



# Contract Award Notification Update

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## Subject: Price List Update

**DATE:** November 9, 2016

**AWARD #:** [22523-RM](#)

**GROUP #:** 30310

**AWARD DESCRIPTION:** Automotive Parts and Supplies, Filters, Truck Parts, and Plow Parts (Statewide)

**CONTRACT PERIOD:** July 15, 2013 through May 6, 2018

**CONTACT:** Michael Riley | 518-474-6716 | [michael.riley@ogs.ny.gov](mailto:michael.riley@ogs.ny.gov)

**CONTRACT NO.:** PC67195

**CONTRACTOR:** IEH Auto Parts LLC d/b/a Auto Plus

Procurement Services has approved new price lists for Auto Plus. Price Lists include G1 thru G28, G29A, and G29B. All part numbers listed for each price list are available for purchase. Please note price list dates may vary.

Further details on each price list and Award may be found on the OGS website at:  
<http://www.ogs.ny.gov/purchase/spg/awards/3031022523CAN.HTM>

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



# Contract Award Notification Update

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## Subject: Pricelist Update

**DATE:** October 3, 2016

**AWARD #:** [22523-RM](#)

**GROUP #:** 30310

**AWARD DESCRIPTION:** Automotive Parts and Supplies, Filters, Truck Parts, and Plow Parts (Statewide)

**CONTRACT PERIOD:** July 15, 2013 through May 6, 2018

**CONTACT:** Michael Riley | 518-474-6716 | [michael.riley@ogs.ny.gov](mailto:michael.riley@ogs.ny.gov)

**CONTRACT NO.:** PC65982      **CONTRACTOR:** United Auto Supply of Syracuse West, Inc.

Procurement Services has approved a new price list for United Auto Supply of Syracuse West, Inc. The price list is entitled Hastings Premium Filters U.S. Price Sheet (August 15, 2016) and all items listed are available for purchase.

Further details on this price list and Award may be found on the OGS website at:  
<http://www.ogs.ny.gov/purchase/spg/awards/3031022523CAN.HTM>

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



# Contract Award Notification Update

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## Subject: EXTENSION OF CONTRACT

**DATE:** April 8, 2016

**AWARD #:** [22523-RM](#)

**GROUP #:** 30310

**AWARD DESCRIPTION:** Automotive Parts and Supplies, Filters, Truck Parts, and Plow Parts (Statewide)

**CONTRACT PERIOD:** July 15, 2013 through May 6, 2018

**CONTACT:** Michael Riley | 518-474-6716 | [michael.riley@ogs.ny.gov](mailto:michael.riley@ogs.ny.gov)

**CONTRACT NO.:** PC67195

**CONTRACTOR:** IEH Auto Parts LLC d/b/a Auto Plus.

PC65982

United Auto Supply of Syracuse West, Inc.

The contracts for IEH Auto Parts LLC d/b/a Auto Plus and United Auto Supply of Syracuse West, Inc. have been extended through May 6, 2018.

Further details on this Award may be found on the OGS website at:  
<http://www.ogs.ny.gov/purchase/spg/awards/3031022523CAN.HTM>

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



# Contract Award Notification Update

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## Subject: ASSIGNMENT OF CONTRACT

**DATE:** February 1, 2016

**AWARD #:** [22523-RM](#)

**GROUP #:** 30310

**AWARD DESCRIPTION:** Automotive Parts and Supplies, Filters, Truck Parts, and Plow Parts (Statewide)

**CONTRACT PERIOD:** July 15, 2013 through May 6, 2016

**CONTACT:** Michael Riley | 518-474-6716 | [michael.riley@ogs.ny.gov](mailto:michael.riley@ogs.ny.gov)

**CONTRACT NO.:** PC67195      **CONTRACTOR:** IEH Auto Parts LLC d/b/a Auto Plus.

The contract for Uni-Select USA, Inc. (PC65983) has been formally assigned to IEH Auto Parts LLC d/b/a Auto Plus (PC67195).

New purchase orders must be addressed to IEH Auto Parts LLC d/b/a Auto Plus only (PC67195).

Further details on this contract may be found on the OGS website at:  
<http://www.ogs.ny.gov/purchase/spg/awards/3031022523CAN.HTM>

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



# Contract Award Notification Update

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**Subject:** Purchase Orders and Payments for Uni-Select USA, Inc.

