/Shipping Instructions
- l. Notation when a bulk sample is needed
- m. Designated if open face media

SPECIFICATIONS (cont.)

VI SAMPLING MEDIA

- a. The successful bidder shall be responsible for all costs associated with delivering the items required in this Invitation to Bid (ITB), including but not limited to:

1. Starter Kits
2. Media
3. Supplies

Supplies are to be delivered to the office and/or home of up to thirty (30) industrial hygienists. All media is to be supplied at no cost.

- b. The successful bidder will be required to provide appropriate shipping materials for samples requiring special handling (e.g., DOT stickers or ice packs). Media and supplies shall be delivered within five (5) working days with allowance for quicker delivery, if requested. If quicker delivery is requested, the BWC will pay for such service.

- c. By the contract inception, all individual BWC Industrial Hygienists shall have received a starter kit containing the following:

- a. 25 three-piece cassettes containing a 37-mm mixed cellulose ester filter with support pad
- b. 25 two-piece cassettes containing a 37-mm tared, polyvinyl chloride filter with support pad
- c. 30 large (600 mg) charcoal tubes
- d. 10 large (780 mg) silica gel tubes
- e. Field sampling guide
- f. Analytical Request Forms

VII TURNAROUND TIME

The bidder must provide a sample set turnaround time of six (6) working days (this is not an average) or less (excluding nationally recognized holidays). Turnaround time starts the day the samples are physically received regardless of the time of day (day 1) and ends the day the lab report is sent to the BWC Industrial Hygienist. On a monthly basis, a report documenting the preceding month's turnaround time shall be submitted to the BWC. A written explanation must be sent to the BWC when turnaround time exceeds six (6) days.

In addition, the bidder shall be capable of furnishing rush analysis (48 hours or less). As shown on the Bid Price Pages, price for rush analysis may be different than regular service. The rush price will only apply if the specified rush turnaround time is met.

VIII REPORTING RESULTS

- a. At a minimum, analytical reports shall include:

1. Total mass (i.e., total micrograms per sample; micrograms per section or sorbent tube);
2. Sample Volume;
3. Contaminant concentration
4. BWC client's name and policy number;
5. Analytical method description and method number (i.e., ICP, NIOSH 7300);
6. Comment Section;
7. Date Sample set received, and;
8. Date analytical report sent to the IH.

- b. The laboratory shall send the analytical report via e-mail to the industrial hygienist and retain one (1) copy. The laboratory will keep analytical reports for at least three (3) years. At the time of billing for each set of samples (monthly), the laboratory shall send one (1) copy of the analytical report to: Don Bentley, PE, CIH, Contract Coordinator; BWC Division of Safety and Hygiene; Ohio Center for Occupational Safety and Health; 13430 Yarmouth Drive; Pickerington, OH 43147 (614) 752-8647; FAX (614)621-5237 or e-mail: Donald.b.2@bwc.state.oh.us The laboratory shall send duplicate copies of each invoice to BWC, Accounts Payable, P.O. Box 15369, Columbus, OH 43215-0369.

SPECIFICATIONS (cont.)

- b. Each month, the laboratory shall provide a list of every analyte cross-referenced by invoice number. The laboratory shall send this report to the Contract Coordinator in hardcopy and electronically. This report must also include dollar amounts of each invoice submitted and the totals submitted for that month. The monthly summary must match the totals shown on each invoice. An example of this monthly report is shown below:

EXAMPLE MONTHLY REPORT
 Date of Report: August 10, 2009
 Report for July 1 through 31, 2009

<u>Consultant</u>	<u>Invoice #</u>	<u>Total Cost</u>	<u>Analyte</u>	<u># of Analyses</u>	<u>Analytical method</u>	<u>Turnaround time</u>
J. Doe	ABC001	\$150.00	n-heptane	3	NIOSH 1500	5
			Oil mist	10	NIOSH 0500	
J. Smith	ABC002	\$55.00	cadmium	5	NIOSH 7300	3
			<u>Total Invoices</u>	<u>Total Charges</u>		
			For July 2009	for July 2009		

IX REPORTING ANALYTICAL ERRORS

Within one (1) working day of identifying an error, the laboratory shall notify the industrial hygienist and send the Contract Coordinator a written description of the error, including the cause and corrective action taken. At the sole discretion of the BWC, unacceptable laboratory performance may result in the bidder being deemed non-responsible and terminate the agreement.

