

New York State Office Of General Services  
Procurement Services Group  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [PGB-01253](#)

**DATE:** February 1, 2011

**GROUP:** 10101 - IV Instruments and IV Stands,  
Accessories and Administration Sets  
(Statewide)

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Ayana Mendoza  
Purchasing Officer I  
(518) 474-3034  
[ayana.mendoza@ogs.state.ny.us](mailto:ayana.mendoza@ogs.state.ny.us)

**CONTRACT PERIOD:** June 1, 2001 -  
January 31, 2011

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR/** Cardinal Health 303, Inc.  
**CONTRACT NO.:** PC58076

**SUBJECT:** **CONTRACT EXPIRATION**

**ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

The contract for Group 10101 Award PGB-01253 PC58076 with Cardinal Health, Inc. expired on January 31, 2011.

All Authorized Users are reminded that purchases should be completed in accordance with applicable statutory requirements and guidelines after the expiration of this contract.

Please direct communications pertaining to the above referenced contract to the Purchasing Officer listed above.

**All other terms and conditions remain unchanged.**

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<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [PGB-01253](#)

**DATE:** January 28, 2011

**GROUP:** 10101 - IV Instruments and IV Stands,  
Accessories and Administration Sets  
(Statewide)

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Ayana Mendoza  
Purchasing Officer I  
(518) 474-3034  
[ayana.mendoza@ogs.state.ny.us](mailto:ayana.mendoza@ogs.state.ny.us)

**CONTRACT PERIOD:** June 1, 2001 -  
January 31, 2011

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR/** Cardinal Health 303, Inc.  
**CONTRACT NO.:** PC58706

**SUBJECT:** **CONTRACT EXPIRATION**

**ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

The contract for Group 10101 Award PGB-01253 with Cardinal Health, Inc. will expire on January 31, 2011.

All Authorized Users are reminded that purchases should be completed in accordance with applicable statutory requirements and guidelines after the expiration of this contract.

Please direct communications pertaining to the above referenced contract to the Purchasing Officer listed above.

**All other terms and conditions remain unchanged.**

New York State Office Of General Services  
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<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [PGB-01253](#)

**DATE:** April 20, 2010

**GROUP:** 10101 - IV Instruments and IV Stands,  
Accessories and Administration Sets (Statewide)

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Ayana Mendoza  
Purchasing Officer I  
(518) 474-3034  
[ayana.mendoza@ogs.state.ny.us](mailto:ayana.mendoza@ogs.state.ny.us)

**CONTRACT PERIOD:** June 1, 2001 - January 31, 2011

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR/** Cardinal Health 303  
**CONTRACT NO.:** PC58706

**SUBJECT: PRICE LIST UPDATE**

**ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

A Revised Award has been posted for the above-referenced contract. Current information can be found at the following url: <http://www.ogs.state.ny.us/purchase/spg/awards/01253TAPDF.HTM>

Please refer to the pricing information button for the most current price list.

All other terms and conditions remain the same.

Please contact the Purchasing Officer above if you should have any questions.

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Albany, New York 12242  
<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [PGB-01253](#)

**DATE:** September 10, 2008

**GROUP:** 10101 - IV Instruments and IV Stands,  
Accessories and Administration Sets (Statewide)

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Jason Wilkie  
Purchasing Officer I  
(518) 474-4723  
[jason.wilkie@ogs.state.ny.us](mailto:jason.wilkie@ogs.state.ny.us)

**CONTRACT PERIOD:** June 1, 2001 - January 31, 2011

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR/** Cardinal Health 303

**CONTRACT NO.:** PC58706

**SUBJECT: PRICE LIST UPDATE**

**ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

Effective immediately, we have accepted an updated Price List for PC58706 Cardinal Health 303, INC. The update corresponds with their current FSS/GSA agreement (v797p-4091a).

Please refer to the pricing information button on the Contract Award Notification (CAN) for the updated price list.

All other terms and conditions remain the same.

Please contact the Purchasing Officer above if you should have any questions.

