



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: MARKETING AND COMMUNICATIONS SERVICES

CONTRACT NUMBER: CSP903413

EFFECTIVE DATES: 07/01/13 TO 06/30/15  
Renewal through 6/30/2017 \*

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP903413 that opened on November 28, 2012. 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 Lottery 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:

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:

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

\* Mutual renewal per amendment #1, effective 07/01/15.

MUTUALLY AGREED UPON EXCEPTIONS TO THE STANDARD TERMS AND CONDITIONS \*

EMBEDED SHELTERED SOLICITATION CONTRACTOR MARCUS THOMAS, LLC: The State of Ohio Department of Administrative Services and Contractor Marcus Thomas, LLC agree that Singleton & Partners, LTD a Cleveland, Ohio based Certified Ohio Minority Business Enterprise based upon a DAS approved competitive selection process will perform select out of home media planning and buying services on behalf of Marcus Thomas, LLC.

EMBEDED SHELTERED SOLICITATION CONTRACTOR HART ASSOCIATES, INC: The State of Ohio Department of Administrative Services and Contractor Hart Associates, Inc. (Hart) agree that Hart will use a DAS approved sheltered competitive selection process to award a portion of their print requirement to Certified Ohio Minority Business Enterprise partners.

ERRORS AND OMISSIONS INSURANCE. The Primary Contractor shall provide errors and omissions insurance with limits of not less than \$5,000,000 \* and each Secondary Contractor shall provide errors and omissions insurance with limits of not less than \$2,500,000 \*, which shall be maintained in force during the term of each Contract, and any renewals or extensions thereof, against the losses, damages or expenses that are incurred as a result of the wrongful acts and/or errors or omissions of each Contractor, or any subcontractor or any officers, employees or agents thereof.

\* Page and amendments added per amendment #1, effective 07/01/15.

COST SUMMARY FORM

Marketing Communication Services for the Ohio Lottery Commission

CSP903413

UNSPSC CATEGORY CODE: 8014000

REQUESTED BUDGET: \$20,000,000

1. There is no reimbursement for travel and other related expenses.
2. The State will not be responsible for any expenses not identified.
3. All costs must be in U.S. dollars.

For items on this cost summary form which are based on time or hours purchased, the using agency must confirm that invoiced hours are actual hours worked. \*

Primary Contractor

Primary Contractor shall submit a fixed monthly retainer fee for services which shall include all expenses. The fee should be based on an average of 600 hours per month (+/- 10%), which is equivalent to approximately 3.5 FTE per week. Hours may vary greatly from month-to-month based on time of year and type(s) of projects.

Marcus Thomas LLC 0000067488

<b>Primary Contractor Cost Summary Form</b>	<b>Cost</b>
Proposed Monthly Retainer Fee (all services & expenses for the first 600 hours per month) *	\$60,000.00
Hourly cost for all hours per calendar month greater than 601 hours	\$ 100.00 per hour *
Annual Performance Bond Cost (\$2,500,000) – Not part of the evaluation	\$50,000.00

Secondary Contractor(s)

Secondary Contractors shall submit a fixed hourly rate for services which shall include all expenses. The fee should be based on average of 200 hours per month (+/- 20%), which is equivalent to approximately 1.5 FTE per week. Hours may vary greatly from month-to-month based on time of year and type(s) of projects assigned. The OLC will monitor work flow and review/approve estimated hours, per project, prior to the work start.

Hart Associates 0000167268

<b>Secondary Contractor Cost Summary Form</b>	<b>Cost</b>
Proposed Hourly Rate (all services and expenses)	\$125.00
Annual Performance Bond Cost (\$500,000) – Not part of the evaluation	\$5,250.00

Northlich LLC 0000156230

<b>Secondary Contractor Cost Summary Form</b>	<b>Cost</b>
Proposed Hourly Rate (all services and expenses)	\$115.00
Annual Performance Bond Cost (\$500,000) – Not part of the evaluation	\$25,000.00

\* Changes per amendment #1, effective 07/01/15.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: CSP903413 \*

PRIMARY CONTRACTOR

0000067488  
Marcus Thomas LLC  
4781 Richmond Road  
Cleveland, OH 44128

TERMS: Net 30 Days

Remit To Address: \*  
Marcus Thomas LLC  
Department 781763  
P.O. Box 78000  
Detroit, MI 48278-1763

Telephone: (216) 292-47000  
Fax: (216) 682-0128  
[jnash@marcusthomasllc.com](mailto:jnash@marcusthomasllc.com)

CONTRACTOR'S CONTACT: James Nash

SECONDARY CONTRACTOR

BID CONTRACT NO.: CSP903413 \*

0000167268  
Hart Associates, Inc.  
1915 Indian Wood Circle  
Maumee, OH 43537

TERMS: Net 30 Days

Remit To Address:  
Kathy Bird, Business Services Manager  
c/o Hart Associates, Inc.  
1915 Indian Wood Circle  
Maumee, OH 43537

Telephone: (419)893-9600 ext. 118  
[mhart@hartinc.com](mailto:mhart@hartinc.com)

CONTRACTOR'S CONTACT: Michael Hart

SECONDARY CONTRACTOR

BID CONTRACT NO.: CSP903413 \*

0000156230:  
Northlich LLC  
720 East Pete Rose Way  
Cincinnati, OH 45202

TERMS: Net 30 Days

Remit To Address  
Northlich LLC  
Box 710235  
Cincinnati, OH 45271-0235

Telephone: (513)287-1806  
Fax: (513)455-4642  
[kselker@northlich.com](mailto:kselker@northlich.com)

CONTRACTOR'S CONTACT: Kathy Selker \*

\* Changed per amendment #1, effective 07/01/15

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
1	07/01/15	This amendment is issued to renew this contract for twenty-four (24) months by mutual agreement of the parties. This amendment also re-paginates the contract adding page two to the contract containing State of Ohio Certified Minority Business Enterprise voluntary carve-out language and a change to the Contract Errors and Omissions Insurance clause as Mutually Agreed upon Exceptions Contract Terms and Conditions. The amendment changes pricing for Contractor Marcus Thomas, LLC and adds a time and materials statement to the Contract Cost Summary page #2. It also changes the DAS Contact on page #1, updates the remittance address for Contractor Marcus Thomas, LLC and changes the Contractor Contact for Contractor Northlich, LLC on the Contractor Index page #4 and adds a page #5, Summary of Amendments to the Contract.

\* Page added per amendment #1, effective 07/01/15