**DATE:** November 5, 2015

**AWARD #:** [22523-RM](#)

**GROUP #:** 30310

**AWARD DESCRIPTION:** Automotive Parts and Supplies, Filters, Truck Parts, and Plow Parts (Statewide)

**CONTRACT PERIOD:** July 15, 2013 through May 6, 2016

**CONTACT:** Michael Riley | 518-474-6716 | [michael.riley@ogs.ny.gov](mailto:michael.riley@ogs.ny.gov)

**CONTRACT NO.:** PC65983      **CONTRACTOR:** Uni-Select USA, Inc.

Procurement Services is currently working with Uni-Select USA, Inc. to assign their contract to their new owner IEH Auto Parts LLC. In the meantime, all purchase orders and invoice payments must be made out in the name of Uni-Select USA, Inc. only.

Further details on this contract may be found on the OGS website at:  
<http://www.ogs.state.ny.us/purchase/spg/awards/3031022523CAN.HTM>

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

New York State Office of General Services  
New York State Procurement (NYSPRO)  
38th Floor, Corning Tower  
Empire State Plaza  
Albany, New York 12242  
<http://nyspro.ogs.ny.gov>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [22523-RM](#)

**DATE:** October 2, 2014

**GROUP:** 30310 - Automotive Parts and Supplies,  
Filters, Truck Parts, and Plow Parts

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

Michael Riley  
Contract Management Specialist  
(518) 474-6716  
[michael.riley@ogs.ny.gov](mailto:michael.riley@ogs.ny.gov)

**CONTRACT PERIOD:** July 15, 2013 - May 6, 2016

**OTHER AUTHORIZED USERS**

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

**CONTRACTORS/**

**CONTRACT NOS.:** United Auto Supply of Syracuse West, Inc. PC65982  
Uni-Select USA, Inc. PC65983

**SUBJECT: NEW PRICE LISTS**

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

The above referenced contractors have submitted new price lists for our consideration. All items in the following price lists are approved and are available for purchase.

United Auto Supply of Syracuse West, Inc.: Hastings June 1, 2014

Uni-Select USA, Inc.: G1 thru G28 (various dates)  
G29A and G29B (various dates)

Price lists are posted at our website for your convenience:  
<http://www.ogs.ny.gov/purchase/spg/awards/3031022523CAN.HTM>

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

New York State Office of General Services  
New York State Procurement (NYSPRO)  
38th Floor, Corning Tower  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [22523-RM](#)

**DATE:** March 12, 2014

**GROUP:** 30310 - Automotive Parts and Supplies,  
Filters, Truck Parts, and Plow Parts

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Michael Riley  
Contract Management Specialist  
(518) 474-6716  
[michael.riley@ogs.ny.gov](mailto:michael.riley@ogs.ny.gov)

**CONTRACT PERIOD:** July 15, 2013 - May 6, 2016

**OTHER AUTHORIZED USERS**

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

**CONTRACTOR/**

**CONTRACT NO.:** United Auto Supply of Syracuse West, Inc. PC65982

**SUBJECT: NEW CONTRACT CONTACT INFORMATION**

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

Please be advised that Jean Witt is the new contract contact for United Auto Supply of Syracuse West, Inc. New contact information is referenced below.

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.# / NYS VENDOR#</u></b>
PC65982	United Auto Supply of Syracuse West, Inc. 450 Tracy St. Syracuse, NY 13204	Jean Witt 800/772-1667 315/744-3102 Fax: 315/836-4545 E-mail: <a href="mailto:jeanwitt@unitedautosupply.com">jeanwitt@unitedautosupply.com</a> Email for Ordering: <a href="mailto:nysorder@unitedautosupply.com">nysorder@unitedautosupply.com</a> Web: <a href="http://www.unitedautosupply.com">www.unitedautosupply.com</a>	161265206 1100014546

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

New York State Office of General Services  
New York State Procurement (NYSPRO)  
38th Floor, Corning Tower  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [22523-RM](#)

**DATE:** October 17, 2013

**GROUP:** 30310 - Automotive Parts and Supplies,  
Filters, Truck Parts, and Plow Parts

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Michael Riley  
Contract Management Specialist  
(518) 474-6716  
[michael.riley@ogs.ny.gov](mailto:michael.riley@ogs.ny.gov)

**CONTRACT PERIOD:** July 15, 2013 - May 6, 2016

**OTHER AUTHORIZED USERS**

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

**CONTRACTORS/**

**CONTRACT NOS.:** United Auto Supply of Syracuse West, Inc. PC65982  
Uni-Select USA, Inc. PC65983

**SUBJECT: MINIMUM ORDER**

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

The **MINIMUM ORDER**, per purchase order for each contractor, is stated in **BOLD PRINT** below.