New York State Office Of General Services  
Procurement Services Group  
Corning Tower Building  
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Albany, New York 12242  
<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [PGB-01253](#)

**DATE:** August 22, 2006

**GROUP:** 10101 - IV Instruments and IV Stands,  
Accessories and Administration Sets (Statewide)

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Jason Wilkie  
Purchasing Officer I  
(518) 474-4723  
[jason.wilkie@ogs.state.ny.us](mailto:jason.wilkie@ogs.state.ny.us)

**CONTRACT PERIOD:** June 1, 2001 - January 31, 2011

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR/** Cardinal Health 303

**CONTRACT NO.:** PC58076

**SUBJECT: CONTACT UPDATES**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

The contractor Cardinal Health has submitted new contact information:

Cythia D. Vinas  
Contracts Administrator  
Cardinal Health, Alaris Products  
Ph: (858) 458-7506  
Fax: (858) 458-6041  
Email: [Cynthia.Vinas@cardinal.com](mailto:Cynthia.Vinas@cardinal.com)

All terms and conditions remain unchanged.

Please adjust your records accordingly.

New York State Office Of General Services  
Procurement Services Group  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [PGB-01253](#)

**DATE:** April 21, 2006

**GROUP:** 10101 - IV Instruments and IV Stands,  
Accessories and Administration Sets (Statewide)

**PLEASE ADDRESS INQUIRIES TO:**  
**STATE AGENCIES & CONTRACTORS**

Jason Wilkie, Purchasing Officer I  
(518) 474-4723]  
[jason.wilkie@ogs.state.ny.us](mailto:jason.wilkie@ogs.state.ny.us)

**CONTRACT PERIOD:** June 1, 2001 - January 31, 2011

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR/** Cardinal Health 303  
**CONTRACT NO.:** PC58076

**SUBJECT: RENEWAL OF CONTRACT**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

The FSS Master Contract V797P-4091A has been renewed through January 31, 2011. The NYS contract referenced above has also been renewed through the same period.

All terms and conditions remain unchanged.

Please adjust your records accordingly.

New York State Office Of General Services  
Procurement Services Group  
Corning Tower Building  
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Albany, New York 12242  
<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [PGB-01253](#)

**DATE:** February 27, 2006

**GROUP:** 10101 - IV Instruments and IV Stands,  
Accessories and Administration Sets (Statewide)

**PLEASE ADDRESS INQUIRIES TO:  
STATE AGENCIES & CONTRACTORS**

Jason Wilkie  
Purchasing Officer I  
(518) 474-4723  
[jason.wilkie@ogs.state.ny.us](mailto:jason.wilkie@ogs.state.ny.us)

**CONTRACT PERIOD:** June 1, 2001 –  
April 30, 2006

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR/** Cardinal Health 303  
**CONTRACT NO.:** PC58076

**SUBJECT: TWO MONTH EXTENSION**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

The above contract has been extended for two months through April 30, 2006 or until a long-term renewal is approved, whichever occurs first.

All other terms and conditions of the current contract remain unchanged.

Please adjust your records accordingly.

New York State Office Of General Services  
Procurement Services Group  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [PGB-01253](#)

**DATE:** January 31, 2006

**GROUP:** 10101 - IV Instruments and IV Stands,  
Accessories and Administration Sets (Statewide)

**PLEASE ADDRESS INQUIRIES TO:**  
**STATE AGENCIES & CONTRACTORS**

Jason Wilkie, Purchasing Officer I  
(518) 474-4723  
[jason.wilkie@ogs.state.ny.us](mailto:jason.wilkie@ogs.state.ny.us)

**CONTRACT PERIOD:** June 1, 2001 - February 28, 2006

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR/**

**CONTRACT NO.:** PC58076 Cardinal Health 303

**SUBJECT:** One Month Extension, price list update and FID# Change

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

The above contract has been extended for one month through February 28, 2006 or until a renewal is approved, whichever is earlier.

Also of note is a change in FID# for this contractor. New contractor information is as follows:

CARDINAL HEALTH 303  
10221 Wateridge Circle  
San Diego, CA 92121  
**FID#133492624**

A revised price list has been accepted and approved and can be found at the below website:

<http://www.ogs.state.ny.us/purchase/spg/awards/01253TAPDF.HTM>

All terms and conditions of the current contract remain unchanged.

