

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 30003 – AIR FILTERS (For Air Conditioning, Heating and Ventilating Systems) (Statewide)	
		Classification Code(s): 40	
Award Number	:	<u>20180</u>	(Replaces Award 02250)
Contract Period	:	June 1, 2006 thru May 31, 2008	
Bid Opening Date	:	May 4, 2006	
Date of Issue	:	September 20, 2006	
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 : Russell B. Patton, Jr. Title : Purchasing Officer I Phone : 518-474-9621 Fax : 518-474-1108 E-mail : russell.patton@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

Air Filters required by the NYS Office of General Services for periodic filter changes in certain air handling systems of the Empire State Plaza complex and surrounding buildings located in Albany, NY.

PR # 20180

(continued)

NOTE: See individual contract items to determine actual awardees.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC62611 SB	EDCO SALES, INC.* 700 EMERSON AVENUE SYRACUSE, NY 13204	315-468-3849 800-889-3336 Gary Kent OR Stacy Favreau OR Liz Dishaw FAX NO.: 315-468-1561 E-mail: edco@edcofilter.com Web Site: www.edcofilter.com	150622961

*Vendor offers electronic access ordering.

*Vendor accepts the New York State Purchasing Card for orders not to exceed \$10,000.00.

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

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.

(continued)

NOTE TO AUTHORIZED USERS: (Cont'd)

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).

PRICE:

Price shall include all customs duties and charges and be net, F.O.B. destination including tailgate delivery to OGS – Central Stores P1 Level – Dock E, ESP, Albany, NY 12242. **NOTE WELL: Maximum truck clearance is 13'6" and maximum truck unit length is 28'.**

PRE-DELIVERY NOTIFICATION:

Contractor shall provide 24 hours prior to delivery notification to Mr. Mike Donnini @ 518-408-1442.

LOT 1 (Item 1) – Extended Surface Area filter; pleated, dry, blend of cotton and synthetic fiber media, self-supporting, disposable, UL Class 2; 25-30% efficiency, as per Detailed Specifications of the referenced IFB.

<u>Item No.</u>	<u>Size</u> <u>W H D</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Mfr./Cat. Ref. No.</u>
*1.	24" x 24" x 2"	5,000	\$2.92	KA294-01/0422205

Contractor: EDCO SALES, INC.

Standard package quantity: 12/ctn

Guaranteed Delivery: 3 – 7 Days A/R/O

***THIS FILTER IS ALSO CARRIED BY NYS INDUSTRIES FOR THE BLIND, A PREFERRED SOURCE. AGENCIES SHOULD CONTACT NYS-INDUSTRIES FOR THE BLIND FIRST WHEN PURCHASING THESE FILTERS.**

(continued)

LOT II (Items 2 – 5) – Rigid Box Filter; extended surface supported pleated filter, single header or no header as indicated below; UL Class 2; 80-85% efficiency, 24 gauge galvanized steel frame with support braces – minimum 2 on air entering side and 4 on air exiting side, 4 plastic, aluminum or galvanized pleat stabilizers per side, as per Detailed Specifications of the referenced IFB.

<u>Item No.</u>	<u>Size</u> <u>W</u> <u>H</u> <u>D</u>	<u>With Header?</u>	<u>With Gasket?</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Mfr./Cat. Ref. No.</u>
*2.	24" x 12" x 12"	NO	NO	100	\$23.45	RS 803/1154803
*3.	24" x 24" x 12"	NO	NO	650	\$36.30	RS804/1154804
**4.	24" x 12" x 12"	YES	YES	100	\$23.80	RS803PH/1155803
**5.	24" x 42" x 12"	YES	YES	3,000	\$35.70	RS804PH/1155804

Guaranteed Delivery: 3 – 10 Days A/R/O

- ***Items 2 & 3:** Box filter complete with a minimum of four (4) pre-drilled holes, properly located on right and left sides of face to facilitate attachment of spring type filter latches used to fasten a pre-filter to box filter frame.
- ****Items 4 & 5:** Each filter factory equipped with gasketing on one vertical side of the header – gasket to run parallel with media pleat – to help prevent leakage between filters when installed in existing K-Track frames.

DELIVERY: (Note Well: Pre Delivery Notification Requirement, see Page 3)

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 agency Purchase Order. 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 agency and, if applicable, from the Office of General Services, Procurement Services Group.

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.

(continued)

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.

MINIMUM ORDER:

Minimum order under this contract shall be \$5,000.00.

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.

ESTIMATED QUANTITIES:

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

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.

WARRANTIES:

See "Warranties" 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 \$50,000.00.

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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 or Catalog Number</u>	<u>Product/ Service Description</u>	<u>Total Quantity Shipped</u>	<u>Total \$ Value</u>
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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 Group Number, the Invitation for Bids Number, Contract Number, sales period, and contractor's name.

Additional related sales information, such as monthly reports, and/or detailed user purchases may be required and must be supplied upon request.

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

SAMPLES TO BE SUBMITTED BY BIDDER/CONTRACTOR:

The contractor may be required to submit samples. See "Samples" in Appendix B, OGS General Specifications.

EMERGENCY PURCHASING:

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

"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.

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APPLICABLE DOCUMENTS:

The following standards form a part of this specification as applicable.

