

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

Title	:	Group 21200 - WINDOW TREATMENTS (Statewide)
Award Number	:	PGB 4153
Contract Period	:	September 30, 1999 through June 30, 2004
Bid Opening Date	:	August 11, 1999
Date of Issue	:	January 11, 2000
Specification Reference:		As Incorporated Herein

Address Inquiries To:

All State Agencies	Non-State Agencies
Name : Daniel Skarshinski Title : Purchasing Officer Phone : 518-473-4594 Fax : 518-474-5525 E-mail : dan.skarshinski@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

<u>Webb Design, Inc.</u> Window Shades: CuraFlame Window Shades WebbFold Window Shades Measuring & Installation Service
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PR # 10846ta

(continued)

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC55425	WEBB DESIGNS, INC. 1155 North Johnson Avenue El Cajon, CA 92020 1%, 20 days	800-262-9322 619-442-0391 Lisa Wilson Fax: 619-442-5968 E-Mail: lisaw@webbshade.com Company Web site: www.webbshade.com	953773090

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.

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 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 including tailgate delivery.

WINDOW SHADES

WEBB DESIGN, INC.

Product Line as presented in:
 General Services Administration
 Federal Supply Service
 Contract Number **GS-03F-5115C**

EXCLUSIONS:

The Master Contract (GSA) is expressly modified by deleting the following:
 2. Maximum Order

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DISCOUNTS:

CuraFlame and WebbFold Window Shades		
\$500 - \$20,000		55%/2%
\$20,001 - \$50,000		55%/3%
\$50,001 & Up		55%/4%
Measuring Installation		15%

ADDITIONAL DISCOUNT:

All orders placed under this contract should have an additional discount of 1% applied to the total order amount. This discount is in addition to and is to be applied subsequent to the referenced quality chain discounts.

GENERAL SERVICES ADMINISTRATION CONTRACT, CATALOGS AND SERVICES:

Contractor is required to furnish without charge copies of GSA Contract and related catalogs and price lists pursuant to the contract to State Agencies and other authorized entities which request them.

Upon request the contractor shall assist agencies in the use of the GSA Contract, catalogs and price list.

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.

NOTE TO AGENCY:

Although based on Federal GSA contract, this is a New York State contract. Orders under this contract are to be submitted directly to the contractor. Purchase order should show the NYS Contract PC# in the appropriate space on the order. The GSA contract number should appear in the body of the order as reference only. Questions, complaints, or deviations should be directed to the Purchasing Officer listed above.

PREFERRED SOURCE ITEMS:

Some products in this contract may be available from one or more preferred sources. Agencies are reminded to comply with the statutory requirements under Section 162 of the State Finance Law and the guidelines issued by the State Procurement Council to afford first priority to products available from preferred sources which meet your form, function and utility.

Contractors are required to include this notice in all price lists and contract updates.

OVERLAPPING CONTRACT ITEMS:

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

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**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 518/474-2437 or mail to:

OGS PROCUREMENT SERVICES GROUP
 Customer Services, Room 3711
 Corning 2nd Tower - Empire State Plaza
 Albany, New York 12242
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