New York State Office Of General Services  
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<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [PGB-01253](#)

**DATE:** April 11, 2005

**GROUP:** 10101- IV Instruments & IV Stands, Accessories

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Jason D. Wilkie  
Purchasing Officer I  
(518) 474-4723  
[jason.wilkie@ogs.state.ny.us](mailto:jason.wilkie@ogs.state.ny.us)

**CONTRACT PERIOD:** June 1, 2001 -  
January 31, 2006

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR:** Cardinal Health 303, Inc.  
**CONTRACT NO.:** PC58076

**SUBJECT:** Price List Correction

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

Contractor, Cardinal Health 303, Inc. has submitted a price list correction. All discounts, terms and conditions remain unchanged. Please audit all purchase orders and invoices accordingly. We suggest you attach this memorandum to the front of your contract award.

Please see the pricing portion of the contract award notification (CAN) for the updated pricelists.

New York State Office Of General Services  
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Albany, New York 12242  
<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [PGB-01253](#)

**DATE:** March 28, 2005

**GROUP:** 10101- IV Instruments & IV Stands, Accessories

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Lisa Burns  
Purchasing Officer I  
(518) 474-7101  
[Lisa.Burns@ogs.state.ny.us](mailto:Lisa.Burns@ogs.state.ny.us)

**CONTRACT PERIOD:** June 1, 2001 -  
January 31, 2006

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR:** Cardinal Health 303, Inc.

**CONTRACT NO.:** PC58076

**SUBJECT:** Add/Delete Products and Reduce Pricing

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

Contractor, Cardinal Health 303, Inc. has submitted and we have accepted a price list update. All discounts, terms and conditions remain unchanged. Please audit all purchase orders and invoices accordingly. We suggest you attach this memorandum to the front of your contract award.

Please see the pricing portion of the contract award notification (CAN) for the updated pricelists.

New York State Office Of General Services  
Procurement Services Group  
Corning Tower Building  
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Albany, New York 12242  
<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [PGB-01253](#)

**DATE:** February 1, 2005

**GROUP:** 10101 – IV Instruments & IV Stands,  
Access & Administration Sets, Statewide

**PLEASE ADDRESS INQUIRIES TO:**  
**STATE AGENCIES & CONTRACTORS**

Lisa Burns  
Purchasing Officer I  
(518) 474-7101  
[Lisa.Burns@ogs.state.ny.us](mailto:Lisa.Burns@ogs.state.ny.us)

**CONTRACT PERIOD:** June 1, 2001 –  
January 31, 2006

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR:** Cardinal Health 303, Inc.

**CONTRACT NO.:** PC58076

**SUBJECT:** Contract Vendor Name Change

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

The above contractor name has changed. The address and contact information remains the same and the Federal ID No. remains 13-3800335. The name has changed from ALARIS Medical Systems, Inc. to **Cardinal Health 303, Inc.**

All other terms and conditions remain the same. Please mark all vouchers accordingly.

**State of New York Executive Department**  
**Office Of General Services**  
**Procurement Services Group**  
**Corning Tower Building - 38th Floor**  
**Empire State Plaza**  
**Albany, New York 12242**  
**<http://www.ogs.state.ny.us>**

**CONTRACT AWARD NOTIFICATION**

|                                 |          |   |
|---------------------------------|----------|---|
| <b>Title</b>                    | <b>:</b> | <b>Group 10101 - IV INSTRUMENTS AND IV STANDS, ACCESSORIES AND ADMINISTRATION SETS (Alaris Medical Systems, Inc.) Statewide</b> |
| <b>Award Number</b>             | <b>:</b> | <b>PGB01253 (Replaces Product Purchases Award PGB-00105)</b>  |
| <b>Contract Period</b>          | <b>:</b> | <b>June 1, 2001 through January 31, 2006</b>  |
| <b>Bid Opening Date</b>         | <b>:</b> | <b>April 30, 2001</b>   |
| <b>Date of Issue</b>            | <b>:</b> | <b>July 25, 2001</b>  |
| <b>Specification Reference:</b> |          | <b>As Incorporated Herein</b>   |

