

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

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21629-RS](#)

DATE: November 1, 2014

GROUP: 23400 – PAPER TOWELS – SINGLEFOLD &
MULTIFOLD
(Statewide)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Contract Management Specialist
(518) 486-7313
Fax: (518) 474-1160
lori.bahan@ogs.ny.gov

CONTRACT PERIOD: May 1, 2009 to
April 30, 2015

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTORS/

CONTRACT NOS.: Bunzl Northeast, LLC PC64469
Sanico, Inc. PC64470

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE NOVEMBER 1, 2014 THROUGH APRIL 30, 2015
ISSUANCE OF REVISED AWARD**

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

In accordance with the price adjustment clause contained in the contract, a price adjustment shall apply to the prices of the contract effective **November 1, 2014 through April 30, 2015**.

For the current pricing, please refer to the Revised Contract Award dated November 1, 2014 at the following URL address: <http://www.ogs.ny.gov/purchase/spg/awards/2340021629CAN.HTM>

All other terms and conditions of the original award remain unchanged.

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

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21629-RS](#)

DATE: May 19, 2014

GROUP: 23400 – PAPER TOWELS – SINGLEFOLD &
MULTIFOLD
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Contract Management Specialist
(518) 486-7313
Fax: (518) 474-1160
lori.bahan@ogs.ny.gov

CONTRACT PERIOD: May 1, 2009 to
April 30, 2015

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTORS/

CONTRACT NOS.: Bunzl Northeast, LLC PC64469
Sanico, Inc. PC64470

SUBJECT: CONTRACT EXTENSION

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

Please note the following:

This contract has been extended until April 30, 2015 or until a new contract is in place, whichever occurs first.

For the current pricing, please refer to the Revised Contract Award dated May 19, 2014 at the following URL address:
<http://www.ogs.ny.gov/purchase/spg/awards/2340021629CAN.HTM>

All other terms and conditions of the original award remain unchanged.

New York State Office Of General Services
New York State Procurement (NYSPRO)
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21629-RS](#)

DATE: March 24, 2014

GROUP: 23400 – PAPER TOWELS – SINGLEFOLD &
MULTIFOLD
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Cynthia A. Miner
Contract Management Specialist II
(518) 474-5535
Fax: (518) 474-1160
cindy.miner@ogs.ny.gov

CONTRACT PERIOD: May 1, 2009 to
April 30, 2014

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTORS/

CONTRACT NOS.: Bunzl Northeast, LLC PC64469
Sanico, Inc. PC64470

SUBJECT: CONTRACT EXPIRATION, POSSIBLE LAPSE, PROPOSED EXTENSION

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

The above referenced contracts will expire on April 30, 2014. The New York State Office of General Services (OGS) is currently processing contract extensions until April 30, 2015 or until a replacement contract is issued, whichever occurs first. These extensions are intended to provide coverage until such time that new contracts are awarded. However, there may be a lapse in coverage until the extensions are completed. Authorized users are advised to plan accordingly. In the event there is a lapse in coverage, all purchases made must be made in accordance with applicable statutory requirements and purchasing guidelines.

Authorized users are advised to ensure that they reference the current copy of the Contract Award Notification before purchasing from the contract. A copy of the current contract may be accessed at the following URL address:
<http://www.ogs.ny.gov/purchase/spg/awards/2340021629CAN.HTM>

Please direct all inquiries pertain to the expiring contract via email to cindy.miner@ogs.ny.gov.

All other terms and conditions of the original award remain unchanged.

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

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21629-RS](#)

DATE: November 1, 2013

GROUP: 23400 – PAPER TOWELS – SINGLEFOLD &
MULTIFOLD
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Cynthia A. Miner
Contract Management Specialist II
(518) 474-5535
Fax: (518) 474-1160
cindy.miner@ogs.ny.gov

CONTRACT PERIOD: May 1, 2009 to
April 30, 2014

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTORS/

CONTRACT NOS.: Bunzl Northeast, LLC PC64469
Sanico, Inc. PC64470

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE NOVEMBER 1, 2013 THROUGH APRIL 30, 2014 &
ISSUANCE OF REVISED AWARD**

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

In accordance with the price adjustment clause contained in the contract, a price adjustment shall apply to the prices of the contract effective **November 1, 2013 through April 30, 2014**.

Authorized users are advised to ensure that they reference the current copy of the Contract Award Notification before purchasing from the contract. A copy of the current contract may be accessed at the following URL address:
<http://www.ogs.ny.gov/purchase/spg/awards/2340021629CAN.HTM>

All other terms and conditions of the original award remain unchanged.

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

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21629-RS](#)

DATE: May 30, 2013

GROUP: 23400 – PAPER TOWELS – SINGLEFOLD &
MULTIFOLD
(Statewide)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Cynthia A. Miner
Contract Management Specialist II
(518) 474-5535
Fax: (518) 474-1160
cindy.miner@ogs.ny.gov

CONTRACT PERIOD: May 1, 2009 to
April 30, 2014

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTORS/

CONTRACT NOS.: Bunzl Northeast, LLC PC64469
Sanico, Inc. PC64470

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE MAY 1, 2013 THROUGH OCTOBER 31, 2013 &
ISSUANCE OF REVISED AWARD**

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

In accordance with the price adjustment clause contained in the contract, a price adjustment shall apply to the prices of the contract effective **May 1, 2013 through October 31, 2013**.

Authorized users are advised to ensure that they reference the current copy of the Contract Award Notification before purchasing from the contract. A copy of the current contract may be accessed at the following URL address:
<http://www.ogs.ny.gov/purchase/spg/awards/2340021629CAN.HTM>

All other terms and conditions of the original award remain unchanged.

