

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 30601 - TIRES, RECAPPED (Statewide)	
		Classification Code(s): 25	
Award Number	:	<u>18125-RS</u>	(Replaces Award 01894-RS)
Contract Period	:	May 1, 2003 to April 30, 2005	
Bid Opening Date	:	January 7, 2003	
Date of Issue	:	February 21, 2003	
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 : William A. Macey Title : Purchasing Officer I Phone : 518-402-5438 Fax : 518-474-8676 E-mail : bill.macey@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 provides for the recapping of truck and bus tires.

PR #18125-T

(continued)

NOTE: See individual contract items to determine actual awardees.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC60090 SB	J.A.R. RUBBER CORP. d/b/a Ranger Tires 60 Allen Boulevard Farmingdale, NY 11735	631/694-0140 Mr. John D. Roefs Mr. Paul Pepe Fax: 631/293-5692 E-mail: jdr@rangertires.com	112215751
PC60091	SMILEY TIRE & RETREADING 1615 Croghan Street Freemont, OH 43420	800/686-2632 419/332-5545 Mr. Randall Fritz Fax: 419/332-9426	341613863

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 ALL CONTRACT USERS:

The terms and conditions of the bid solicitation which apply to the award appear at the end of this document. We strongly advise all contract users to familiarize themselves with all terms and conditions before issuing a purchase order.

(continued)

PRICE:

Prices are expressed as a discount from the Manufacturer's Latest Nationally Published Price List in effect at the time of placing order.

Price includes all customs, duties, charges, and shall include up to two (2) minor spot repairs (cosmetic on outside of tire), all nail holes up to 3/8", and one major (section replacement) repair, and be net, F.O.B. destination any point in the designated contract area, including pickup and tailgate delivery.

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

NOTICE:

The discount offered shall carry over to the entire Product/Price list for recapped tires presently available or which become available during the contract period.

PRICE LIST REVISION:

The manufacturer's nationally published price list shall be subject to revision in accordance with changes which may be made by the manufacturer. **CONTRACTOR SHALL NOTIFY THE OFFICE OF GENERAL SERVICES IN WRITING TWO WEEKS PRIOR TO REVISION OF PRICE LIST AND SHALL SUBMIT TWO COPIES OF REVISED PRICES. THESE PRICE LISTS MUST BE FURNISHED.**

Each revision shall be submitted to this office at no charge.

MINIMUM ORDER:

Minimum order shall be five (5) tires per service call.

J.A.R. Rubber Corp. d/b/a Ranger Tires has indicated that they will honor orders for less than the minimum order at no additional charge.

RECAPPED TIRES

ITEM 1/AREA 1:

Manufacturer's Price List Identification and Date: Marangoni Oct. 2001

Discount from List Price/Catalogue: 66% Multiplier .34

Name of Manufacturer of recapping material: Marangoni Tread

Delivery with exchange of casing: 5 Days A/R/O

Pick-up for casing retention: 5 Days A/R/O

Delivery with casing retention: 5 Days A/R/O

CONTRACTOR, ITEM 1: J.A.R. RUBBER CORP d/b/a Ranger Tires

ITEM 2/AREA 2:

Manufacturer's Price List Identification and Date: Marangoni Oct. 2001

Discount from List Price/Catalogue: 64% Multiplier .36

Name of Manufacturer of recapping material: Marangoni Tread

Delivery with exchange of casing: 5 Days A/R/O

Pick-up for casing retention: 5 Days A/R/O

Delivery with casing retention: 5 Days A/R/O

CONTRACTOR, ITEM 2: J.A.R. RUBBER CORP. d/b/a Ranger Tires

(continued)

RECAPPED TIRES (Cont'd)

ITEM 3/AREA 3:

Manufacturer's Price List Identification and Date: Marangoni Oct. 2001
Discount from List Price/Catalogue: 66% Multiplier .34
Name of Manufacturer of recapping material: Marangoni Tread
Delivery with exchange of casing: 5 Days A/R/O
Pick-up for casing retention: 5 Days A/R/O
Delivery with casing retention: 5 Days A/R/O

CONTRACTOR, ITEM 3: J.A.R. RUBBER CORP. d/b/a Ranger Tires

ITEM 4/AREA 4:

