

NEW YORK STATE
OFFICE OF GENERAL SERVICES
PROCUREMENT SERVICES GROUP
38th Floor - Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

Contract Award Notification

Title	: Group 20101 - DISHWASHING COMPOUNDS (For Use In Mechanical Dishwashers, Including Services and Associated Kitchen Operations) (Statewide)
Award Number	: 3831-G (Replaces 2340-G)
Contract Period	: April 1, 1999 thru March 31, 2001
Bid Opening Date	: February 4, 1999
Date of Issue	: March 29, 1999
Specification Reference	: As Incorporated in the Invitation For Bids

Address Inquiries To:

All State Agencies	Non-State Agencies
Name : Linda Akins Title : Purchasing Officer Phone : 518-473-1047 Fax : 518-473-4050 E-mail : linda.akins@ogs.state.ny.us	Name : Judy Gibbons Title : Purchase Coordinator Phone : 518-474-6717 Fax : 518-474-2437 E-mail : customer.services@ogs.state.ny.us

Description

Dishwashing Compounds for use in Mechanical dishwashers, including service and associated Kitchen operations.

PR #9423-T

(continued)

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS & MFR.</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC54744 SB	SANOLITE CORPORATION 26 Papetti Plaza Elizabeth, NJ 07207	800/221-0806 908/353-8500 Al Randalls Mark Sherman FAX: 908/353-6752	112146431

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. DELIVERED ITEMS WHICH DO NOT COMPLY WITH THE SPECIFICATIONS OR ARE OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO THE PROCUREMENT SERVICES GROUP.

FOR TAX FREE TRANSACTIONS UNDER THE INTERNAL REVENUE CODE, THE NEW YORK STATE REGISTRATION NUMBER IS **14740026K**.

NOTE TO AGENCY:

The letters SB listed under the Contract Number indicate the contractor is a self-identified small business. Additionally, the letters MBE and WBE indicate the contractor is a certified 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 be net, F.O.B. destination any point in New York State as designated by the ordering agency including tailgate delivery and full technical support as outlined herein.

Price includes the furnishing of sufficient technically trained personnel for servicing each of the dispensing units and dish machines during the contract period when requested by the product consuming (using) agency and as described in the CONTRACTOR SERVICING requirements. Price includes the furnishing and installing on each dishwashing machine, as required, acceptable dishwashing compound/rinse agent dispensers on a loan basis.

(continued)

**GROUP 20101 - DISHWASHING COMPOUNDS (For Use In AWARD PAGE 3
 Mechanical Dishwashers, Including Services and Associated
 Kitchen Operations) (State Agencies)**

NOTICE TO CONTRACTOR:

Compliance per Detailed Specification in the Invitation for Bids.

<u>Item No.</u>	<u>Description</u>	<u>Estimated Quantities</u>	<u>Delivered Price Per</u>
<u>LOT I: DISHWASHING COMPOUNDS</u>			
Delivery: F.O.B. destination any point in NY STATE			
1.	Encapsulated Dishwashing Detergent	212,000 lb.	\$1.09/lb.
2.	Deliming Agent	5,200 gal.	\$5.80/Gal.
3.	Rinse Agent	8,000 gal.	\$8.90/Gal.
4.	Encapsulated/Metal-Protective Dishwashing Detergent	103,000 lb.	\$0.80/lb.

Guaranteed Delivery: 15 Days A/R/O

The following information shall be provided:

	<u>Item 1</u>	<u>2</u>	<u>3</u>	<u>4</u>
	<u>Encap- sulated Deter't</u>	<u>Delim'g Agent</u>	<u>Metal Rinse Agent</u>	<u>Prot'v. Deterg.</u>
Brand Name:	NYS-1	NYS Delimer	Rinse It	NYS NYS-4
Gross Weight per Case [lb.]:	38	40	36	38
Net Weight per Case [lb.]:	36	38	34	36
Number of Cases/Truckload Quantity:	1104	1104	1152	1104
If Smaller Containers within Case:	4-9#	4-1 gal.	4-1 gal.	4-9 #
Gross Weight per Individual Container [lb.]:	9	10	9.0	9
Net Weight per Individual Container [lb.]:	9	10	9.0	9
Gross Volume per Case [cu. ft.]:	1.0	1.3	1.3	1.0
Dimensions of Case [in.]:	13x13x11	13x13x13	13x13x13	13x13x11
Point of Origin of Shipments:	Eliz, NJ	Eliz, NJ	Eliz, NJ	Eliz, NJ

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.