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.# / NYS VENDOR#</u></b>
PC65982	United Auto Supply of Syracuse West, Inc. 450 Tracy St. Syracuse, NY 13204	Ms. Audrey Phillips 800-772-1667 ext. 2346 315-380-2060 Fax: 315-836-4545 Email: <a href="mailto:audrey@unitedautosupply.com">audrey@unitedautosupply.com</a> Web: <a href="http://www.unitedautosupply.com">www.unitedautosupply.com</a> <b><u>MINIMUM ORDER is \$50.00</u></b>	161265206 1100014546
PC65983	Uni-Select USA, Inc. 20 Hazelwood Drive Amherst, NY 14228	Mr. Rick Levy Phone: 856-778-1400 ext 1003 Toll Free Phone: 800-257-7972 ext 1003 Fax: 856-439-5903 Toll Free Fax: 800-723-1377 Email: <a href="mailto:macustomersupport@uniselect.com">macustomersupport@uniselect.com</a> Web: <a href="http://www.uniselectusa.com">www.uniselectusa.com</a> <b><u>NO MINIMUM ORDER</u></b>	200769630 1000008547

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

New York State Office of General Services  
New York State Procurement (NYSPRO)  
38th Floor, Corning Tower  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [22523-RM](#)

**DATE:** October 4, 2013

**GROUP:** 30310 - Automotive Parts and Supplies,  
Filters, Truck Parts, and Plow Parts

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Michael Riley  
Contract Management Specialist  
(518) 474-6716  
[michael.riley@ogs.ny.gov](mailto:michael.riley@ogs.ny.gov)

**CONTRACT PERIOD:** July 15, 2013 - May 6, 2016

**OTHER AUTHORIZED USERS**

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

**CONTRACTOR/  
CONTRACT NO.:** ALL CONTRACTORS

**SUBJECT:** CHANGES IN CONTRACTOR INFORMATION

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

Vendor Identification Numbers have been updated for the following contractors:

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.# / NYS VENDOR#</u></b>
PC65982	United Auto Supply of Syracuse West, Inc 450 Tracy St. Syracuse, NY 13204	Ms. Audrey Phillips 800-772-1667 ext. 2346 315-380-2060 Fax: 315-836-4545 Email: <a href="mailto:audrey@unitedautosupply.com">audrey@unitedautosupply.com</a> Web: <a href="http://www.unitedautosupply.com">www.unitedautosupply.com</a>	161265206 1100014546
PC65983	Uni-Select USA, Inc. 20 Hazelwood Drive Amherst, NY 14228	Mr. Rick Levy Phone: 856-778-1400 ext 1003 Toll Free Phone: 800-257-7972 ext 1003 Fax: 856-439-5903 Toll Free Fax: 800-723-1377 Email: <a href="mailto:macustomersupport@uniselect.com">macustomersupport@uniselect.com</a> Web: <a href="http://www.uniselectusa.com">www.uniselectusa.com</a>	200769630 1000008547

For Contractor contact information and complete pricing for this Award, please see the "Contractor Info" and "Price Information" pages located on the OGS website at: <http://www.ogs.ny.gov/purchase/spg/awards/3031022523can.HTM>

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

New York State Office of General Services  
New York State Procurement (NYSPRO)  
38th Floor, Corning Tower  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [22523-RM](#)

**DATE:** September 17, 2013

**GROUP:** 30310 - Automotive Parts and Supplies,  
Filters, Truck Parts, and Plow Parts

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

Michael Riley  
Contract Management Specialist  
(518) 474-6716  
[michael.riley@ogs.ny.gov](mailto:michael.riley@ogs.ny.gov)

