

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: ADVERTISING AND/OR PUBLISHING OF NOTICE OF UNCLAIMED FUNDS

CONTRACT No.: OT900016

EFFECTIVE DATES: 07/01/15 to 06/30/18

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. _____ that opened on 03/27/15. 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 Ohio Department of Commerce, 6606 Tussing Road, Reynoldsburg, OH 43068, 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.

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

Jennifer Dammeyer, CPPB
jennifer.dammeyer@das.ohio.gov

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

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

Minority Business Enterprise Award in accordance with ORC CH. 125.081

Signed: _____
Robert Blair, Director Date

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SPECIAL CONTRACT TERMS AND CONDITIONS

MINORITY BUSINESS ENTERPRISE (MBE) SET ASIDE: The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This ITB is being issued as a minority set aside contract in accordance Section 125.081 of the Ohio Revised Code. All bidders must be an Ohio certified MBE as of the Bid due date. If a certification application has been submitted that needs to be expedited to meet the solicitation due/opening date, contact the DAS Equal Opportunity Division at 614-466-8380. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at:
<http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx>.

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.

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

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 ten (10) 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 (e.g. 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.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by low lot total. Low lot total will be determined by adding the FY2016, FY2017 and FY2018 cost together to arrive at a total for all items. Failure to bid all items may result in the bidder being deemed not responsive.

FIRM FIXED-PRICE CONTRACT: The contract is a Firm Fixed-Price Contract. The Contractor(s) is required to provide to the using agency supplies or services at the listed price(s) for the duration of the contract, and any extensions thereto.

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 Dammeyer, CPPB.

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.

SCOPE OF WORK AND SPECIFICATIONS

OVERVIEW:

On behalf of the Superintendent of the Division of Unclaimed Funds, the Contractor shall provide comprehensive services to assist the Division in designing, developing, preparing, drafting, editing, updating, processing, and implementing newspaper advertisement notices of unclaimed funds as required pursuant to [ORC section 169.06](#) for ads/notices to be prepared and/or published by the Division during Fiscal Years 2016, 2017 and 2018, as specified by the Division, and beginning with ads to be published on or after July 21, 2015. Services shall include advice and consultation, planning, information processing, laser printout of page proofs, photo-typesetting, composition, printing, packaging, scheduling, delivery, placement and all other tasks related to the professional completion and publication of newspaper print advertisement notices of unclaimed funds accounts.

A sample, one-year advertising schedule showing the Ohio counties in which the ads must run is attached and made a part hereof as Attachment B. The Contractor must provide and/or meet a like schedule for each year during the term of the Contract and must immediately begin the provision of services upon the Contract's start date.

REQUIREMENTS:

Under the terms of the Contract, the Contractor shall do the following and meet the following standards:

- a. Contractor will schedule an initial meeting with the Agency (Dept. of Commerce) immediately after award and meet regularly throughout the term of the Contract, as determined by the agency in the initial meeting.
- b. Assign a coordinator to be the primary contact for the Agency.
- c. Advertising notices for unclaimed funds are to be prepared for publication according to the advertising schedule (see sample, Attachment B) beginning with the counties scheduled in July 21, 2015.
- d. Material to be published shall include selected accounts identified by the Division pursuant to Chapter 169 of the Revised Code.
- e. Assist the Division in performing all phases of advertisement and notice design, development, and publication, including editorial preparation, design and layout, typesetting, editing, updating, printing, packaging, scheduling, delivering, publishing, and communication with newspapers and/or media entities.
- f. With approval of the agency, the contractor will identify an appropriate English language newspaper within each county in which to publish the annual notice of unclaimed funds.
- g. Ads will run 1 time annually in each of the counties listed on Attachment B.
- h. Contractor will negotiate publication space and pricing with the appropriate English language newspaper.
- i. A file (Word or pdf) of the names of the unclaimed property owners is emailed to the vendor. The art for the front and back of the tab ads, director's message, if included, and other copy are also provided by email from Commerce Communications.
- j. The text, style and design of the advertisement will be specified by the Agency. At a minimum the Agency will provide to the Contractor the art work and text to be placed in each advertisement. Each advertisement will be preapproved by the Agency before publication. The contractor is responsible for ensuring that each advertisement is compatible with the selected newspaper.
- k. Ad sizes vary from a few column inches to a multiple page tabloid. The size of the ad will depend on the amount of names that need to be listed for that particular county. The largest ad in recent history was a 84-page tab insert in 2014 for Cuyahoga County. See Attachment C.
- l. The majority of the advertisements will be black and white but some advertisements will also have color elements as determined by the Agency. (Usually the cover sheet and back of the tab sheet)