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PUBLIC OFFICERS LAW:

All contractors and contractor employees must be aware of and comply with the requirements of the New York State Public Officers Law, all other appropriate provisions of New York State Law and all resultant codes, rules and regulations from State laws establishing the standards for business and professional activities of State employees and governing the conduct of employees of firms, associations and corporations in business with the State. In signing the bid, each contractor has guaranteed knowledge and full compliance with those provisions for this and any other dealings, transactions, sales, contracts, services, offers, relationships, etc. involving the State and/or State employees. Failure to comply with those provisions may result in cancellation of contract, disqualification from the bidding process and in other civil or criminal proceedings as required by law.

NOTE:

The Business Officer or his designated representative at each using agency facility should sign a Loan Agreement with the contractor when Dispenser Equipment is installed.

PRICE ESCALATION:

Prices for this contract are to be for the twenty-four month contract period, with prices to be firm for the first twelve month period. Thirty days prior to the end of the twelve month period, the contractor may request, in writing, an increase for each product not to exceed ten percent. The basis for all increases will be the contractor's published National Price List in effect at the time of the bid opening and the Published National Price List in effect at the time of the request for price alteration. Any products that have decreased in price will be adjusted on the same basis without the ten percent limitation. The State reserves the right to request any and all documents and information it deems necessary to verify the requested alterations in price. The State also reserves the right to terminate the contract after the first twelve month period if it is determined by the Procurement Services Group to be in the best interest of the State.

If substantially the same or smaller quantity of product is sold by the resulting contractor under the same or similar terms and conditions, at a price lower than the contract price, the price to the State shall be immediately reduced to the lower price. Such lower prices shall apply on all unshipped orders from the date of such sale for the balance of the contract period, or until a further price reduction is made. The contractor shall immediately notify the Office of General Services, Procurement Services Group in writing listing the items and new pricing.

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MINIMUM ORDER:

Minimum order is 500 lbs. this shall include mixed orders.
 Contractor may elect to honor orders for less than the minimum order.
 For such orders, at the contractor's option, shipping costs from the contractor's address (as stated in bid) may be added to invoice with a copy of the freight bill. Shipping costs are to be prepaid by contractor and such orders are to be shipped on an F.O.B. destination basis. All such orders must be shipped by the most economical method for the proper delivery of the product unless special instructions are stated on the order by the agency.

DELIVERY:

Time is of the essence. Delivery of product to be completed within 30 (thirty) calendar days after receipt of order.
 Delivery is expressed in number of calendar days required to make delivery after receipt of a purchase order.
 Delivery shall be made in accordance with instructions on Purchase Order from each agency.
 Each individual instance of contractor's failure to conform to the guaranteed delivery period shall constitute sufficient reason to allow related agency to obtain overdue material, deemed under the circumstances comparable, by the using agency, on the open market charging any increased cost over contract price to the contractor's account.
 Contractor is cautioned that repeated failure of delivery within the guaranteed delivery period will be sufficient cause for the Procurement Services Group to cancel the contract or any unit portion thereof and authorize open market purchase of applicable requirements charging any increased cost over contract price to the contractor's account.

QUANTITIES:

The quantities or dollar values listed are estimated only. See "Estimated Quantity Contracts" in Appendix B, OGS General Specifications.

REPORT OF CONTRACT PURCHASES:

Contractor shall furnish report of purchases made from contract the fifteenth of the month following the end of each six month period. The reports shall be in the following format:

<u>Item/ SubItem Number</u>	<u>Product Description</u>	<u>Total Quantity Shipped</u>	<u>Total \$ Value</u>
	(Size, Stock No., etc.)	(To be in Units listed in the Invitation for Bids)	

The report is to be submitted to the Office of General Services, Procurement Services Group, Tower Bldg., Empire State Plaza, Albany, NY 12242, to the attention of the individual shown on the front page of the Contract Award Notification and shall reference the commodity group number, the Invitation for Bids number, contract number, sales period, and contractor's name.

Failure to submit the required report may be cause for disqualification of contractor for future contracts.

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CONTRACTOR SERVICING: (Cont'd)