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

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21629-RS](#)

DATE: October, 31, 2012

GROUP: 23400 – PAPER TOWELS – SINGLEFOLD &
MULTIFOLD
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.ny.gov

CONTRACT PERIOD: May 1, 2009 to
April 30, 2014

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTORS/

CONTRACT NOS.: Bunzl Northeast, LLC PC64469
Sanico, Inc. PC64470

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE NOVEMBER 1, 2012 THROUGH APRIL 30, 2013 &
ISSUANCE OF REVISED AWARD**

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

In accordance with the price adjustment clause contained in the contract, a price adjustment shall apply to the prices of the contract effective **November 1, 2012 through April 30, 2012**.

Authorized users are advised to ensure that they reference the current copy of the Contract Award Notification which lists a revised issue date of **October, 31, 2012** before purchasing from the contract. A copy of the current contract may be accessed at the following URL address:

<http://www.ogs.ny.gov/purchase/spg/awards/2340021629CAN.HTM>

All other terms and conditions of the original award remain unchanged.

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

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21629-RS](#)

DATE: April 30, 2012

GROUP: 23400 – PAPER TOWELS – SINGLEFOLD &
MULTIFOLD
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.ny.gov

CONTRACT PERIOD: May 1, 2009 to
April 30, 2014

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTORS/

CONTRACT NOS.: Bunzl Northeast, LLC PC64469
Sanico, Inc. PC64470

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE MAY 1, 2012 THROUGH OCTOBER 31, 2012 &
ISSUANCE OF REVISED AWARD**

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

In accordance with the price adjustment clause contained in the contract, a price adjustment shall apply to the prices of the contract effective **May 1, 2012 through October 31, 2012**.

Authorized users are advised to ensure that they reference the current copy of the Contract Award Notification which lists a revised issue date of **April 30, 2012** before purchasing from the contract. A copy of the current contract may be accessed at the following URL address: <http://www.ogs.ny.gov/purchase/spg/awards/2340021629CAN.HTM>

All other terms and conditions of the original award remain unchanged.

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

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21629-RS](#)

DATE: October 31, 2011

GROUP: 23400 – PAPER TOWELS – SINGLEFOLD &
MULTIFOLD
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.ny.gov

CONTRACT PERIOD: May 1, 2009 to
April 30, 2014

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTORS/

CONTRACT NOS.: Bunzl Northeast, LLC PC64469
Sanico, Inc. PC64470

SUBJECT: PRICE ADJUSTMENTS EFFECTIVE NOVEMBER 1, 2011 THROUGH APRIL 30, 2012

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

In accordance with the price adjustment clause contained in the contract, effective **November 1, 2011** a price adjustment shall apply to the prices of the contract effective **November 1, 2011 through April 30, 2012**.

Authorized users are advised to ensure that they reference the current copy of the Contract Award Notification which lists a revised issue date of **October 31, 2011** before purchasing from the contract. A copy of the current contract may be accessed at the following URL address:
<http://www.ogs.ny.gov/purchase/spg/awards/2340021629CAN.HTM>

All other terms and conditions of the original award remain unchanged.

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: [21629-RS](#)

DATE: April 29, 2011

GROUP: 23400 – PAPER TOWELS – SINGLEFOLD &
MULTIFOLD
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: May 1, 2009 to
April 30, 2014

OTHER AUTHORIZED USERS

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

CONTRACTORS/

CONTRACT NOS.: Bunzl Northeast, LLC PC64469
Sanico, Inc. PC64470

SUBJECT: PRICE ADJUSTMENTS EFFECTIVE MAY 1, 2011 THROUGH OCTOBER 31, 2011

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

In accordance with the price adjustment clause contained in the contract, effective **May 1, 2011** a price adjustment shall apply to the prices of the contract effective **May 1, 2011 through October 31, 2011**.

Authorized users are advised to ensure that they reference the current copy of the Contract Award Notification which lists a revised issue date of **April 29, 2011** before purchasing from the contract. A copy of the current contract may be accessed at the following URL address:
<http://www.ogs.state.ny.us/purchase/spg/awards/2340021629CAN.HTM>

All other terms and conditions of the original award remain unchanged.

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: [21629-RS](#)

DATE: November 12, 2010

GROUP: 23400 – PAPER TOWELS – SINGLEFOLD &
MULTIFOLD
(Statewide)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: May 1, 2009 to
April 30, 2014

OTHER AUTHORIZED USERS

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

CONTRACTOR/

CONTRACT NO.: Bunzl Northeast, LLC PC64469

SUBJECT: UPDATED CONTRACTOR CONTACT INFORMATION

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

Please note the updated contractor contact information for Bunzl Northeast, LLC below.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC64469 ZONES 1, 3 & 4	BUNZL NORTHEAST, LLC 702 Potential Parkway Scotia, NY 12302	800/836-7632, Ext. 19224 518/374-7810, Ext. 19224 Susan Lawrence Fax No.: 888/749-7632 E-mail: scotia_customer_service@bunzlusa.com	205030661

All other terms and conditions of the original award remain unchanged.

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: [21629-RS](#)

DATE: October 29, 2010

GROUP: 23400 – PAPER TOWELS – SINGLEFOLD &
MULTIFOLD
(Statewide)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: May 1, 2009 to
April 30, 2014

OTHER AUTHORIZED USERS

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

CONTRACTORS/

CONTRACT NOS.: Bunzl Northeast, LLC PC64469
Sanico, Inc. PC64470

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE NOVEMBER 1, 2010 &
REPEAL OF PROCUREMENT CONTRACT FEE**

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

In accordance with the price adjustment clause contained in the contract, effective **November 1, 2010** a price adjustment shall apply to the prices of the contract.

In addition, effective June 22, 2010, Chapter 56 of the Laws of 2010 repealed §163-c of the State Finance Law that required a Procurement Contract Fee on certain centralized contracts. As a result, the Contractors listed above have reduced their contract prices by the fee amount of one-half of one percent (0.005).

Please make sure you reference the current copy of the Contract Award Notification, which lists a revised issue date of **October 29, 2010** before purchasing from the contract. A copy of the current contract may be accessed at the following URL address: <http://www.ogs.state.ny.us/purchase/spg/awards/2340021629CAN.HTM>

All other terms and conditions of the original award remain unchanged.