**Address Inquiries To:**

| <b>All State Agencies</b>   | <b>Non-State Agencies</b>   |
|---|---|
| Name : Judith Fasciani  | Name : Judy Gibbons   |
| Title : Purchasing Officer I  | Title : Purchase Coordinator  |
| Phone : 518-474-1129  | Phone : 518-474-6717  |
| Fax : 518-474-1563  | Fax : 518-474-2437  |
| E-mail : <a href="mailto:judith.fasciani@ogs.state.ny.us">judith.fasciani@ogs.state.ny.us</a> | E-mail : <a href="mailto:customer.services@ogs.state.ny.us">customer.services@ogs.state.ny.us</a> |

**Description**

|  |
|--|
| <p><u>Alaris Medical Systems, Inc.</u><br/> This contract is for purchase of product only (rentals are still available under contract for Group 10101, Award PGB-00105, Contract PC57139). Products include: IV Instruments &amp; IV Stands, Gemini Products, Signature Edition Products, MedSystem III® Products, Gravity Sets and IV Components, Secondary Administration Sets, Anesthesia Sets and Patient Monitoring (Tympanic Thermometer, Thermistor Thermometer &amp; Stands, Vital Check Systems &amp; Stands, Probe Covers)</p> |
|--|

PR # 01253

(continued)

| <u>CONTRACT #</u> | <u>CONTRACTOR &amp; ADDRESS</u>   | <u>TELEPHONE #</u>  | <u>FED.IDENT.#</u> |
|-------------------|---|---|--------------------|
| PC58076           | ALARIS MEDICAL SYSTEMS, INC.<br>10221 Wateridge Circle<br>San Diego, CA 92121<br>Discount: 1% - 30 Days | 800-854-7128<br>858-458-7000<br>Cathy Dooley<br>Fax: 800-447-7825<br>858-458-6228<br>Email: cdooley@alarismed.com<br>Company Website: www.alarismed.com | 133800335          |

Cash Discount, If Shown, Should be Given Special Attention.

**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.**

AGENCIES SHOULD NOTIFY THE PROCUREMENT SERVICES GROUP PROMPTLY IF THE CONTRACTOR FAILS TO MEET THE DELIVERY TERMS OF THIS CONTRACT. PRODUCT WHICH DOES NOT COMPLY WITH THE SPECIFICATIONS OR IS OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO THE PROCUREMENT SERVICES GROUP.

**NOTE TO AGENCY:**

The letters SB listed under the Contract Number indicate the contractor is a small business. Additionally, the letters MBE and WBE indicate the contractor is a Minority-owned Business Enterprise and/or Woman-owned Business Enterprise, respectively.

**NOTE TO ALL CONTRACT USERS:**

The terms and conditions of the solicitation which apply to the award appear at the end of this document. We strongly advise all contract users to familiarize themselves with all terms and conditions before issuing a purchase order.

**PRICE:**

Price includes all customs, duties and charges and is net F.O.B. destination any point in New York State as designated by the ordering agency.

**MEDICAL EQUIPMENT AND SUPPLIES - (IV Instruments and IV Stands, Gemini Products, Signature Edition Products, MedSystem III® Products, Gravity Sets and IV Components, Secondary Administration Sets, Anesthesia Sets and Patient Monitoring)**

**ALARIS MEDICAL SYSTEMS, INC.**

Product line as presented in:  
Federal Supply Service  
Department of Veterans Affairs  
Contract Number V797P-4091a

Pricing net as presented in:

Federal Supply Service Department of Veterans Affairs  
Authorized Federal Supply Schedule price list for contract V797P-4091a, effective May 15, 2001 -  
Supplement #1

Minimum Order is \$50.00.

Guaranteed Delivery: 30 Days (Thermometers)  
45 Days (Instruments)

(continued)

Contractor will not accept the New York State Procurement Card for orders up to \$2,500.00.