Manufacturer's Price List Identification and Date: Marangoni Oct. 2001
Discount from List Price/Catalogue: 66% Multiplier .34
Name of Manufacturer of recapping material: Marangoni Tread
Delivery with exchange of casing: 5 Days A/R/O
Pick-up for casing retention: 5 Days A/R/O
Delivery with casing retention: 5 Days A/R/O

CONTRACTOR, ITEM 4: J.A.R. RUBBER CORP. d/b/a Ranger Tires

ITEM 5/AREA 5:

Manufacturer's Price List Identification and Date: Marangoni Oct. 2001
Discount from List Price/Catalogue: 64% Multiplier .36
Name of Manufacturer of recapping material: Marangoni Tread
Delivery with exchange of casing: 5 Days A/R/O
Pick-up for casing retention: 5 Days A/R/O
Delivery with casing retention: 5 Days A/R/O

CONTRACTOR, ITEM 5: J.A.R. RUBBER CORP. d/b/a Ranger Tires

ITEM 6/AREA 6:

Manufacturer's Price List Identification and Date: B252 dated January 1, 2003; B253 dated July 1, 2002
Discount from List Price/Catalogue: 67% Multiplier .33
Name of Manufacturer of recapping material: Goodyear/Ultima
Delivery with exchange of casing: 10 Days A/R/O
Pick-up for casing retention: 10 Days A/R/O
Delivery with casing retention: 10 Days A/R/O

CONTRACTOR, ITEM 6: SMILEY TIRE & RETREADING

ITEM 7/AREA 7:

Manufacturer's Price List Identification and Date: Marangoni Oct. 2001
Discount from List Price/Catalogue: 69% Multiplier .31
Name of Manufacturer of recapping material: Marangoni Tread
Guaranteed Delivery with exchange of casing: 5 Days A/R/O
Pick-up for casing retention: 5 Days A/R/O
Guaranteed Delivery with casing retention: 5 Days A/R/O

CONTRACTOR, ITEM 7: J.A.R. RUBBER CORP. d/b/a Ranger Tires

(continued)

RECAPPED TIRES (Cont'd)

ITEM 8/AREA 8:

Manufacturer's Price List Identification and Date: Marangoni Oct. 2001
Discount from List Price/Catalogue: 69% Multiplier .31
Name of Manufacturer of recapping material: Marangoni Tread
Guaranteed Delivery with exchange of casing: 5 Days A/R/O
Pick-up for casing retention: 5 Days A/R/O
Guaranteed Delivery with casing retention: 5 Days A/R/O

CONTRACTOR, ITEM 8: J.A.R. RUBBER CORP. d/b/a Ranger Tires

NOTE: All repairs shall be finished with an Industry-approved standard sealant material. All repairs done shall be noted on a label affixed to the tire.

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. Contact OSC to obtain an information packet at 518-474-4032 or e-mail to epunit@osc.state.ny.us or visit their website at www.osc.state.ny.us.

NOTE TO CONTRACTOR:

In the event a specified manufacturer's product listed in the Contract Award Notification becomes unavailable or cannot be supplied to the State by the contractor for any reason (except as provided for in the "Savings/Force Majeure" clause in Appendix B, OGS General Specifications), a product deemed by the Office of General Services to be equal to or better than the specified product must be substituted by the contractor at no additional cost or expense to the State.

DELIVERY:

Delivery shall be expressed in number of calendar days required to make delivery after receipt of a purchase order.

Product is required as soon as possible.

Delivery shall be made in accordance with instructions on Purchase Order from each agency. 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.

(continued)

DELIVERY: (Cont'd)

All recaps will be returned within ten (10) working days from date of pickup. Notification must be given in writing at time of pickup for recaps that cannot meet this delivery schedule.

Pickup receipt must contain tire serial numbers. All rejected casings after final inspection will be returned and receipted by serial numbers.

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 (www.ogs.state.ny.us). Click on "For Government-Contracts and Purchasing," then "About Procurement," then "Non-State Agency Legal References." 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.

EXTENSION OF USE:

This contract 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.