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: [21629-PF/RS](#)

DATE: April 30, 2010

GROUP: 23400 – PAPER TOWELS – SINGLEFOLD &
MULTIFOLD
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: May 1, 2009 to
April 30, 2014

OTHER AUTHORIZED USERS

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

CONTRACTORS/

CONTRACT NOS.: Bunzl Northeast, LLC PC64469
Sanico, Inc. PC64470

SUBJECT: PRICE ADJUSTMENTS EFFECTIVE MAY 1, 2010

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

In accordance with the price adjustment clause contained in the contract, effective **May 1, 2010** a price adjustment shall apply to the prices of the contract.

Please make sure you reference the current copy of the Contract Award Notification, which lists a revised issue date of April 30, 2010 before purchasing from the contract. A copy of the current contract may be accessed at the following URL address: <http://www.ogs.state.ny.us/purchase/spg/awards/2340021629CAN.HTM>

All other terms and conditions of the original award remain unchanged.

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: [21629-PF/RS](#)

DATE: November 20, 2009

GROUP: 23400 – PAPER TOWELS – SINGLEFOLD &
MULTIFOLD
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: May 1, 2009 to
April 30, 2014

OTHER AUTHORIZED USERS

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

CONTRACTOR/

CONTRACT NO.: Bunzl Northeast, LLC PC64469

SUBJECT: UPDATED CONTRACTOR CONTACT INFORMATION

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

Please note the updated contractor contact information for Bunzl Northeast, LLC below.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC64469 ITEMS 1, 3 & 4	BUNZL NORTHEAST, LLC 702 Potential Parkway Scotia, NY 12302	800/836-7632, Ext. 11624 518/374-7810, Ext. 11624 Susan Lawrence Fax No.: 888/749-7632 E-mail: scotia_customer_service@bunzlusa.com	205030661

All other terms and conditions of the original award remain unchanged.

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: [21629-PF/RS](#)

DATE: October 21, 2009

GROUP: 23400 – PAPER TOWELS – SINGLEFOLD &
MULTIFOLD
(Statewide)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: May 1, 2009 to
April 30, 2014

OTHER AUTHORIZED USERS

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

CONTRACTORS/

CONTRACT NOS.: Bunzl Northeast, LLC PC64469
Sanico, Inc. PC64470

SUBJECT: PRICE ADJUSTMENTS EFFECTIVE NOVEMBER 1, 2009

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

In accordance with the price adjustment clause contained in the contract, effective **November 1, 2009** a price adjustment shall apply to the prices of the contract.

Please make sure you reference the current copy of the Contract Award Notification which lists a revised issue date of **October 21, 2009** before purchasing from the contract.

All other terms and conditions of the original award remain unchanged.

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

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21629-PF/RS](#)

DATE: April 21, 2009

GROUP: 23400 – PAPER TOWELS – SINGLEFOLD &
MULTIFOLD
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: May 1, 2009 to
April 30, 2014

OTHER AUTHORIZED USERS

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

CONTRACTOR/

CONTRACT NO.: Bunzl Northeast, LLC PC64469

SUBJECT: CLARIFICATION OF PAPER TOWEL BRAND

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

Please be advised that the Brand being provided by Bunzl Northeast, LLC for ITEM 2: PAPER TOWELS - MULTIFOLD in Zones 3 and 4 is **Tork Universal #MK530A**.

All other terms and conditions of this Award remain the same.

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 23400 - PAPER TOWELS - SINGLEFOLD AND MULTIFOLD (Statewide)
		Classification Code: 14
Award Number	:	<u>21629-PF/RS</u>
Contract Period	:	May 1, 2009 to April 30, 2014
Bid Opening Date	:	February 3, 2009
Date of Issue	:	April 14, 2009
Specification Reference	:	As Incorporated In The Invitation for Bids
Contractor Information	:	Appears on Page 2 of this Award

Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Harry Brown Title : Purchasing Officer Phone : 518-474-7902 Fax : 518-474-5052 E-mail : harry.brown@ogs.state.ny.us	Customer Services Phone : 518-474-6717 Fax : 518-474-2437 E-mail : customer.services@ogs.state.ny.us

**The Procurement Services Group values your input.
Complete and return "Contract Performance Report" at end of document.**

Description

This contract award is for Paper Towels - Singlefold and Multifold manufactured from recycled material which is processed chlorine free and Environmental Choice Certified™.

PR #21629

(continued)

NOTE: See individual contract items to determine actual awardees.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC64469 ZONES 1, 3&4	BUNZL NORTHEAST LLC 702 Potential Parkway Scotia, NY `12302	800/836-7632 518/374-7810, Ext. 11607 Carolyn DeLong Fax No.: 888/749-7632 518/374-8437 E-mail: carolyn.delong@bunzlusa.com Website: www.bunzldistribution.com	205030661

Electronic Access Ordering (EDI) is available. Contact contractor for details.
Contractor will accept the New York State Procurement Card for orders up to \$15,000.00.

PC64470 SB ZONE 2	SANICO, INC. PO Box 2037 Binghamton, NY 13902	800/333-2635 607/773-0321 Frank Palmasani Fax No.: 607/772-8663 E-mail: fpalmasani@isanico.com Website: www.isanico.com	161236357
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Cash Discount, If Shown, Should be Given Special Attention.

**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.
(See "Contract Payments" and "Electronic Payments" in this document.)**

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

SMALL, MINORITY AND WOMEN-OWNED BUSINESSES:

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

RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:

The Procurement Services Group supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

RS,RP,RA	Recycled
RM	Remanufactured
SW	Solid Waste Impact
EE	Energy Efficient
E*	EPA Energy Star
ES	Environmentally Sensitive

(continued)

NOTE TO AUTHORIZED USERS:

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), which should include:

- a statement of need and associated requirements,
- a summary of the contract alternatives considered for the purchase,
- the reason(s) supporting the resulting purchase (e.g., show the basis for the selection among multiple contracts at the time of purchase was the most practical and economical alternative and was in the best interests of the State).