**CONTRACT PERIOD:** July 15, 2013 - May 6, 2016

**OTHER AUTHORIZED USERS**

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

**CONTRACTOR/**

**CONTRACT NO.:** United Auto Supply of Syracuse West, Inc. PC65982

**SUBJECT:** CHANGE IN CONTRACTOR CONTACT INFORMATION

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

Ms. Jean Witt is the new contract contact for United Auto Supply of Syracuse West, Inc. Please see below:

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED. IDENT. #</u></b> <b><u>NYS VENDOR ID#</u></b>
PC65983	UNITED AUTO SUPPLY OF SYRACUSE WEST, INC 450 Tracy St. Syracuse, NY 13204	800/772-1667 315/744-3102 Jean Witt Fax No.: 315/836-4545 E-Mail: <a href="mailto:jeanwitt@unitedautosupply.com">jeanwitt@unitedautosupply.com</a> Website: <a href="http://www.unitedautosupply.com">www.unitedautosupply.com</a>	161265206 1100014546

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

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

## CONTRACT AWARD NOTIFICATION

<b>Title</b>	:	<b>Group 30310 Automotive Parts and Supplies, Filters, Truck Parts, and Plow Parts (Statewide)</b> <b>Classification Code(s): 15, 22, 23, 25, 26, 27, 47</b>
<b>Award Number</b>	:	<b><u><a href="#">22523-RM</a></u></b> (Replaces Awards 21306 and 21283)
<b>Contract Period</b>	:	<b>May 7, 2013 – May 6, 2016</b>
<b>Bid Opening Date</b>	:	<b>October 23, 2012</b>
<b>Date of Issue</b>	:	<b>May 7, 2013</b>
<b>Specification Reference</b>	:	<b>As Incorporated In The Award</b>
<b>Contractor Information</b>	:	<b>Appears on Page 2 of this Award</b>

### Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
<b>Name</b> : Michael Riley <b>Title</b> : Contract Management Specialist I <b>Phone</b> : 518-474-6716 <b>Fax</b> : 518-474-8676 <b>E-mail</b> : michael.riley@ogs.ny.gov	NYS Procurement Customer Services <b>Phone</b> : 518-474-6717 <b>Fax</b> : 518-474-2437 <b>E-mail</b> : customer.services@ogs.ny.gov

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

### Description

These Contracts provide Authorized Users with a means of acquiring automotive replacement parts, supplies, and filters. This Award consists of two Lots. Lot 1 is for various automotive replacement parts, such as brake shoes & linings, brake parts, fuel pumps, exhaust equipment, ignition equipment, starters & alternators, seals, gaskets, bearings, chassis parts, universal joints, automotive lighting, mirrors & lamps, belts & hoses, windshield wiper products and electric wiring. Lot 2 is for automotive filters (oil, air, and fuel).

PR # 22523

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**NOTE: See individual contract items to determine actual awardees.**

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.# / NYS VENDOR#</u></b>
PC65982	United Auto Supply of Syracuse West, Inc 450 Tracy St. Syracuse, NY 13204	Ms. Audrey Phillips 800-772-1667 ext. 2346 315-380-2060 Fax: 315-836-4545 Email: <a href="mailto:audrey@unitedautosupply.com">audrey@unitedautosupply.com</a> Web: <a href="http://www.unitedautosupply.com">www.unitedautosupply.com</a>	161265206 1100014546

For Contractor contact information and complete pricing for this Award, please see the "Contractor Info" and "Price Information" pages located on the OGS website at: <http://www.ogs.ny.gov/purchase/spg/awards/3031022523can.htm>

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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 NYS PROCUREMENT 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 NYS PROCUREMENT.

**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:**

NYS Procurement 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 are available via the "Contractor Info" link located at <http://www.ogs.ny.gov/purchase/spg/awards/3031022523can.htm>. 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).