Contractor offers Electronic Access Ordering (EDI)

Normal Business Hours: M-F, 5:30 AM - 5:30 PM (PST)

Person to contact for expediting NYS contract orders:

**Normal Business Hours**

**Jessie Stevens**

**Telephone: 800-854-7128 ext. 7264**

**858-458-7000 ext. 7264**

**Fax: 800-447-7825**

**Email: [jstevens@alarismed.com](mailto:jstevens@alarismed.com)**

**After Hours - weekends/holidays**

**Customer Care Department**

**(on call rep. Available after business hours)**

**Telephone: 800-482-4822**

**Fax: 800-447-7825**

**CONTRACT PERIOD AND RENEWAL**

The Base Contract term shall be as indicated on the Award. Any new product, term, or price changes to the Master Contract shall be submitted by the Contractor to the Office of General Services, Procurement Services Group for approval and shall be effective to Base Contract upon the date of issuance of a written notification to New York State contract users. If changes are not approved by OGS, either the vendor or OGS may terminate the Base Contract upon 30 days notice. OGS further reserves the right to terminate this Base Contract either upon cause or in the event that any material modification to the Master Contract is determined not to be in the best interests of the State.

Upon expiration of the Master Contract, Vendor may submit any subsequent contracts entered into for the same or similar products with the same Issuing Entity to the Office of General Services, Procurement Services Group to establish a new contract.

In the event Vendor's Master Contract expires and no new contract is let by the original Issuing Entity, OGS reserves the right, upon written agreement with Vendor, to renew the Base Contract under the same terms and conditions for an additional period of one year.

Should the Master Contract expire and not be extended or renewed prior to the termination of this Piggyback contract including any renewals, price list updates and additions will follow the Price Change Procedure as listed below providing the Master contract was based on uniform discount(s) from nationally published price list(s). In the event the Master Contract was not based on uniform discount(s) from price list(s), updated price lists may be submitted for acceptance providing the item discounts remain unaltered. This evidence must be supplied by the vendor along with the updated price lists.

**PRICE CHANGE PROCEDURE (AFTER TERMINATION OF MASTER CONTRACT)**

The contract prices may be subject to increase or decrease during the contract period in accordance with changes which may be made by the manufacturer in their established, nationally distributed price list or published catalog. Catalog or price lists may indicate increases or decreases in pricing, but the percentage discount(s) originally accepted for award shall not be decreased during the contract period.

New products will be considered for inclusion provided they are pertinent to the contract and are offered to the State at the same discount, terms and conditions as the Master Contract.

The price revisions, new lists or supplements to an original list shall be submitted to the Office of General Services, Procurement Services Group, to the attention of the Purchasing Officer shown on the front of this document, in triplicate, for approval before ordering agencies will be bound to any such revisions. Price increases or decreases shall become binding five (5) days following written notification to the contractor from the Office of General Services, Procurement Services Group that the price revision(s) as submitted has been accepted.

(continued)

**NON-STATE AGENCIES PARTICIPATION IN CENTRALIZED CONTRACTS**

New York State political subdivisions and others authorized by New York State law may participate in this contract. These include, but are not limited to local governments, public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations. See "Participation in Centralized Contracts" in Appendix B, OGS General Specifications. For purchase orders issued by the Port Authority of New York and New Jersey (or any other authorized entity that may have delivery locations adjacent to New York State), the terms of the "Price" clause shall be modified to include delivery to locations adjacent to New York State.

Upon request, all eligible non-State agencies must furnish contractors with the proper tax exemption certificates and documentation certifying eligibility to use State contracts. A list of categories of eligible entities is available on the OGS web site ([www.ogs.state.ny.us](http://www.ogs.state.ny.us)) under "Non-State Agency Legal References." Questions regarding an organization's eligibility to purchase from New York State contracts may also be directed to OGS Procurement Services Group's Customer Services at 518-474-6717.

**CATALOGS AND PRICE SHEETS**

Upon request, Contractor shall furnish, without charge, copies of Master Contract including modifications thereto and related catalogs and price lists to New York State agencies and other authorized users. Upon request, contractor shall also assist authorized users in the use of such documents.

**PURCHASE ORDERS**

See "Purchase Orders" in Appendix B, OGS General Specifications.

If there is a discrepancy between the purchase order and what is listed on contract, it is the contractor's obligation as a condition of payment to clarify and resolve what is to be actually shipped by contacting ordering agency.

**EMERGENCY PURCHASING**

In the event that a disaster emergency is declared by Executive Order under Section 28 of Article 2-B of the Executive Law, or that the Commissioner determines pursuant to his/her authority under Section 163(10)(b) of the State Finance Law that an emergency exists requiring the prompt and immediate delivery of commodities or services, the Commissioner reserves the right to obtain such commodities or services from any source, including but not limited to this contract, as the Commissioner in his/her sole discretion determines will meet the needs of such emergency. Contractor shall not be entitled to any claim or lost profits for commodities or services procured from other sources pursuant to this paragraph.