PSG's DISPUTE RESOLUTION POLICY:

It is the policy of the Office of General Services' Procurement Services Group (PSG) to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to PSG bid solicitations or contract awards. PSG encourages vendors to seek resolution of disputes through consultation with PSG staff. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes. A copy of PSG's Dispute Resolution Procedures for Vendors may be obtained by contacting the person shown on the front of this document or through the OGS website (www.ogs.state.ny.us).

PRICE:

Price includes all customs duties and charges and is net, F.O.B. destination as designated by the ordering authorized user including all transportation charges and inside delivery to stockroom of ordering authorized user.

In addition, upon mutual agreement, delivery locations may be expanded per the "Extension of Use" clause.

(continued)

ZONE 1

ITEM 1: PAPER TOWELS - SINGLEFOLD

<u>Item No.</u>	<u>Type of Towel</u>	<u>Price Per Case</u>
1.	<u>SINGLEFOLD</u>	
	1 to 24 Cases	\$18.21
	25 to 99 Cases	\$17.05
	100 or more Cases	\$15.94

Guaranteed Delivery: 20 Days A/R/O
Brand: Tork Universal #SK1850A
Manufacturer: SCA Tissue
Size of Towel: 10.25" x 9.125"
Guaranteed number of towels to a package: 250
Guaranteed number of packages to a case: 16
Guaranteed number of towels to a case: 4,000
Total Recycled Content: 100%
Post Consumer Fiber: 40%
This product is Processed Chlorine Free (PCF).
Product Certifications: Environmental Choice Certified™

ITEM 2: PAPER TOWELS - MULTIFOLD

<u>Item No.</u>	<u>Type of Towel</u>	<u>Price Per Case</u>
2.	<u>MULTIFOLD</u>	
	1 to 24 Cases	\$17.05
	25 to 99 Cases	\$15.94
	100 or more Cases	\$15.25

Guaranteed Delivery: 20 Days A/R/O
Brand: Tork Universal #MK530A
Manufacturer: SCA Tissue
Size of Towel: 9.5" x 9.125"
Guaranteed number of towels to a package: 250
Guaranteed number of packages to a case: 16
Guaranteed number of towels to a case: 4,000
Total Recycled Content: 100%
Post Consumer Fiber: 40%
This product is Processed Chlorine Free (PCF).
Product Certifications: Environmental Choice Certified™

CONTRACTOR, ZONE 1: BUNZL NORTHEAST LLC

(continued)

ZONE 2

ITEM 1: PAPER TOWELS - SINGLEFOLD

<u>Item No.</u>	<u>Type of Towel</u>	<u>Price Per Case</u>
1.	<u>SINGLEFOLD</u>	
	1 to 24 Cases	\$15.74
	25 to 99 Cases	\$14.98
	100 or more Cases	\$14.73

Guaranteed Delivery: 5-10 Working Days
Brand: Tork Universal #SK1850A
Manufacturer: SCA Tissue
Size of Towel: 10.25" x 9.125"
Guaranteed number of towels to a package: 250
Guaranteed number of packages to a case: 16
Guaranteed number of towels to a case: 4,000
Total Recycled Content: 100%
Post Consumer Fiber: 40%
This product is Processed Chlorine Free (PCF).
Product Certifications: Environmental Choice Certified™

ITEM 2: PAPER TOWELS - MULTIFOLD

<u>Item No.</u>	<u>Type of Towel</u>	<u>Price Per Case</u>
2.	<u>MULTIFOLD</u>	
	1 to 24 Cases	\$14.56
	25 to 99 Cases	\$13.98
	100 or more Cases	\$13.74

Guaranteed Delivery: 5-10 Working Days
Brand: Tork Universal #MK530A
Manufacturer: SCA Tissue
Size of Towel: 9.5" x 9.125"
Guaranteed number of towels to a package: 250
Guaranteed number of packages to a case: 16
Guaranteed number of towels to a case: 4,000
Total Recycled Content: 100%
Post Consumer Fiber: 40%
This product is Processed Chlorine Free (PCF).
Product Certifications: Environmental Choice Certified™

CONTRACTOR, ZONE 2: SANICO, INC.

(continued)

ZONE 3

ITEM 1: PAPER TOWELS - SINGLEFOLD

<u>Item No.</u>	<u>Type of Towel</u>	<u>Price Per Case</u>
1.	<u>SINGLEFOLD</u>	
	1 to 24 Cases	\$17.05
	25 to 99 Cases	\$15.94
	100 or more Cases	\$15.25

Guaranteed Delivery: 20 Days A/R/O
Brand: Tork Universal #SK1850A
Manufacturer: SCA Tissue
Size of Towel: 10.25" x 9.125"
Guaranteed number of towels to a package: 250
Guaranteed number of packages to a case: 16
Guaranteed number of towels to a case: 4,000
Total Recycled Content: 100%
Post Consumer Fiber: 40%
This product is Processed Chlorine Free (PCF).
Product Certifications: Environmental Choice Certified™

ITEM 2: PAPER TOWELS - MULTIFOLD

<u>Item No.</u>	<u>Type of Towel</u>	<u>Price Per Case</u>
2.	<u>MULTIFOLD</u>	
	1 to 24 Cases	\$15.94
	25 to 99 Cases	\$15.25
	100 or more Cases	\$14.39

Guaranteed Delivery: 20 Days A/R/O
Brand: Tork Universal #MK1850A
Manufacturer: SCA Tissue
Size of Towel: 9.5" x 9.125"
Guaranteed number of towels to a package: 250
Guaranteed number of packages to a case: 16
Guaranteed number of towels to a case: 4,000
Total Recycled Content: 100%
Post Consumer Fiber: 40%
This product is Processed Chlorine Free (PCF).
Product Certifications: Environmental Choice Certified™

CONTRACTOR, ZONE 3: BUNZL NORTHEAST LLC

(continued)