- m. Font size may not be less than 7 point.
- n. Contractor will receive invoices from newspapers, verify and pay for ad placements.
- o. Contractor will provide monthly report to the Agency documenting ad placements and details of expenditures.
- p. Contractor will bill agency monthly for ad placements and contractor's activities. Verification of payment must accompany billings for ad placements. The format of the bill will be solidified at the initial meeting.
- q. Contractor will provide to the agency an electronic copy of each final ad as it appeared in the newspaper. A copy should also be provided with the invoices.

BID PRICE

DESCRIPTION	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Price for Contractor's Services Only (To include all work to be performed as listed on Page 5 -6 in the Scope Of Work and Specifications, except the price of newspaper advertisements. Newspaper advertisements will be detailed on the contractor's invoice on a separate line and not included in this amount.	\$ <u>1,200.00</u> / YR	\$ <u>1,200.00</u> / YR	\$ <u>1,200.00</u> / YR

The contract will be awarded to the lowest responsive and responsible bidder by low lot total. Low lot total will be determined by adding the FY2016, FY2017 and FY2018 cost together to arrive at a total for all items.

While bidders are to provide the annual price, the awardee will be expected to bill expenses as they occur on a monthly invoice.

All prices must be in U.S. Dollars.
There will be no additional reimbursement for travel or other related expenses.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

CONTRACT NO.: OT900016-1



Minority Business Enterprise

Vendor ID#: 0000229051

Career Town Network, Inc.
P.O. Box 2502
Columbus, OH 43216

DELIVERY: PER THE CONTRACT

TERMS: 2%,10 Days, Net 30 Days

CONTRACTOR'S CONTACT: Mr. Orville C. Lynch

Telephone: (614) 326-9150
Fax: (614) 340-7220
E-Mail: oclynch@careertown.net

ATTACHMENT B

SAMPLE One-Year Advertising Schedule
(by month & Ohio county)

March 17	Ashtabula, Columbiana, Lake, Mahoning, Medina, Portage, Stark, Summit, Trumbull, Wayne
March 19	Geauga
April 20	Noble
April 21	Ashland, Auglaize, Brown, Carroll, Champaign, Clinton, Coshocton, Crawford, Defiance, Fayette, Fulton, Gallia, Guernsey, Hardin, Henry, Highland, Hocking, Holmes, Jackson, Knox, Lawrence, Logan, Madison, Meigs, Mercer, Monroe, Ottawa, Sandusky, Union, Washington, Williams, Wyandot
April 22	Adams, Darke, Morgan, Morrow, Paulding, Perry, Pike, Preble, Putnam, Shelby, VanWert, Vinton
April 25	Harrison
May 19	Cuyahoga
June 16	Allen, Erie, Hancock, Huron, Lorain, Marion, Richland, Seneca, Wood
June 17	Lucas
July 21	Delaware, Pickaway
July 22	Franklin
Aug 18	Athens, Belmont, Fairfield, Jefferson, Licking, Muskingum, Ross, Scioto, Tuscarawas
Sept 15	Butler, Clark, Clermont, Greene, Hamilton, Montgomery, Warren
Sept 17	Miami