- (3) When requested, and within twenty-four (24) hours of such request, the contractor shall make emergency service calls to handle problems requiring immediate attention and correction.
- (4) Any time service is performed, a written report shall be prepared in triplicate on contractor's standard forms, and shall be submitted with original copy to the facility, second copy to the designated Central Office, Agency Administrator. For Department of Corrections: Mr. Howard Dean, N.Y. State Dept. of Corrections, Office of Nutritional Services, P.O. Box 4110, Rome, NY 13442-4110, Tel: 315/339-6880, Ext. 1215; For OMRDD: Ms. Helen Lewis, Office of Mental Retardation & Developmental Disabilities (OMRDD), Director, Nutritional Services, 4th Floor, 44 Holland Ave., Albany, NY 12229, Tel: 518/474-2724; For OMH: Mr. William Schaefer, NY State Office of Mental Health, 75 New Scotland Ave., Albany, NY 12208, Tel: 518/473-8341; and final copy to contractor's file. Service reports shall give at least the following information:
 - (a) Name of using agency.
 - (b) Manufacturer and model of dishwashing machine
 - (c) Location of machine (building and floor)
 - (d) Type of dispenser
 - (e) Detergent used
 - (f) Detergent concentration by titration to meet NYS codes and agency needs
 - (g) Wash water temperature
 - (h) Rinse water temperature
 - (i) General Condition of machine as to performance
 - (j) If repairs to machine or dispenser are needed, state what they are and corrective measures taken or recommended.
- (5) Contractor shall supply to users on request the recommended detergent and rinse agent concentration for individual dishwashing machines for types of soil presently being encountered. This will be an average concentration depending on water hardness and degree and type of soil on dishes.
- (6) Contractor must have a surveillance program available to insure that all agencies are serviced as stated above.
- (7) Contractor shall collect all service reports, monitor call dates, and, if requested, meet as often as each fiscal quarter with agency representatives and Procurement Services Group personnel to discuss service performance. Changes and amendments to the servicing program suggested at these meetings, which are acceptable to both parties and which are determined to be in the best interest of the State, may be adopted for the remainder of the contract period.

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DISPENSERS:

Dispensing Equipment (Dishwashing Compound)

When requested by a using agency, the contractor shall furnish, install and maintain at no additional cost to the State, an acceptable electronic type dishwashing compound dispenser of standard manufacture, compatible with the encapsulated detergent and constructed of plastic and/or stainless steel. All such dispensers shall meet the following criteria:

- (1) The electronic controller shall be designed for use as an automatic detergent concentration controller for the wash tank of recirculated spray type ware-washing machines.
- (2) The electronic controller shall maintain detergent concentration control on the basis of solution conductivity, and shall be equipped with a one-piece conductivity sensing cell submerged in the wash tank solution which shall monitor the wash solution conductivity (solution concentration).
- (3) The dispensing system shall include a 230/115 VAC x 24 VAC step-down transformer as power source for all other electrical components of the system. This transformer shall be Underwriters Laboratories listed for use on signaling circuits.
- (4) A suitable feed mechanism shall be provided for the highly caustic, solid encapsulated product. It shall be designed with a safety interlock switch to prevent water from flowing into the unit when the lid is open, thereby eliminating the danger of caustic "boilout" or splashing.
- (5) The electronic controller shall consist of solid state circuitry enclosed in a high impact plastic or stainless steel housing and shall lend itself to installation on both vertical and horizontal surfaces. It shall be capable of controlling the wash tank detergent concentration within a range from .05% to .55% with no greater than a 5% deviation from any pre-set point within that range, at N.S.F. approved operating temperatures. The electronic sensor shall be of such a design that when used with the Contractor's recommended detergent, it will not be subject to excessive film build-up, and will thereby prevent unnecessary consumption of detergent.
- (6) The electronic controller shall have both audio and visual alert systems to warn of an empty detergent reservoir. The visual alert shall consist of an easily seen red warning light. The audio warning shall be a signal clearly audible over operational noise in the ware-washing area. Alert systems shall be adjustable, on a time basis, from 15 seconds to 3 minutes to provide adequate time delay for initial detergent charge under any operating circumstances.
- (7) Shall have approval of the National Sanitation Foundation.
- (8) The electronic controller shall provide effective control of detergent concentration regardless of wide fluctuations in line voltage.

(continued)

DISPENSERS: (Cont'd)

Dispensing Equipment (Dishwashing Compound) (Cont'd)

- (9) The dispenser and installation shall be of such design that the unit may be removed at the termination of the contract period without interruption of service, or without additional cost for parts or labor. Contractor shall install dispensers in all using agencies within sixty (60) days from starting date of contract period or when notified by the using agency of anticipated date of beginning of use of contractor's product in instances where the agency has substantial inventory of previous contractor's product on hand.

NOTE:

Before installing the electronic dispenser the contractor's representative shall check with agency (institution) engineer or an agency appointed representative to determine the location of the power connection to the transformer from the control box for each machine.

The agency shall furnish a suitable water outlet on the flow pressure side of the house temperature supply to the machine. The contractor shall connect from that point and support and secure all tubing in a workmanlike manner. The contractor's dispenser shall include a siphon breaker to prevent cross-contamination. In addition the following installation practices shall be adhered to:

- (a) The transformer shall be mounted as close as possible to the source of power on the load side of the machine motor switch as agreed to by the using agency representative.
- (b) The wiring to the high side of the transformer shall be an approved Type UL or other type moisture-resistant, flame-retardant and corrosive-resistant covering conforming with the recognized wiring method of the National Electrical Code. Wiring shall be secured to control box by clamp in a taut, workmanlike manner.
- (c) All low voltage wiring from indicator unit shall be firmly secured at approximately 2' intervals and grouped together in a neat and workmanlike manner.