ZONE 4

ITEM 1: PAPER TOWELS - SINGLEFOLD

<u>Item No.</u>	<u>Type of Towel</u>	<u>Price Per Case</u>
1.	<u>SINGLEFOLD</u>	
	1 to 24 Cases	\$18.21
	25 to 99 Cases	\$17.05
	100 or more Cases	\$15.94

Guaranteed Delivery: 20 Days A/R/O
Brand: Tork Universal #SK1850A
Manufacturer: SCA Tissue
Size of Towel: 10.25" x 9.125"
Guaranteed number of towels to a package: 250
Guaranteed number of packages to a case: 16
Guaranteed number of towels to a case: 4,000
Total Recycled Content: 100%
Post Consumer Fiber: 40%
This product is Processed Chlorine Free (PCF).
Product Certifications: Environmental Choice Certified™

ITEM 2: PAPER TOWELS - MULTIFOLD

<u>Item No.</u>	<u>Type of Towel</u>	<u>Price Per Case</u>
2.	<u>MULTIFOLD</u>	
	1 to 24 Cases	\$17.05
	25 to 99 Cases	\$15.94
	100 or more Cases	\$15.25

Guaranteed Delivery: 20 Days A/R/O
Brand: Tork Universal #MK1850A
Manufacturer: SCA Tissue
Size of Towel: 9.5" x 9.125"
Guaranteed number of towels to a package: 250
Guaranteed number of packages to a case: 16
Guaranteed number of towels to a case: 4,000
Total Recycled Content: 100%
Post Consumer Fiber: 40%
This product is Processed Chlorine Free (PCF).
Product Certifications: Environmental Choice Certified™

CONTRACTOR, ZONE 4: BUNZL NORTHEAST LLC

(continued)

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 or services have been satisfactorily performed. 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 number, description of product or service, 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 for prompt payment.

If the contract terms indicate political subdivisions and others authorized by law are allowed to participate, those entities 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.

See "Contract Billings" in Appendix B, OGS General Specifications.

ELECTRONIC PAYMENTS:

The Office of the State Comptroller (OSC) offers an "electronic payment" option in lieu of issuing checks. To obtain an electronic payment authorization form visit the OSC website at www.osc.state.ny.us or contact them by e-mail at epunit@osc.state.ny.us or by phone at 518-474-4032.

NOTE TO CONTRACTOR:

This Contract Award Notification is not an order. Do not take any action under this contract except on the basis of purchase order(s) from the agency or agencies.

CENTRALIZED PROCUREMENT CONTRACT FEE (CPCF):

Amendments to State Finance Law §163-c imposed a centralized procurement contract fee (procurement fee) to be paid by contractors awarded OGS centralized contracts for the purchase of commodities, services or technology. The pricing offered by contractors for the commodity, service or technology is considered by the Office of General Services (OGS) to be inclusive of the fee. The procurement fee is one half of one percent (.005) of total sales made by Authorized Users of centralized contracts.

The fee, covering the applicable preceding calendar quarter, as well as an accompanying return, must be made by the contractor to the New York State Department of Taxation and Finance ("DTF") no later than forty-five (45) days after the close of each calendar quarter. Payment of the procurement fee, as well as filing of the accompanying return, must be made electronically to DTF. Prior to electronically filing the initial return and electronically paying the initial procurement fee, contractors must register on DTF's Online Tax Center:

<http://www.tax.state.ny.us/nyshome/online.htm>

Quarterly returns must be filed with DTF even if no sales were made under the centralized contract during the preceding calendar quarter. Simultaneously, the contractor must provide its sales report for such preceding calendar quarter to OGS in the format and with details set forth in this solicitation (even if no sales occurred). Contractors must fully cooperate with DTF and OGS relative to such payments and filings. Penalties for failure to comply with the filing and payment requirements are provided for by Article 27 of the Tax Law.

In addition to the penalties prescribed by Article 27 of the Tax Law, failure by a contractor to timely and accurately remit the procurement fee, provide the sales report and file the return for each calendar quarter shall constitute a breach of contract, and the Commissioner of General Services may exercise discretion to terminate such centralized contract on written notice to the contractor.

Additional information including FAQs is available at:

<http://www.ogs.state.ny.us/purchase/ProcurementContractFee.asp>

(continued)

DEBRIEFING:

Contractors and bidders are accorded fair and equal treatment with respect to the opportunity for debriefing. OGS shall, upon request, provide a debriefing to any bidder or awarded contractor that responded to the IFB or RFP regarding the reason that the proposal or bid submitted by the unsuccessful bidder was not selected for a contract award. The post award debriefing should be requested by the bidder or awarded contractor within thirty days of posting of the contract award on the OGS website.

OVERLAPPING CONTRACT ITEMS:

Products/services available in this contract may also be available from other New York 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 the selection.

PROCUREMENT LOBBYING TERMINATION:

OGS reserves the right to terminate this contract in the event it is found that the certification filed by the Offerer/bidder in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, OGS may exercise its termination right by providing written notification to the Offerer/bidder in accordance with the written notification terms of this contract.

MERCURY-ADDED CONSUMER PRODUCTS:

Offerers are advised that effective January 1, 2005, Article 27, Title 21 of the Environmental Conservation Law bans the sale or distribution free of charge of fever thermometers containing mercury except by prescription written by a physician and bans the sale or distribution free of charge of elemental mercury other than for medical pre-encapsulated dental amalgam, research, or manufacturing purposes due to the hazardous waste concerns of mercury. The law further states that effective July 12, 2005, manufacturers are required to label mercury-added consumer products that are sold or offered for sale in New York State by a distributor or retailer. The label is intended to inform consumers of the presence of mercury in such products and of the proper disposal or recycling of mercury-added consumer products. Offerers are encouraged to contact the Department of Environmental Conservation, Bureau of Solid Waste, Reduction & Recycling at (518) 402-8705 or the Bureau of Hazardous Waste Regulation at 1-800-462-6553 for questions relating to the law. Offerers may also visit the Department's web site for additional information: <http://www.dec.ny.gov/chemical/8512.html>.

