

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

MANDATORY USE CONTRACT FOR: Print Management Services

CONTRACT No.: CRP30326

EFFECTIVE DATES: 11/12/2019 through 10/31/2022

The Department of Administrative Services (DAS), Office of Procurement from Community Rehabilitation Programs (OPCRP) has accepted the proposal submitted in response to the Contract Number listed above by the certified Community Rehabilitation Program (CRP) and/or the certified Agent of a Community Rehabilitation Program (Agent). The CRP and/or Agent listed herein has been awarded a contract for the services or supplies listed. The respective ordering office contract approval form, [contract terms and conditions, supplemental terms and conditions](#), pricing schedules, specifications, and any attachments incorporated by reference and accepted by DAS become a part of this Mandatory Contract.

This Mandatory 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 mandatory contract is available to ALL STATE AGENCIES, STATE INSTITUTIONS OF HIGHER EDUCATION AND PROPERLY REGISTERED COOPERATIVE PURCHASING MEMBERS OF THE COOPERATIVE PURCHASING PROGRAM OF THE DEPARTMENT OF ADMINISTRATIVE SERVICES, AS APPLICABLE.

This contract award by Office of Procurement from Community Rehabilitation Program is in accordance with Sections 125.60 to 125.6012 of the Revised Code.

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 initially advertised or described.

State agencies may make purchases under this Mandatory 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.

This mandatory contract and any amendments thereto are available from the DAS Web site at the following address:

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

Signed: \_\_\_\_\_  
Matthew M. Damschroder, Director Date

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## **SPECIFICATIONS**

### I. SCOPE OF WORK

The Contractor shall provide all Management Print Services (MPS) described in this specifications document, as well as equipment and accessories (collectively "the equipment") listed to accomplish all contracted services.

#### A. MPS Printing Needs Assessment Services

1. An MPS representative will conduct a printing equipment assessment (pre-inspection) to verify fleet readiness and to ensure the equipment is in good working condition. Devices that indicate a supply level of 10% or below, maintenance kit life of 10% or below, or exhibit multiple failures on the machine event log within the past 30 days will require maintenance or immediate repair to be brought to acceptable fleet readiness. The initial assessment is free of charge.
2. Existing equipment deemed "performance acceptable" will continue to be utilized, serviced, and repaired as required to perform. If current equipment requires repair prior to program start, the cost will be provided in the quote as well.
3. An analysis of printing usage will take place with customers for each piece of equipment.
4. A quote will be created by LCE outlining the cost to service and maintain the current equipment, along with estimated usage, and a "cost per page" (CPP) will be determined for the services of the contract and will be billed monthly.
5. Maintenance or repair of equipment will be performed within 8 hours of notice. During normal business hours. requests outside of normal business hours may be performed for an additional fee.
6. In the event equipment is damaged or needs repaired, there will be a standard service charge, and costs for parts and labor which will be in addition to the CPP price.
7. A network meter reading and equipment device (Axess) will be attached to each piece of equipment which has information monitoring software. These devices are the property of LCE and must not be tampered with in any way.
8. All supplies and services will be provided by LCE with no exceptions, including ink and toner cartridges.

#### B. DAS Standard and Special Terms and Conditions apply.

**SPECIAL TERMS AND CONDITIONS**  
**Office of Procurement from Community Rehabilitation Programs**  
**General Services Division**  
**Ohio Department of Administrative Services**

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**CONTRACTOR REVENUE SHARE.** The Contractor must pay the Department of Administrative Services (DAS) a revenue share of the sales transacted under this contract. The Contractor must remit the revenue share in U.S. dollars within thirty (30) days after the end of the quarterly sales reporting period. The revenue share is a percentage of the total quarterly sales reported. Contractors must include the revenue share in their prices. The revenue share is included in the award price(s) and reflected in the total amount charged to ordering agencies which includes state agencies and political subdivisions using this Contract.

On all sales to political subdivisions the Contractor must remit any monies due as the result of the usage report at the time the usage report is submitted to DAS. The Contractor must pay the revenue share amount due by check. To ensure the payment is credited properly, the Contractor must identify the check as a "Revenue Share" and include the following information with the payment:

Applicable Community Rehabilitation Program (CRP) Contract Number, report amount(s) and the reporting period covered.

The Contractor should make the check payable to: Treasurer, State of Ohio and forward the check to the following address:

Department of Administrative Services  
L-3686  
Columbus, OH 43260-3686

If the full amount of the revenue share is not paid within thirty (30) calendar days after the end of the applicable reporting period, the non-payment constitutes a contract debt to the State. The State may either initiate withholding or setting off payments or employ the remedies available under Ohio law for the non-payment of the revenue share.

If the Contractor fails to pay the revenue share in a timely manner, DAS may terminate or cancel this Contract.

**COST SUMMARY**

ITEM NUMBER	ITEM	PRICE PER
37016	Print Management Services	Varies

**Submit Invoices to:**  
Ordering Agency

**CONTRACTOR INDEX**

**CONTRACTOR AND TERMS:**



OAKS ID: 0000136279  
Laser Cartridge Express  
991 South Main Street  
Bowling Green, OH 43402

**CONTRACT NO:** CRP30326

**TERMS:** Net 30 Days

**CONTRACTOR'S CONTACT:**

Doreen Ehlert  
Katlin Lancaster

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