CONTRACT PERIOD AND RENEWALS:

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 contract award. Discount increases are permitted at any time.

If mutually agreed between the Procurement Services Group and the contractor, the contract may be renewed under the same terms and conditions for additional period(s) not to exceed a total contract term of five (5) years.

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 AND GUARANTEES:

Tires shall be guaranteed under the terms of the manufacturer's standard published guarantee. Adjustments will be based on the contract price.

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PRICE SHEETS AND CATALOGS:

Contractor shall be required to furnish, without charge, catalog and price lists identical to those accepted with their bid, including any changes (additions, deletions, etc.) pursuant to the contract, to authorized users which request them.

Catalogs and price lists may be furnished in either hard-copy or electronic format. If available in both formats, they shall be furnished in the format preferred by the requesting authorized user. Upon request the contractor shall assist authorized users in the use of catalogs and price lists.

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>Tire</u> <u>Size</u>	<u>Quantity Sold</u> <u>State</u> <u>Agencies</u>	<u>Quantity Sold</u> <u>Others</u>	<u>Unit</u> <u>Price</u>	<u>Total \$</u> <u>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.

"OGS OR LESS" GUIDELINES APPLY TO THIS CONTRACT:

Purchases of the products included in the 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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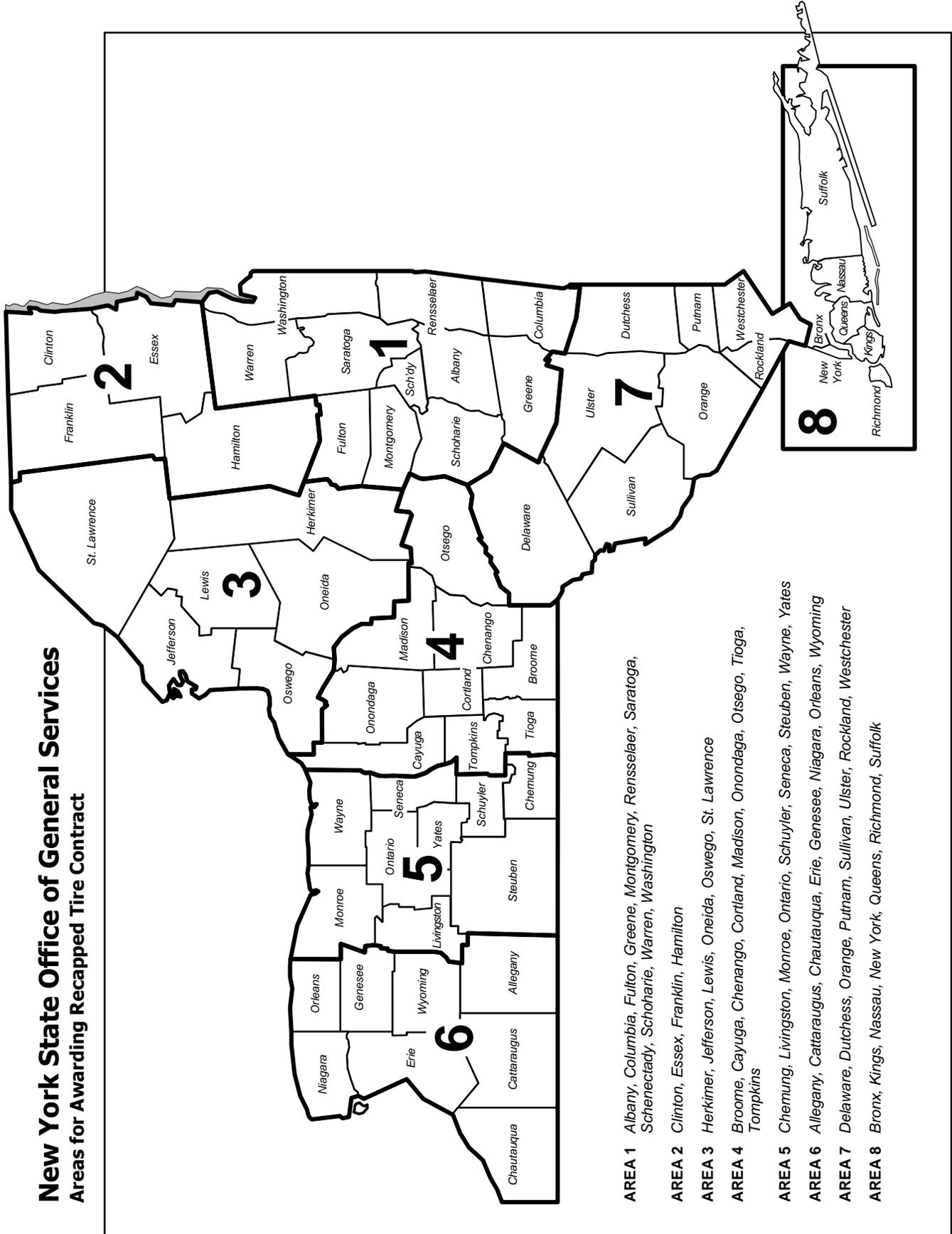
GEOGRAPHIC AREAS:

New York State is divided into eight (8) geographic areas as follows:

<u>AREA</u>	<u>COUNTIES</u>
1	Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington
2	Clinton, Essex, Franklin, Hamilton
3	Herkimer, Jefferson, Lewis, Oneida, Oswego, St. Lawrence
4	Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Otsego, Tioga, Tompkins
5	Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca Steuben, Wayne, Yates
6	Allegany, Cattaragus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming
7	Delaware, Dutchess, Orange, Putnam, Sullivan, Ulster, Rockland, Westchester
8	Nassau, Suffolk, Bronx, Kings, New York, Richmond, Queens

(continued)

**New York State Office of General Services
Areas for Awarding Recapped Tire Contract**



- AREA 1** Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington
- AREA 2** Clinton, Essex, Franklin, Hamilton
- AREA 3** Herkimer, Jefferson, Lewis, Oneida, Oswego, St. Lawrence
- AREA 4** Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Otsego, Tioga, Tompkins
- AREA 5** Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates
- AREA 6** Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming
- AREA 7** Delaware, Dutchess, Orange, Putnam, Sullivan, Ulster, Rockland, Westchester
- AREA 8** Bronx, Kings, Nassau, New York, Queens, Richmond, Suffolk

(continued)

MATERIALS:

All materials and casings used in the retreading process shall be equal or better than that supplied by an original tire manufacturer in the production of original equipment tires.

PROCEDURES:

Contract users may use either of the following options:

1. Casing Retention:

Casings to be retreaded shall be furnished by the using agency. All retreaded tires will be returned only on casings provided by the agency.

2. Casing Exchange:

Contractors shall accept casings from the agency and provide an equal number of retreaded tires at the contract price. (Full credit for casing - in accordance with the criteria indicated in Detailed Specifications). If, following inspection by the contractor, any casings are rejected for retreading, the agency shall provide within thirty (30) days an equivalent number of usable casings to the contractor or pay the contractor's usual casing charge. The lack of a specific size retread in stock for this exchange shall not be considered a contract deviation.

In either of the above situations, rejected casings must be returned with a written report indicating reasons for rejection. Rejected casings remain the property of the agency, which is responsible for their disposal. Casings provided by the agency and retreaded tires provided by the contractor are to be equivalent in size and construction method. In the event of casing exchange the retreaded tire provided by the contractor shall have been retreaded no greater number of times than would have resulted if the agency casing had been retreaded.

CASINGS:

Casing(s) surrendered by agency shall be the same size(s) as retread tire(s) ordered and shall be accepted by dealer for full credit allowance provided casing surrendered has no nail hole repair areas greater than 3/8" in diameter and not more than one (s) spot repair area is required.

Casing(s) surrendered by agency exceeding the repair requirements listed above shall be returned to agency with complete descriptive report listing reason(s) for rejection and designated casing charge back fee if applicable.

AGENCY OPTION:

Casings surrendered by agency to contractor for retreading and return shall remain the property of the surrendering agency but will be subject to the same inspection procedures as outlined above.

If agency owned casing exceeds the repair requirements listed, the casing shall be returned with complete descriptive report listing reason(s) for rejection.

Disposal of defective casing(s) will be agency responsibility.