CONTRACTOR REQUIREMENTS AND PROCEDURES FOR EQUAL EMPLOYMENT AND BUSINESS PARTICIPATION OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND NEW YORK STATE CERTIFIED MINORITY/WOMEN-OWNED BUSINESSES

In accordance with Article 15-A of the New York State Executive Law (Participation by Minority Group Members and Women with Respect to State Contracts) and in conformance with the Regulations promulgated by the Minority and Women's Business Development Division of the New York State Department of Economic Development set forth at 5 NYCRR Parts 140-144, the Offerer/Contractor agrees to be bound by the following to promote equality of economic opportunities for minority group members and women, and the facilitation of minority and women-owned business enterprise participation on all covered OGS contracts.

- a. **Equal Employment Opportunity Requirements**
By submission of a bid or proposal in response to this solicitation, the Offerer agrees with all of the terms and conditions of Appendix A including Clause 12 - Equal Employment Opportunities for Minorities and Women. The contractor is required to ensure that the provisions of Appendix A clause 12 – Equal Employment Opportunities for minorities and women, are included in every subcontract in such a manner that the requirements of these provisions will be binding upon each subcontractor as to work in connection with the State contract.
- b. **Participation Opportunities for New York State Certified Minorities and Women-Owned Businesses**
Authorized Users are encouraged to make every good faith effort to promote and assist the participation of New York State Certified Minority and Women-owned Business Enterprises (M/WBE) as subcontractors and suppliers on this contract for the provision of services and materials. To locate New York State Certified M/WBEs, the directory of Certified Businesses can be viewed at: http://www.empire.state.ny.us/Small_and_Growing_Businesses/mwbe.asp

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DIESEL EMISSION REDUCTION ACT OF 2006 (NEW REQUIREMENT OF LAW):

On February 12, 2007 the Diesel Emissions Reduction Act took effect as law (the "Law"). Pursuant to new §19-0323 of the N.Y. Environmental Conservation Law ("NYECL") it is now a requirement that heavy duty diesel vehicles in excess of 8,500 pounds use the best available retrofit technology ("BART") and ultra low sulfur diesel fuel ("ULSD"). The requirement of the Law applies to all vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities. They need to be operated exclusively on ULSD by February 12, 2007. It also requires that such vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities with more than half of its governing body appointed by the Governor utilize BART.

As a contract vendor the Law may be applicable to vehicles used by contract vendors "on behalf of" State agencies and public authorities. Thirty-three percent (33%) of affected vehicles must have BART by December 31, 2008, sixty-six percent (66%) by December 31, 2009 and one-hundred percent (100%) by December 31, 2010. The Law provides a list of exempted vehicles. Regulations currently being drafted will provide further guidance as to the effects of the Law on contract vendors using heavy duty diesel vehicles on behalf of the State. The Law also permits waivers of ULSD and BART under limited circumstances at the discretion of the Commissioner of Environmental Conservation. The Law will also require reporting from State agencies and from contract vendors in affected contracts.

Therefore, the bidder hereby certifies and warrants that all heavy duty vehicles, as defined in NYECL §19-0323, to be used under this contract, will comply with the specifications and provisions of NYECL §19-0323, and any regulations promulgated pursuant thereto, which requires the use of BART and ULSD, unless specifically waived by NYSDEC. Qualification and application for a waiver under this Law will be the responsibility of the bidder.

SCOPE:

This contract is for the purchase of singlefold and multifold paper towels by state agencies and non-state agencies authorized by law.

CONTRACT PERIOD:

It is the intention of the State to enter into a contract for a term of five (5) years.

Discounts are firm for the entire period of the contract. Discount reduction will not be allowed and is specifically excluded from the terms and conditions of the Invitation for Bids, its specifications and subsequent contract award. Discount increases are permitted at any time.

CANCELLATION FOR CONVENIENCE:

The State of New York retains the right to cancel this contract, in whole or in part without reason provided that the Contractor is given at least sixty (60) days notice of its intent to cancel. This provision should not be understood as waiving the State's right to terminate the contract for cause or stop work immediately for unsatisfactory work, but is supplementary to that provision. Any such cancellation shall have no effect on existing Agency agreements, which are subject to the same 60 day discretionary cancellation or cancellation for cause by the respective user Agencies.

SHORT TERM EXTENSION:

In the event the replacement contract has not been issued, any contract let and awarded hereunder by the State, may be extended unilaterally by the State for an additional period of up to one month upon notice to the contractor with the same terms and conditions as the original contract including, but not limited to, quantities (prorated for such one month extension), prices, and delivery requirements. With the concurrence of the contractor, the extension may be for a period of up to three months in lieu of one month. However, this extension terminates should the replacement contract be issued in the interim.

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GOVERNOR'S EXECUTIVE ORDER NO 4:

On April 26, 2008, Governor David A. Paterson signed Executive Order No. 4 (EO 4), "Establishing A State Green Procurement And Agency Sustainability Program". Pursuant to EO 4, effective July 1, 2008, all copy paper, janitorial paper and other paper supplies purchased by each State agency or authority shall be composed of 100% post-consumer recycled content to the maximum extent practicable and all copy paper and janitorial paper shall be process chlorine free to the extent practicable, unless such products do not meet required form, function or utility, or the cost of the product is not competitive.

NON-STATE AGENCIES PARTICIPATION IN CENTRALIZED CONTRACTS:

New York State political subdivisions and others authorized by New York State law may participate in contracts. 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 (<http://www.ogs.state.ny.us/purchase/snt/othersuse.asp>). 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.

PRICE ADJUSTMENTS:

The prices set forth in this contract shall be adjusted every six months following the first six months of the contract in accordance with the provisions of this clause. There shall be no price adjustments during the first six months of the contract.

The contract prices shall be adjusted on the basis of the Not Seasonally Adjusted "Producer Price Index (PPI)", Series ID: WPU09150123, Sanitary paper products, including stock, published monthly by the U.S. Department of Labor, Bureau of Statistics. The index is also available through the Internet at the Bureau of Labor Statistics web site. Go to <http://data.bls.gov/PDQ/outside.jsp?survey=wp>, then click "Pulp, paper, and allied products", and then click on "Sanitary paper products, including stock.