Contractor's personnel shall, at the time of installation of dispensers adjust the electronic control to provide a detergent concentration of 0.22% \pm 0.03% or as otherwise instructed by responsible agency supervisory personnel. Contractor's representative shall also instruct the personnel of the using agency as to the proper operation and maintenance of the dispensing units.

Where there is a change of contractors, it shall be the responsibility of the new contractor to remove, pack and return the dispensers of the previous contractor, within 60 days of the contract award. These units must be shipped or transported, best way, prepaid by previous contractor to a designated central point.

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DISPENSERS: (Cont'd)

Dispensing Equipment (Dishwashing Compound) (Cont'd)

The approximate number of dishwashing machines with dispensers presently in use Statewide which require service as per this specification is as follows:

Single Tank (under counter and/or roll top) Dishwashing Machine	NYS Type I	50
Single Tank (Door Type) Dishwashing Machine	NYS Type II	135
Single Tank (Conveyor) Dishwashing Machine	NYS Type III	60
Double Tank (Chain Conveyor) Dishwashing Machine	NYS Type IV	35
Double Tank (Belt Conveyor) Dishwashing Machine	NYS Type V	50
Triple Tank (Chain Conveyor) Dishwashing Machine	NYS Type VI	55
	Approximate Total	385

However, contract servicing and dispensers shall be required only for the actual number of dishwashing machines in use during the contract period. Note: Of the approximate total number of machines, 1/3 are projected to be located in the Downstate Region and 2/3 in the Upstate Region.

Dispensing Equipment (Rinse Agent)

The contractor shall, when requested by a using agency, furnish, install, and maintain at no additional cost to the State, an acceptable rinse agent injector, so designed that the unit may be removed at the termination of the contract period without interruption of service or without additional costs for parts or labor.

- (1) The automatic rinse injector shall be capable of proportionate injection of rinse agent into the final rinse water of recirculated spray type ware-washing machines.
- (2) Proportion of rinse agent to final rinse water shall be a function of final rinse flow pressure to insure consistent and proportionate injection.
- (3) The automatic rinse injector shall have a product flowmeter valve to enable setting the injection rate at any proportion which operational conditions demand.
- (4) All materials of construction shall be resistant to chemical and physical environment to which it shall be normally exposed.
- (5) The rinse dispensing unit shall have an injector rate proportional to the flow of rinse water and shall have a provision for varying the amount of additive injected between 0.01% (100 ppm) and 0.05% (500 ppm) concentration.
- (6) The automatic rinse injector shall be capable of automatically drawing supply of rinse agent from any size reservoir or shipping container.

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DISPENSERS: (Cont'd)

Dispensing Equipment (Rinse Agent) (Cont'd)

- (7) The automatic rinse injector shall be suitable for mounting on any vertical surface and up to 15' from the point of injection at the final rinse line.
- (8) Shall have approval by the National Sanitation Foundation.
- (9) The automatic rinse injector shall have a visible indication of operation such as the use of a rising ball in a flow meter, or a "run light".

Contractor's personnel shall, at the time of installation of the dispensers, adjust the concentration of rinse agent as required by local water conditions and/or as instructed by responsible agency personnel. The contractor's representative shall also instruct agency personnel in the proper operation and maintenance of the dispensing units.

Dispensers shall be installed in conformance with all applicable local codes.

Contractor servicing shall be as described in the "CONTRACTOR SERVICING" section of this specification.

TOXICITY:

The ingredients used in formulating the compound shall not be contaminated with toxic amounts of poisonous compounds such as those of arsenic, lead, mercury, antimony, or other compounds having deleterious effects. The compound shall contain not more than 0.003% heavy metals expressed as lead when tested as specified in Federal Specification P-D-1800, requirement 3.9, Test 4.4.14.

PACKAGING:

The deliming agent shall be supplied in one gallon plastic bottles packed four or six per case.

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**GROUP 20101 - DISHWASHING COMPOUNDS (For Use In AWARD PAGE 12
Mechanical Dishwashers, Including Services and Associated
Kitchen Operations) (State Agencies)**

**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 commodity, please make copies as needed. This office will use the information provided to take any necessary actions. **If necessary, a copy of this form should be provided to the product end user.**

Contractor: _____ Contract No. _____

Commodity provided (please identify): _____

	Excellent	Good	Acceptable	Unacceptable
• Commodity meets your needs				
• Commodity 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 (518/473-4050) or mail to:

The Purchasing Officer listed on the front of this contract
OGS PROCUREMENT SERVICES GROUP
Corning 2nd Tower
Empire State Plaza
Albany, New York 12242

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