FINAL INSPECTION:

Contractor shall be responsible for final inspection of the retread tire/casing using practices consistent with industry standards for quality assurance.

Tire shall be properly identified with legible D.O.T. number, date of manufacture, any major repair to casing history and contractor identification signet.

(continued)

WARRANTY:

Warranty, service and liability of participating certified dealer shall be as follows:

LIMITED WARRANTY:

Every retread and/or repair produced by a qualified supplier participating in the program and bearing a valid number of the qualified, participating dealer is warranted to be free from defects in workmanship and materials and to give satisfactory service under normal operating conditions for the tread life or applicable period set forth under (coverage) below but not more than the number of years indicated on the individual contract specifications.

WORKMANSHIP/MATERIAL FAILURE: (Agency's Provided Casing/s)

A retread and/or **REPAIR** failing to deliver satisfactory service due to conditions related to workmanship or materials, under the terms of this warranty, shall be credited at the current contract buying price according to the following percentage table:

<u>TREAD LIFE</u> <u>REMAINING</u>	<u>% OF CREDIT</u> <u>TO CUSTOMERS</u>
100 - 80%	100%
79 - 60%	75%
59 - 40%	50%
39 - 20%	25%
19% & Below	0%

Adjustment credit will be issued for the retread and/or repair only.

CAP AND CASING WARRANTY:

A customer requesting an adjustment of a "cap and casing" is required to provide proof of purchase of both the cap and casing. If proof of purchase cannot be provided on the casing the adjustment will be handled as a retread adjustment only.

WORKMANSHIP/MATERIAL FAILURE: (Contractor Provided Casing(s))

A retread and/or repair **PURCHASED** with the casing failing to deliver satisfactory service due to conditions related to workmanship or materials, under the terms of this warranty, shall be credited at the current customer contract buying price according to the following percentage table:

<u>TREAD LIFE</u> <u>REMAINING</u>	<u>% OF CREDIT</u> <u>TO CUSTOMERS</u>
100 - 80%	100%
79 - 60%	75%
59 - 40%	50%
39 - 20%	25%
19% & Below	0%

(continued)

WARRANTY: (Cont'd)

WORKMANSHIP/MATERIAL FAILURE: (Contractor Provided Casing(s)) (Cont'd)

Adjustment credit will be issued for the retread and/or repair only.

CASING FAILURE (Contractor Provided Casing):

A retread and/or repair PURCHASED with the casing failing to deliver satisfactory service due to casing related conditions, under the terms of this warranty, shall be credited at the current contract buying price according to the following percentage table:

<u>TREAD LIFE</u> <u>REMAINING</u>	<u>% OF CREDIT</u> <u>TO CUSTOMERS</u>
100 - 75%	100%
74- 50%	50%
49% & Below	0%

Adjustment credit will be issued for the retread and/or repair only.

CASING FAILURE (Agency Provided Casing):

A retread and/or repair failing to deliver satisfactory service due to casing related conditions, under the terms of this warranty, shall be credited at the current contract buying price according to the following percentage table:

<u>TREAD LIFE</u> <u>REMAINING</u>	<u>% OF CREDIT</u> <u>TO CUSTOMERS</u>
100 - 75%	100%
74- 50%	50%
49% & Below	0%

Adjustment credit will be issued for the retread and/or repair only.

EXCLUSIONS:

The warranty does not cover retreads and/or repairs rendered unserviceable due to the following causes:

- Road Hazard (i.e., cut, snag, bruise, puncture, impact break)
- Improper inflation
- Wheel misalignment
- Vehicle damage
- Incorrect or improper mounting
- Damage caused by abuse, neglect, collision, fire, curbing, vandalism, or chemical corrosion

WARRANTY FOR LOSS OF TIME:

The warranty does not provide compensation for loss of time, loss of use of vehicle, inconvenience, or consequential damage. The warranty is for the exclusive benefit of the original customer and is not assignable.

The warranty applicable shall be in lieu of all other warranties, expressed or implied, including without limitation, warranties of merchantability and fitness for any particular purpose.

(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, Room 3711
 Corning 2nd Tower - Empire State Plaza
 Albany, New York 12242

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