X CONSULTATION AND ANNUAL MEETINGS

To provide guidance to the BWC's industrial hygienists, the successful bidder's industrial hygienists, lab management, or analysts shall be available during normal working hours (8:00 a.m. – 5:00 p.m. EST) via a direct toll-free phone number. Non-technical personnel shall not provide technical information or act as liaisons between the BWC's industrial hygienist and the successful bidder's technical personnel. Failure to have an industrial hygienist, lab management personnel or analyst available during normal working hours may be considered unacceptable laboratory performance and result in the bidder being deemed non-responsible.

A technical representative from the laboratory (i.e., lab director, analyst, or industrial hygienist) will be required to meet at an Ohio location with the BWC's industrial hygienists for an annual technical update.

XI INSPECTION OF TIME RECORDS AND WORKPAPERS

The laboratory must maintain adequate records to support the invoices for work performed. The BWC reserves the right to inspect the records and work papers of the laboratory's organization to determine the validity for work performed. Adequate records to support these charges must be maintained. The laboratory must maintain such documentation for at least three (3) years subsequent to final payment.

XII CHAIN OF CUSTODY

The laboratory shall preserve the chain of custody for all samples submitted by the BWC. The chain of custody shall, at minimum, include a record of all persons handling the samples, the time of handling the samples, and the location of the samples. The laboratory shall maintain the samples in a locked, secure location with limited access. The laboratory shall maintain records of the date each analysis was completed and the name of the analyst. The laboratory shall provide this information to the Contract Coordinator, upon request, within three (3) months of the completion or termination of this agreement.

XIII FEE SCHEDULE

The laboratory shall submit a Fee Schedule for all work performed that is not included on the pricing page.

BID REQUIREMENTS

A quality review by the State of Ohio and The Ohio Bureau of Workers' Compensation of the following seven (7) requirements will be conducted to determine the bidding laboratories qualifications as a responsible bidder. If all documents are not included with the bid response the bidder may be deemed as not responsive.

I ADDITIONAL DOCUMENTATION

The bidder shall include with their Invitation to Bid (ITB) sufficient data to allow the BWC to verify claims of meeting the Invitation to Bid (ITB) requirements.

- a. Each section of the Additional Documentation supplied with the Invitation to Bid (ITB) shall include an identifiable tab sheet.
- b. The submitted Additional documentation supplied with the Invitation to Bid (ITB) shall follow the same format as described below.
- c. All pages, except for preprinted technical inserts, shall be sequentially numbered.

II COVER LETTER

The Additional Documentation supplied with the Invitation to Bid (ITB) shall include a cover letter in the form of a standard business letter and shall be signed by an authorized representative. The cover letter shall contain:

- a. Title of the ITB: "BWC, Invitation to Bid for Industrial Hygiene Laboratory Services" and the Bid Number.
- b. The name and telephone number of a contact person with authority to answer questions regarding the ITB.
- c. The name, phone number and e-mail address of a contact person to be notified regarding business issues.
- d. A brief summary statement of the services to be provided.

III FIELD SAMPLING GUIDE

The Field Sampling Guide shall include the information listed in section V of the Specifications in this Invitation to Bid (ITB). Five (5) Hardcopies shall accompany the proposal. The Field Sampling Guide must contain specific procedures, guidelines or information to assist BWC's industrial hygienists.

IV ANALYTICAL INSTRUMENT INVENTORY AND REPORT OF CAPACITY

The bidder shall submit an analytical instrument inventory and a statement showing current utilization (number of analyses/month) and maximum capacity based on current work shift hours and number of employees involved in sample analysis. The current number of samples received monthly shall be included. Include only IH related samples (e.g. no water or soil samples). The attached equipment form (Analytical Instrumentation and Capacity – Attachment A) provides an example of the type of information requested.

V POSITION DESCRIPTIONS AND RESUMES/CURRICULUM VITAE OF TECHNICAL AND MANAGERIAL STAFF

The bidder shall submit a table of organization, position descriptions and resumes of key technical staff who are specifically involved with the industrial hygiene services related to this Invitation to Bid (ITB). Technical staff includes the Laboratory Director, Quality Assurance Coordinator, chemists, technicians and industrial hygienists. Technical staff resumes shall include dates in IH-specific laboratory employment.

The following must be provided for key technical and managerial staff:

- a. Title
- b. On-site status
- c. Years with the laboratory
- d. Years of experience in key functions
- e. Typical working hours
- f. Availability for phone consultation with BWC staff.