ATTACHMENT C

2013 DCOMM Unclaimed Funds Ads Sizes				
Month	County	Insert Page Count	ROP Ad Size	ROP Column Inches
March	Allen	8		
March	Ashtabula	8		
March	Geauga	4		
March	Lake	12		
March	Lorain	16		
March	Lorain	16		
March	Medina	8		
March	Portage	8		
March	Summit	28		
March	Trumbull	12		
April	Adams		5 x 11	55
April	Ashland		5 x 20.5	102.5
April	Auglaize		4 x 21	84
April	Brown		5 x 14	70
April	Carroll		4 x 14	56
April	Champaign		5 x 16	80
April	Clinton		5 x 21	105
April	Coshocton		5 x 13	65
April	Crawford		5 x 19	95
April	Darke		5 x 20	100
April	Defiance		5 x 15	75
April	Fayette		5 x 14	70
April	Fulton		5 x 21	105
April	Gallia		5 x 13	65
April	Guernsey		4 x 20.5	82
April	Hardin		4 x 16	64
April	Harrison		5 x 14	70
April	Henry		4 x 15	60
April	Highland		5 x 21	105
April	Hocking		4 x 17	68
April	Holmes		4 x 14	56
April	Jackson		4 x 15	60
April	Knox	4		
April	Lawrence	4		
April	Logan		5 x 19	95
April	Madison		5 x 21	105
April	Meigs		5 x 15	75
April	Mercer		4 x 13	52
April	Monroe		4 x 13	52

2013 DCOMM Unclaimed Funds Ads Sizes (cont.)				
Month	County	Insert Page Count	ROP Ad Size	ROP Column Inches
April	Morgan		5 x 14	70
April	Morrow		5 x 17	85
April	Noble		4 x 12	48
April	Ottawa		5 x 21	105
April	Paulding		4 x 12	48
April	Perry		4 x 16	64
April	Pike		4 x 14	56
April	Preble		5 x 21	105
April	Putnam		4 x 15	60
April	Sandusky		5 x 21	105
April	Shebly		5 x 21	105
April	Union		5 x 19	95
April	VanWert		5 x 12	60
April	Vinton		4 x 13	52
April	Washington	4		
April	Williams		5 x 14	70
April	Wyandot		4 x 14	56
May	Cuyahoga	72		
June	Clark	8		
June	Clermont	12		
June	Fairfield	8		
June	Greene	8		
June	Hancock	4		
June	Licking	8		
June	Muskingum	4		
June	Richland	8		
June	Wayne	8		
July	Delaware	8		
July	Franklin	60		
July	Pickaway	4		
August	Athens	4		
August	Belmont	4		
August	Erie	8		
August	Huron	4		
August	Jefferson	8		
August	Marion	4		
August	Miami	8		
August	Ross	4		
August	Scioto	4		
August	Seneca	4		

2013 DCOMM Unclaimed Funds Ads Sizes (cont.)				
Month	County	Insert Page Count	ROP Ad Size	ROP Column Inches
August	Tuscarawas	8		
August	Warren	12		
August	Wood	8		
September	Columbia	8		
September	Lucas	32		
September	Mahoning	20		
September	Stark	24		
October	Butler	24		
November	Hamilton	52		
December	Montgomery	40		

2014 DCOMM Unclaimed Funds Ads Sizes				
Month	County	Insert Page Count	ROP Ad Size	ROP Column Inches
March	Ashtabula	8		
March	Columbiana	8		
March	Lake	16		
March	Mahoning	12		
March	Medina	12		
March	Portage	12		
March	Stark	20		
March	Summit	32		
March	Trumbull	12		
March	Wayne	8		
March	Geauga	8		
April	Noble		5 x 10	50
April	Ashland		6 x 19	114
April	Auglaize		5 x 14	70
April	Brown		6 x 14	84
April	Carroll		4 x 12	48
April	Champaign		6 x 16	96
April	Clinton		6 x 19	114
April	Coshocton		6 x 12	72
April	Crawford		6 x 17	102
April	Defiance		5 x 13	65
April	Fayette		6 x 12	72
April	Fulton		6 x 15	90
April	Gallia		6 x 13	78

