



Department of
Administrative Services

Mike DeWine, Governor
Jon Husted, Lt. Governor

Kathleen C. Madden, Director

4/26/2022

RE: MAILING EQUIPMENT, SUPPLIES, AND MAINTENANCE
Index Number: GPC016
Contract Number: RS901322

Dear Ms. Rossio:

The subject contract will expire on 05/14/22, unless renewed by mutual agreement. The State has requested that this contract be renewed for an additional eight (8) months.

If your company is in agreement to this renewal, please indicate below, sign and return this form to our office.

Your agreement memorandum should include the following references:

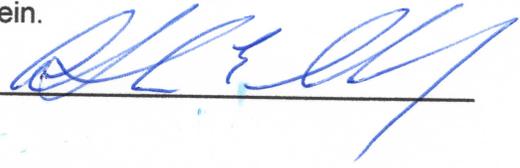
- Index Number GPC016
- Contract Number RS901322
- New Contract Term 05/15/22 through 12/31/22
- All contract prices, Terms and Conditions, remain unchanged.

To verify current critical information, we also ask that you provide the following:

- Current Workers' Compensation Form
- Acord Certificate with Endorsements and Stop Gap coverage
- Verify Current Address and Contact Information
- Affirmative Action Program Verification Form (AAPV)
<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>
- Secretary of State Charter/Registration Number (questions regarding registration should be directed to (614) 466-3910 or visit the web site at <http://www.sos.state.oh.us/>)
- Contractor confirms the updated language regarding the prohibition of the expenditure of public funds for offshore services and have completed the following form [Contractor/Subcontractor Affirmation and Disclosure Form](#).

By signing this form, your company acknowledges the renewal of this contract and the terms and conditions contained therein.

Signature of Company Designee: _____



Arthur E. Adams, Jr.
Director, Government Contract Compliance

Thank you in advance for giving this matter your prompt attention.

Sincerely,

Megan Wampler, State Purchasing Standards Analyst
Office of Procurement Services
Department of Administrative Services
cc: file