For all paper towel items listed in this resulting Contract Award Notification, a price change (either upward or downward) will be established by the State every six months following the first six months of the contract.

The adjustment shall be established as follows: Following the first six months of the contract, price adjustments shall be effected beginning with the first month following the first six months of the contract (For example, for a contract with a start date of May 1, 2009, the effective price adjustment date would be November 1, 2009) and every six months of the contract thereafter. The contract **base index** shall be established by taking the PPI for the third month prior to the month of the contract start date and comparing it to the period three months prior to the effective adjustment date. The **adjusted index** minus the base index is divided by the base index and multiplied by 100 to arrive at the percentage of increase or decrease. NOTE: This new **adjusted index** will then become the **base index** for the next price adjustment period. All calculations will be based upon data from the first-published version of the month's index.

The resulting percentage of increase or decrease shall be applied to the contract prices to arrive at the new contract pricing. Each succeeding six months will follow this format. Price increases or decreases shall not exceed 5%.

Should the referenced Producer Price Index (PPI) become discontinued during the course of the contract, it will be replaced by an alternative PPI appropriate for sanitary paper products, and adjustments will be calculated based on the same methodology as outlined above, but with data from the new replacement index.

The Office of General Services will notify all interested parties of effected price adjustments by way of a Revised Contract Award Notification.

(continued)

EXTENSION OF USE:

Any contract resulting from this bid solicitation may be extended to additional States or governmental jurisdictions upon mutual written agreement between New York State (the lead contracting State) and the contractor. Political subdivisions and other authorized entities within each participating State or governmental jurisdiction may also participate in any resultant contract if such State normally allows participation by such entities. New York State reserves the right to negotiate additional discounts based on any increased volume generated by such extensions.

MINIMUM ORDER:

Minimum order is one (1) full case.

PROCESSED CHLORINE FREE:

Proposed products must be Processed Chlorine Free (PCF) and must either be accredited as such through an appropriate third party certification program, which requires as part of its certification criteria that the product be PCF; or substantiated with literature published by the manufacturer or through a signed statement by a corporate officer of the manufacturer. OGS reserves the right to request technical documentation to the extent necessary for verification purposes if deemed necessary.

DELIVERY:

If no elevator is available at the delivery site, contractor will only be required to deliver to a street level (no steps) ground floor location

Delivery shall be made in accordance with instructions on Purchase Order from each authorized user. If there is a discrepancy between the purchase order and what is listed on the contract, it is the contractor's obligation to seek clarification from the ordering authorized user and, if applicable, from the Office of General Services, Procurement Services Group. Delivery shall be made between 9:00 A.M. and 3:00 P.M., Monday through Friday, except State holidays.

ESTIMATED QUANTITIES:

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

RESERVATION:

The State reserves the right to negotiate lower pricing, or to advertise for bids, any unanticipated excessive purchase. An "unanticipated excessive purchase" is defined as an unexpected order for a contract product(s) totaling more than 800 cases to a single destination.

ZONES:

For purposes of this Contract Award, New York State has been divided by county into four zones: (1) Western, (2) Central, (3) Northeast, (4) Downstate-New York City Metropolitan. Authorized users will place orders with the contractor who holds the contract for the zone to which the paper towels are to be shipped. For example, an Albany authorized user who wants paper towels delivered to the New York City area must order from the New York City Metropolitan area contractor. In the event no award is made for a zone, authorized users within that zone may utilize another zone's contract only upon mutual agreement between the contractor and the authorized user. Agencies utilizing this option may be required to pay freight charges from the contractor's plant to their location at the contractor's discretion. Contractor to ship the paper towels the most economical way and submit Freight Bill with voucher to substantiate shipping charges.

(continued)

ZONES: (Cont'd)

The following is a breakdown of zones by County:

<u>ZONE 1</u>	<u>ZONE 2</u>	<u>ZONE 3</u>	<u>ZONE 4</u>
(Western NY)	(Central NY)	(Northeast)	(Downstate - NY City Metro)
Allegany	Broome	Albany	Dutchess
Cattaraugus	Cayuga	Clinton	Nassau
Chautauqua	Chemung	Columbia	New York City (5 Boroughs)
Erie	Chenango	Delaware	Orange
Genesee	Cortland	Essex	Putnam
Livingston	Jefferson	Franklin	Rockland
Monroe	Lewis	Fulton	Suffolk
Niagara	Madison	Greene	Westchester
Ontario	Oneida	Hamilton	
Orleans	Onondaga	Herkimer	
Steuben	Oswego	Montgomery	
Wyoming	Schuyler	Otsego	
Yates	Seneca	Rensselaer	
	Tioga	St. Lawrence	
	Tompkins	Saratoga	
	Wayne	Schenectady	
		Schoharie	
		Sullivan	
		Ulster	
		Warren	
		Washington	

PROCUREMENT CONTRACT FEE:

State Finance Law §163-c (added by Part F of Chapter 56 of the Laws of 2008), imposes a centralized procurement contract fee (procurement fee) for centralized contracts for the purchase of commodities, services and technology awarded and administered by the Commissioner of General Services. The procurement fee is equal to one half of one percent (0.005) of the price of the commodity, service or technology sold by the contractor. The pricing offered by bidders/offers for the commodity, service or technology will be considered by the Office of General Services (OGS) to be inclusive of the fee, and will be subject to review for evaluation and recommendations for contract award. The procurement fee shall be paid by the contractor based on total sales made by Authorized Users of centralized contracts.

State Finance Law section 163-c applies to bids issued by OGS on or after July 1, 2008. However, with respect to "small businesses" (defined as a business which is resident in New York State, independently owned and operated, not dominant in its field and employing one hundred or fewer persons) section 163-c applies to bids issued on or after October 1, 2008.