Any change in these key staff members reported to AIHA in accordance with the requirements for accreditation must simultaneously be reported to the BWC.

BID REQUIREMENTS (cont.)

VI FORMS

The bidder shall submit examples of the following forms:

- a. Analysis request/chain of custody form;
- b. Completed analysis report containing a variety of actual data, less than (<) values are unacceptable.

VII REFERENCES

The bidder shall submit three (3) references. The references should reflect the proposer's ability to analyze the variety and volume of samples typically submitted by the BWC. The proposer must include a contact name, telephone number, fax number and e-mail address for each reference. The references will be contacted. The bidder must ensure any confidentiality and/or privacy issues between the bidder and the references are resolved prior to BWC contacting the references. BWC shall not be used as a reference for this ITB.

BID PRICE

Bidders shall not insert a unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by State Procurement and not used in evaluation and any subsequent order.

OAKS ITEM IDENTIFICATION NUMBER	Analyte	*Recommended Analytical Method(s)	Equivalent Method	First Analyte Price	Additional Analyte Price
16281	Elements by ICP	NIOSH 7300/OSHA ID-125G		\$11.97	\$9.40
16282	Gravimetric Analysis (weight gain)	NIOSH 500/600		\$8.55	N/A
16283	Hydrocarbons; naphtha's; esters	NIOSH 1003, 1450, 1500/1501, 1550, OSHA 07, 48		\$15.39	\$13.68
16284	Glycols	OSHA 83		\$21.37	\$17.10
16285	Ammonia	OSHA 188		\$21.37	\$17.10
16286	Crystalline silica (quartz, cristobalite, tridymite)	NIOSH 7500		\$33.34	N/A
16287	Ketones	NIOSH 1300/1301, OSHA 07		\$15.39	\$13.68
16288	Aldenydes	EPA IP-6	NIOSH 2016	\$33.34	\$15.39
16289	Acids, inorganic	NIOSH 7903		\$17.10	\$13.68
16290	Isocyanates	OSHA 42 and 47		\$41.89	\$15.39
16291	Alcohols	NIOSH 1400 to 1403		\$22.23	\$13.68
16292	Mercury	NIOSH 6009		\$28.21	N/A
16293	Phenol	NIOSH 2546		\$42.75	\$15.39
16294	Hexavalent chromium	OSHA ID-215 (version 2)		\$18.81	N/A
16295	Nitric oxide/nitrogen dioxide	NIOSH 6014		\$40.18	\$13.68
16296	PNA Hydrocarbons	OSHA 58, NIOSH 5506		\$55.86	\$19.00
16297	Total Extractable mass	NIOSH 5524		\$21.37	\$17.00
16298	Fiber Count	NIOSH 7400		\$8.55	N/A

*The Analytical Method is the BWC preferred method. An equivalent method can be listed along with it's price. Bidder shall provide a cost for the first and additional analyte columns, as applicable.

BID PRICE(cont.)

Bidders shall not insert a unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by State Procurement and not used in evaluation and any subsequent order.

Surcharge for the indicated rush Analysis:

24 hours: _____ 100% _____

48 hours: _____ 75% _____

Other: _____ 72 hour 50% _____

Only one Blank will be submitted for each type of analyte, except where more than one is required (eg., OSHA asbestos standard).

- 1) How is a multiple analyte blank charged?
As a single analyte sample _____ YES _____
As a multiple analyte sample _____ NO _____

Discount from fee schedule price for analytes not listed above (variable discounts can be given) _____ 10 _____ %

An additional sheet may be attached if needed. Additional sheet attached?

_____ Yes X _____ No

CONTRACTOR INDEX

CONTRACTOR, TERMS, AND SHIPMENT:

134285
Galson Laboratories
6601 Kirkville Road
East Syracuse, NY 13057

CONTRACTOR'S CONTACT: Ed Stuber

BID CONTRACT NO.: OT902210 (07/31/12)

CONTRACT NO: OT902210-2

TERMS: Net 30 Days

SHIPMENT: 30 Days A. R. O.

Telephone: (315) 671-3926
Toll Free: (888) 432-5227
Fax: (315) 437-0571
E-mail: TFox@galsonlabs.com
EStuber@galsonlabs.com

PREFERRED METHOD OF RECEIVING PO: E-Mail

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
*2	7/22/13	Contract renewal for the period of 8/1/13 through 7/31/14.
1	4/10/12	Contract renewal for the period of 8/1/12 through 7/31/13.

*Add Amendment Number 2.