(continued)

OVERLAPPING CONTRACT ITEMS

Products available in the resulting contract may also be available from other State contracts. Agencies will be advised to select the most cost effective procurement alternative that meets their program requirements and to maintain a procurement record documenting the basis for this selection.

"OGS OR LESS" GUIDELINES APPLY TO THIS CONTRACT

Purchases of the product(s) included in the Piggyback Agreement and related Contract Award Notification are subject to the "OGS or Less" provisions of Section 163.3.a.v., Article XI, of the New York State Finance Law. This means that State agencies can purchase product(s) from sources other than the contractor provided that such product(s) are substantially similar in function, form or utility to the product(s) herein and are:

1. lower in price  
-and/or-
2. available under terms which are more economically efficient to the State agency (e.g. delivery terms, warranty terms, etc.).

Agencies are reminded that they must provide the State contractor an opportunity to match the non-contract savings at least two business days prior to purchase. In addition, purchases made under "OGS or Less" flexibility must meet all requirements of law including, but not limited to, advertising in the New York State Contract Reporter, prior approval of the Comptroller's Office and competitive bidding of requirements exceeding the discretionary bid limit. State agencies should refer to Procurement Council Bulletin "OGS or Less Purchases" for complete procedural and reporting requirements.

REQUEST FOR CHANGE:

Any request by the agency or contractor regarding changes in any part of the contract must be made in writing to the Office of General Services, Procurement Services Group, prior to effectuation.

CONTRACT PAYMENTS:

Payments cannot be processed by State facilities until the contract products have been delivered in satisfactory condition. Payment will be based on any invoice used in the supplier's normal course of business. However, such invoice must contain sufficient data including but not limited to Contract No., description of product, quantity, unit and price per unit as well as Federal Identification Number.

State facilities are required to forward properly completed vouchers to the Office of the State Comptroller for audit and payment. All facilities are urged to process every completed voucher expeditiously giving particular attention to those involving cash discounts.

If the contract terms indicate political subdivisions and others authorized by law are allowed to participate, they are required to make payments directly to the contractor. Prior to processing such payment the contractor may be required to complete the ordering non-State agency's own voucher form.

PAYMENTS OF INTEREST

See "Interest on Late Payments" in Appendix B, OGS General Specifications. The Federal Prompt Payment Law (or any other law governing payment terms incorporated in the Master Contract) does not apply to this Base Contract regardless of customer.

(continued)

**State of New York  
Office of General Services  
PROCUREMENT SERVICES GROUP  
Contract Performance Report**

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve our contract award, where appropriate. **Comments should include those of the product's end user.**

**Contract No.:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_

**Describe Product\* Provided (Include Item No., if available):** \_\_\_\_\_

**\*Note:** "Product" is defined as a deliverable under any Bid or Contract, which may include commodities (including printing), services and/or technology. The term "Product" includes Licensed Software.

|   | Excellent | Good | Acceptable | Unacceptable |
|---|-----------|------|------------|--------------|
| • Product meets your needs              |           |      |            |              |
| • Product meets contract specifications |           |      |            |              |
| • Pricing                               |           |      |            |              |

**CONTRACTOR**

|                                     | Excellent | Good | Acceptable | Unacceptable |
|-------------------------------------|-----------|------|------------|--------------|
| • Timeliness of delivery            |           |      |            |              |
| • Completeness of order (fill rate) |           |      |            |              |
| • Responsiveness to inquiries       |           |      |            |              |
| • Employee courtesy                 |           |      |            |              |
| • Problem resolution                |           |      |            |              |

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ (over)

Agency: \_\_\_\_\_ Prepared by: \_\_\_\_\_

Address: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

**Please detach or photocopy this form & return by FAX to 518/474-1563 or mail to:**

OGS PROCUREMENT SERVICES GROUP  
Customer Services, Room 3711  
Corning 2<sup>nd</sup> Tower - Empire State Plaza  
Albany, New York 12242  
\* \* \* \* \*

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