(continued)

**PRICE:**

Contract discounts appear below. For the current complete pricing for this Award, please see the “Price Information” link located on the OGS website at: <http://www.ogs.ny.gov/purchase/spg/awards/3031022523can.htm>

**LOT 1 Automotive Parts and Supplies: – Award Pending**

**LOT 2 Automotive Filters:**

- Contractor: United Auto Supply of Syracuse West, Inc.
- Minimum Order Amount: \$50.00.
- No Restocking Charge.
- Contractor offers Electronic Access Ordering (Electronic Data Interchange – EDI).
- Contractor accepts the New York State Procurement Card for orders not to exceed \$15,000.00. No Additional discount for purchases made with the NYS Procurement Card.
- Contractor authorizes resellers/dealers to accept contract orders and contract payments. For a complete list, please see the “Contractor Info” page located on the OGS website at: <http://www.ogs.ny.gov/purchase/spg/awards/3031022523can.htm>
- Contact the contractor directly to set up initial contract ordering account, please see the “Contractor Info” page located on the OGS website at: <http://www.ogs.ny.gov/purchase/spg/awards/3031022523can.htm>

<b>NYS Region: Statewide</b>	
<b>Part Group</b>	<b>% Discount off List Price</b>
Automotive Filters	73%

**LOT 3 International Truck Parts – No Award**

**LOT 4 Mack Truck Parts – No Award**

**LOT 5 Cummins Parts – No Award**

**LOT 6 Viking Cives Parts – No Award**

**LOT 7 Henderson Plow Parts – No Award**

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**SHIPPING CHARGES:**

No shipping charges are to be included under this contract. Authorized users are advised to plan purchases accordingly

**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, NYS Procurement prior to effectuation.

**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.

**CONTRACT BILLINGS AND PAYMENTS:**

a. Billings. Contractor and the dealers/distributors/resellers designated by the Contractor, if any, shall provide complete and accurate billing invoices to each Authorized User in order to receive payment. Billing invoices submitted to an Authorized User must contain all information required by the Contract and the State Comptroller or other appropriate fiscal officer. Submission of an invoice and payment thereof shall not preclude the Commissioner from requesting reimbursement or demanding a price adjustment in any case where the Product delivered is found to deviate from the terms and conditions of the Contract or where the billing was inaccurate.

Contractor shall provide, upon request of the Commissioner, any and all information necessary to verify the accuracy of the billings. Such information shall be provided in the format requested by the Commissioner and in a media commercially available from the Contractor. The Commissioner may direct the Contractor to provide the information to the State Comptroller or to any Authorized User of the Contract.

b. Payment of Contract purchases made by an Authorized User when the State Comptroller is responsible for issuing such payment. The Authorized User and Contractor agree that payments for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payments shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller website at <http://www.osc.state.ny.us/epay/index.htm> or by e-mail at [epayments@osc.state.ny.us](mailto:epayments@osc.state.ny.us). Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract that are payable by the State Comptroller if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above. Inquiries relating to OSC's Electronic Payments program should be directed to:

NYS Office of the State Comptroller  
Vendor Management Unit  
110 State Street Mail Drop 10-4  
Albany, NY 12236  
Telephone: (855) 233-8363  
E-Mail: [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov)

c. Payment of Contract purchases made by an Authorized User when the State Comptroller is not responsible for issuing such payment. The Authorized User and Contractor agree that payments for such Contract purchases shall be billed directly by Contractor on invoices/vouchers, together with complete and accurate supporting documentation as required by the Authorized User. Such payments shall be as mandated by the appropriate governing law from the receipt of a proper invoice. Such Authorized User and Contractor are strongly encouraged to establish electronic payments.

**NOTE TO AGENCY:**

Authorized users are directed to refer to Attachment 2 Resellers and Contractors instructions located <http://www.ogs.ny.gov/purchase/spg/awards/3031022523can.htm>

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**PREFERRED SOURCE PRODUCTS AND SERVICES:**

Some products/services in this contract may be available from one or more preferred source suppliers such as Correctional Industries (Corcraft), Industries for the Blind of NYS, and NYS Industries for the Disabled. 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 and services 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/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.

**NYS PRO's DISPUTE RESOLUTION POLICY:**

It is the policy of the Office of General Services' NYS Procurement (NYS PRO) to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to NYS PRO bid solicitations or contract awards. NYS PRO encourages vendors to seek resolution of disputes through consultation with NYS PRO staff. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes. A copy of NYS PRO'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.ny.gov](http://www.ogs.ny.gov)).

(continued)

**State of New York  
Office of General Services  
New York State PROCUREMENT  
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 NYS PROCUREMENT  
 Customer Services, 38th Floor  
 Corning 2<sup>nd</sup> Tower - Empire State Plaza  
 Albany, New York 12242

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