1. A.S.H.R.A.E. Standard 52-76 & 52.1; American Society of Heating, Refrigeration and Air Conditioning Engineers, Inc., United Engineering Center, 345 East 47th St., New York, NY 10017.
2. Standards of Safety, Standard UL 900, Air Filter Units; Underwriters' Laboratory, Inc., 207 East Ohio St., Chicago, Il.
3. A.S.T.M. D92-05A, Test for flash and fire Point by Cleveland Open Cup; American Society for Testing and Materials, 1916 Race St., Philadelphia, PA 19103.
4. Federal Commercial Item Description: A-A-1419D, Filters, Air Conditioning. Viscous impingement, dry type, replaceable.

SERVICE REQUIREMENTS:

The contractor shall provide initial instructions to agency in the correct use of its products for effective air filtration.

DETAILED SPECIFICATIONS

SCOPE:

This specification describes air filters required by the N.Y.S. Office of General Services for periodic filter changes in certain air handling systems of the Empire State Plaza Complex and surrounding buildings all located in Albany, NY.

LOT I (Item 1) - EXTENDED SURFACE AREA FILTER, PLEATED, DRY COTTON & SYNTHETIC FIBER MEDIA, SELF-SUPPORTING, DISPOSABLE, UL CLASS 1 OR 2

GENERAL REQUIREMENTS:

Filters shall be deep pleated, of medium nominal average efficiency, dry strainer, blend of cotton & synthetic fiber media type. Product shall be classified as UL Class 1 or 2.

Filter shall include a minimum of 15 pleats/foot of media, laminated over a performance wire membrane, or equivalent design, for structural support. Both layers shall be permanently sealed to the side walls of a rigid, high wet-strength or moisture-resistant beverage board type frame, minimum 0.026" thickness.

Nominal Average Efficiency Rating shall be based on ASHRAE Test Standard 52.1, and shall fall between 25-30%.

Tests shall be performed at 500 FPM air flow, with rated initial resistance not greater than 0.30" Water Gauge to a 1.0 Water Gauge final resistance, on filter type offered.

SPECIFIC REQUIREMENTS:

<u>Item</u>	:	<u>Min. Rated Airflow</u>	<u>Minimum Media</u>
<u>No.</u>	<u>W x H x D</u>	<u>Capacity @ 500 FPM</u>	<u>Area</u>
1.	24" x 24" x 2"	2000 CFM	17.6 sq. ft.

REFERENCE:

Filters shall be Airguard DP 40; or equal.

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DETAILED SPECIFICATIONS (Cont'd)

LOT II (Items 2-5) - RIGID BOX FILTER/ EXTENDED SURFACE SUPPORTED PLEATED FILTER, NO HEADER OR SINGLE HEADER AS INDICATED, 80-85% EFFICIENCY, UL CLASS 1 OR 2:

GENERAL REQUIREMENTS:

Shall be a rigid, extended surface supported pleated filter, with no header or single header as indicated, having a rated average dust spot efficiency, per ASHRAE 52.1 test method, of at least 80%. It shall also have an average synthetic dust weight arrestance of at least 98% per the above ASHRAE standard. Product shall be UL Class 1 or 2.

Filter media shall be a dual layer, microfine, high loft, synthetic media, complete with synthetic scrim backing. At a face velocity of 500 FPM, **Items 2 & 3** - maximum initial resistance shall be 0.51" Water Gauge, **Items 4 & 5** - maximum initial resistance shall be 0.68" Water Gauge, and recommended final resistance shall be approximately 1.50" Water Gauge.

The enclosing frame shall be constructed of 24-galvanized steel. It shall be assembled so as to form a rigid, durable enclosure for the filter pack. The media pack shall be mechanically and chemically bonded to the inside periphery of the enclosing frame, by use of water resistant sealant to maintain the pack-to-cell-bond under high humidity or moisture conditions, thus eliminating air by-pass. The enclosing frame shall have galvanized steel (**aluminum or plastic is acceptable**) support braces - minimum 2 on air entering side and 4 on air exiting side. Each support brace shall be fastened to the pleat/contour stabilizers, which separate individual pleats. Frame shall be all steel construction.

Media support grid shall be constructed of either wire or expanded aluminum, with at least 96% open area. The wire grid shall be bonded to the filter media to prevent media oscillation or pull-away. Media support grid shall form a tapered radial pleat design, supporting the media both vertically and horizontally.

Pleat stabilizers shall be galvanized steel (**aluminum or plastic is acceptable**) and shall be permanently installed on both air entering and air exiting sides, by use of hot melt glue to reduce movement of stabilizer under operating conditions, with a minimum of 4 stabilizers per side. Filter shall be constructed to withstand up to 10" Water Gauge pressure drop without noticeable distortion.

Items 2 & 3: Box filter shall be complete with a minimum of four (4) pre-drilled holes, properly located on right and left sides of face to facilitate attachment of spring type filter latches used to fasten a pre-filter to box filter frame.

Items 4 & 5: Each filter shall be factory equipped with gasketing on one vertical side of the header - gasket to run parallel with media pleat - to help prevent leakage between filters when installed in existing K-Track frames.

SPECIFIC REQUIREMENTS:

Item No.	H x W x D	Airflow Capacity @ 500FPM	Min. Media Area	With Header	With Gasket
2.	24" x 12" x 12"	1000 CFM	28 sq.ft.	No	No
3.	24" x 24" x 12"	2000 CFM	58 sq.ft.	No	No
4.	24" x 12" x 12"	1000 CFM	22 sq.ft.	Yes	Yes
5.	24" x 24" x 12"	2000 CFM	50 sq.ft.	Yes	Yes

REFERENCE:

Filters shall be Airguard, Vari-Pak (RS-803, RS-804, RS-803-PH and, RS-804-PH), or equal **with modifications as allowed above under GENERAL REQUIREMENT.**

(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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