The procurement fee of one half of one percent of sales to purchasers by the contractor for the applicable preceding calendar quarter, as well as an accompanying return, must be made by the contractor to the New York State Department of Taxation and Finance ("DTF") no later than forty-five (45) days after the close of each calendar quarter. Payment of the procurement fee, as well as filing of the accompanying return, must be made electronically to DTF. Prior to electronically filing the initial return and electronically paying the initial procurement fee, contractors must register on DTF's Online Tax Center (<http://www.tax.state.ny.us/nyshome/online.htm>).

Returns must be filed even if no sales under the centralized contract were made during the preceding calendar quarter. Simultaneously, the contractor must provide its sales report for such preceding calendar quarter to OGS in the format and with details set forth in this solicitation. Contractors must fully cooperate with DTF and OGS relative to such payments and filings. Penalties for failure to comply with the filing and payment requirements are provided for by Article 27 of the Tax Law.

(continued)

PROCUREMENT CONTRACT FEE: (Cont'd)

A contractor that cannot comply with the mandatory electronic filing and payment requirements must advise the OGS in writing at the time of bidding that it cannot reasonably comply with such electronic requirements. The contractor must provide the basis and reasons for its inability to comply. OGS shall in its sole discretion determine whether a sufficient basis and reasons have been presented supporting waiver of the mandatory electronic requirements. If the waiver is granted, the contractor shall pay the procurement fee to OGS by paper check, accompanied by the sales report and the paper return within forty-five days (45) days after the close of the preceding calendar quarter in accordance with the directions on the form. Contractor agrees to fully cooperate with OGS relative to such payment and filings.

In addition to the penalties prescribed by Article 27 of the Tax Law, failure by a contractor to timely and accurately remit the procurement fee, provide the sales report and file the return for each calendar quarter shall constitute a breach of contract, and the Commissioner of General Services may exercise discretion to terminate such centralized contract on written notice to the contractor.

Additional information including FAQs is available at:

<http://www.ogs.state.ny.us/purchase/ProcurementContractFee.asp>

REPORT OF CONTRACT PURCHASES:

Contractor shall furnish quarterly reports containing total sales for both state agency and authorized non-state agency contract purchases no later than forty-five (45) days after the close of each calendar quarter. Non-State agency contract purchases are to be reported separately from State Agencies. There shall be a separate report for each Item awarded. The Sales Reports are due at the same time the procurement fee is payable to the Department of Taxation and Finance, where applicable.

In addition to contractor direct sales if applicable, contractor shall submit sales information for all resellers, dealers, distributors or other authorized distribution channels, where such contract sales are provided by other than the contractor. Contractors shall verify if each alternate vendor is a NYS Certified Minority (MBE) or Women (WBE) Owned Businesses. Contractors shall verify such status through the Empire State Development Minority and Women Owned Businesses Database web site at: <http://www.nylovesmwbe.ny.gov/cf/search.cfm>.

A separate report shall be provided in the following format for each authorized distribution channel. The sales report form is forwarded to each contractor at time of award for completion in accordance with the contract terms and conditions:

<u>Item</u>	<u>Order Number</u>	<u>No. of Cases</u>	<u>Order Rec'd..</u>	<u>Total Sales \$</u>
				Grand Total \$
				Sales

The report is to be submitted electronically in Microsoft Excel 2003 or lower format 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 Group Number, the Award Number, Contract Number, sales period, and contractor's (or other authorized agent) name.

The outlined sales report is the minimum information required. Additional related sales information, such as monthly reports, and/or detailed user purchases may be required and must be supplied upon request.

(continued)

WORKERS' COMPENSATION / DISABILITY INSURANCE:

Workers' Compensation and Disability Benefits Insurance Coverage meeting all New York State statutory requirements or proof of exemption thereof is required before a contract can be issued. If coverage is obtained from an insurance company through an insurance policy, the policy shall provide coverage for all states of operation that apply to the performance of the contract.

"OGS OR LESS" GUIDELINES APPLY TO THIS CONTRACT:

Purchases of the products included in the Invitation For Bids 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 products from sources other than the contractor provided that such products are substantially similar in form, function or utility to the products 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.

PALLETIZING:

When an ordering authorized user requires an order to be palletized, the purchase order must clearly state that disposable pallets are required as well as any pallet limitations. Contractor will then be required to furnish disposable pallets at no additional charge, and the authorized user will be required to exchange pallets with the contractor at time of delivery.

ITEM 1: PAPER TOWELS – SINGLEFOLD

PACKAGING:

Each case shall be labeled on one or both outside ends indicating product, quantity, brand name/stock number, name of manufacturer and contract number. Singlefold towels are to be banded and packed in cartons. Individual packages of towels contained in cartons must not contain more than the maximum holding capacity of standard singlefold towel dispensers.

QUALITY:

Towels manufactured and delivered must be of first quality. Towels shall be clean; soft texture; of uniform formation free from excessive lint, shives, holes and disagreeable odor; either wet or dry. Folded towels shall be folded evenly and uniformly and shall feed freely and evenly one at a time from dispensers. Towels shall be interlocked to insure satisfactory feeding. Individual packages must be neat in appearance, with ends of package clean cut and free from ragged or uneven edges and with all towels evenly aligned.

(continued)

ITEM 2: PAPER TOWELS – MULTIFOLD

DIMENSIONS:

Shortest Unfolded Minimum Dimension (inches): 8-1/8”

Minimum Area (Square Inches): 72-15/16”

PACKAGING:

Each case shall be labeled on one or both outside ends indicating product, quantity, brand name/stock number, name of manufacturer and contract number. Multifold towels are to be banded and packed in cartons. Individual packages of towels contained in cartons must not contain more than the maximum holding capacity of standard multifold towel dispensers.

All other specifications the same as Item 1.

(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 518/474-2437 or mail to:

OGS PROCUREMENT SERVICES GROUP
 Customer Services, 37th Floor
 Corning 2nd Tower - Empire State Plaza
 Albany, New York 12242

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