2014 DCOMM Unclaimed Funds Ads Sizes (cont.)				
Month	County	Insert Page Count	ROP Ad Size	ROP Column Inches
April	Guernsey		6 x 16	96
April	Hardin		4 x 16	64
April	Henry		5 x 13	65
April	Highland		6 x 15	90
April	Hocking		5 x 11	55
April	Holmes		5 x 12	60
April	Jackson		5 x 10	50
April	Knox		5 x 20	100
April	Lawrence		6 x 20	120
April	Logan		5 x 18	90
April	Madison		6 x 18	108
April	Meigs		5 x 10	50
April	Mercer		4 x 15	60
April	Monroe		5 x 10	50
April	Ottawa		6 x 21	126
April	Sandusky		6 x 18	108
April	Union		5 x 17	85
April	Washington		5 x 17	85
April	Williams		4 x 13	52
April	Wyandot		5 x 14	70
April	Adams		5 x 19	95
April	Darke		5 x 10	50
April	Morgan		5 x 14	70
April	Morrow	4		
April	Paulding		4 x 11	44
April	Perry		5 x 14	70
April	Pike		4 x 13	52
April	Preble		6 x 15	90
April	Putnam		5 x 11	55
April	Shelby		6 x 16	96
April	VanWert		5 x 12	60
April	Vinton		4 x 9	36
April	Harrison		5 x 11	55
May	Cuyahoga	84		
June	Allen	4		
June	Erie	8		
June	Hancock	8		
June	Huron	4		

2014 DCOMM Unclaimed Funds Ads Sizes (cont.)				
June	Lorain	16		
June	Marion	4		
June	Richland	8		
June	Seneca	4		
June	Wood	8		
June	Lucas	24		
July	Delaware	12		
July	Pickaway	4		
July	Franklin	72		
Month	County	Insert Page Count	ROP Ad Size	ROP Column Inches
August	Athens	8		
August	Belmont	8		
August	Fairfield	8		
August	Jefferson	8		
August	Licking	8		
August	Muskingum	8		
August	Ross	8		
August	Scioto	8		
August	Tuscarawas	8		
Sept	Butler	20		
Sept	Clark	12		
Sept	Clermont	12		
Sept	Greene	12		
Sept	Hamilton	64		
Sept	Montgomery	32		
Sept	Warren	12		
Sept	Miami	8		

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March	Columbiana	8	
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March	Mahoning	12	
March	Medina	8	
March	Portage	12	
March	Stark	16	
March	Summit	24	

2015 DCOMM Unclaimed Funds Ads (cont.)			
March	Trumbull	12	
March	Wayne	8	
March	Geauga	8	
April	Noble		
April	Ashland		
April	Auglaize		
April	Brown		
April	Carroll		
April	Champaign		
April	Clinton		
April	Coshocton		
April	Crawford		
April	Defiance		
Month	County	Insert Page Count	ROP Ad Size
April	Fayette		
April	Fulton		
April	Gallia		
April	Guernsey		
April	Hardin		
April	Henry		
April	Highland		
April	Hocking		
April	Holmes		
April	Jackson		
April	Knox		
April	Lawrence		
April	Logan		
April	Madison		
April	Meigs		
April	Mercer		
April	Monroe		
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April	Williams		
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April	Harrison		
May	Cuyahoga		
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June	Huron		
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June	Marion		
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June	Seneca		
June	Wood		
June	Lucas		
July	Delaware		
July	Pickaway		
July	Franklin		
August	Athens		
August	Belmont		
August	Fairfield		
August	Jefferson		
August	Licking		
August	Muskingum		
August	Ross		
August	Scioto		
August	Tuscarawas		
Sept	Butler		
Sept	Clark		
Sept	Clermont		
Sept	Greene		
Sept	Hamilton		
Sept	Montgomery		
Sept	Warren		
Sept	Miami		

