

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

PURCHASING MEMORANDUM
CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21285](#)

DATE: October 22, 2013

GROUP: 40900 – VIKING SNOWPLOW
REPLACEMENT PARTS (DOT)

**PLEASE ADDRESS INQUIRIES
TO THE FOLLOWING
DESIGNATED CONTACTS:**

Luis Salas
Contract Management Specialist
(518) 474-3034
Luis.Salas@ogs.ny.gov

ORIGINAL CONTRACT PERIOD:
July 1, 2008 – June 30, 2013

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

UPDATED CONTRACT PERIOD:
July 1, 2013 – June 30, 2014

CONTRACTOR: CIVES CORPORATION
D/B/A VIKING CIVES (USA)

CONTRACT NO. PC63857

SUBJECT: CONTRACT RENEWAL

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The contract has been extended for an additional period of one (1) year; effective July 1, 2013.

All pricing, terms, and conditions of the above contract award remain unchanged. Please audit all purchase orders and invoices accordingly. We suggest that you attach this memorandum to the front of your contract award.

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: [21285](#)

DATE: November 9, 2012

GROUP: 40900 – VIKING SNOWPLOW
REPLACEMENT PARTS (DOT)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

CONTRACT PERIOD: July 1, 2008 – June 30, 2013

Russell Patton
Purchasing Officer 1
(518) 474-9621
russell.patton@ogs.ny.gov

CONTRACTOR: CIVES CORPORATION
D/B/A VIKING CIVES (USA)

CONTRACT NO. PC63857

OTHER AUTHORIZED USERS

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

SUBJECT: Price list dated November 15, 2012

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The latest price list for the above mentioned contract is dated and will take effect on
November 15, 2012.

All other terms and conditions of the contract remain the same.

Please attach this to the term contract.

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: [21285](#)

DATE: May 21, 2012

GROUP: 40900 – VIKING SNOWPLOW
REPLACEMENT PARTS (DOT)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

CONTRACT PERIOD: July 1, 2008 – June 30, 2013

Pat Weidman
Team Leader
(518) 473-2045
pat.weidman@ogs.ny.gov

CONTRACTOR: CIVES CORPORATION
D/B/A VIKING CIVES (USA)

CONTRACT NO. PC63857

OTHER AUTHORIZED USERS

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

SUBJECT: Price list dated May 15, 2012

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The latest price list for the above mentioned contract is dated and will take effect on **May 15, 2012**.

All other terms and conditions of the contract remain the same.

Please attach this to the term contract.

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: [21285](#)

DATE: January 28, 2011

GROUP: 40900 – VIKING SNOWPLOW
REPLACEMENT PARTS (DOT)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Dawn Curley
Purchasing Officer I
(518) 474-2802
Dawn.curley@ogs.state.ny.us

CONTRACT PERIOD: July 1, 2008 – June 30, 2013

OTHER AUTHORIZED USERS

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

CONTRACTOR: CIVES CORPORATION .
D/B/A VIKING CIVES (USA)
CONTRACT NO. PC63857

SUBJECT: Price list dated February 1, 2011

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The latest price list for the above mentioned contract is dated **February 1, 2011** and will take effect on February 1, 2011.

All other terms and conditions of the contract remain the same. Please attach this to the term contract.

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: [21285](#)

DATE: December 17, 2009

GROUP: 40900 – VIKING SNOWPLOW
REPLACEMENT PARTS (DOT)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Dawn Curley
Purchasing Officer I
(518) 474-2802
Dawn.curley@ogs.state.ny.us

CONTRACT PERIOD: July 1, 2008 – June 30, 2013

OTHER AUTHORIZED USERS

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

CONTRACTOR: CIVES CORPORATION .
D/B/A VIKING CIVES (USA)
CONTRACT NO. PC63857

SUBJECT: Price list dated December 1, 2009

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The latest price list for the above mentioned contract is dated **December 1, 2009** and will take effect on December 17, 2009.

All other terms and conditions of the contract remain the same.

Please attach this to the term contract.

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: [21285](#)

DATE: January 21, 2009

GROUP: 40900 – VIKING SNOWPLOW
REPLACEMENT PARTS (DOT)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Dawn Curley
Purchasing Officer I
(518) 474-2802
Dawn.curley@ogs.state.ny.us

CONTRACT PERIOD: July 1, 2008 – June 30, 2013

OTHER AUTHORIZED USERS

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

CONTRACTOR: CIVES CORPORATION .
D/B/A VIKING CIVES (USA)
CONTRACT NO. PC63857

SUBJECT: Price List Dated February 1, 2009

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The latest price list for the above mentioned contract is dated **February 1, 2009** and will take effect on this date.

All other terms and conditions of the contract remain the same.

Please attach this to the term contract.

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 40900 – VIKING SNOWPLOW REPLACEMENT PARTS (DOT) Classification Code: 25
Award Number	:	<u>21285</u> (Replaces Award 18283)
Contract Period	:	July 1, 2008 through June 30, 2013
Bid Opening Date	:	February 14, 2008
Date of Issue	:	April 10, 2008
Specification Reference	:	As Incorporated In The Invitation for Bids
Contractor Information	:	Appears on Page 2 of this Award

Address Inquiries To:

State Agencies & Vendors

Name : Patricia Weidman
Title : Purchasing Officer 1
Phone : 518-402-5552
Fax : 518-474-8676
E-mail : pat.weidman@ogs.state.ny.us

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

Description

This award provides the Department of Transportation only with a contract for standard, new, genuine repair parts for Viking snow plows (exclusive of snow plows, leveling wings, moldboard assemblies, drive frame assemblies, cutting edges and plow shoes).

PR # 21285

(continued)

NOTE: See individual contract items to determine actual awardees.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC63857	CIVES CORPORATION d/b/a Viking Cives (USA) 14331 Mill Street Harrisville, NY 13648	800/743-1837 315/543-2321 Ms. Cindy Lesperance Fax: 315/543-2366 E mail: cindyl@vikingcives.com	160955800

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.

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.

(continued)

GENERAL INFORMATION (Cont'd)

NOTE TO AUTHORIZED USERS (Cont'd):

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 includes all customs duties and charges and is net, F.O.B. destination any DOT Equipment Management Shop in New York State as designated by the ordering agency including tailgate delivery. In addition, upon mutual agreement, delivery locations may be expanded per the "Extension of Use" clause.

Price is determined by applying the contractor's stated discount to the manufacturer's list price in effect at time of placing order.

For emergency orders, agency may request shipment by other than normal method. The difference in transportation charges will be borne by the ordering agency. Such charges should be shown separately on the voucher.

It is understood and agreed that the Department of Transportation may, if it so desires, purchase its requirements of Viking-Cives replacement parts from other sources of supply, providing its requirements do not total more than \$1,000.00 net within a thirty (30) day period.

Additionally, it is understood and agreed that the Department of Transportation may also purchase from other sources replacement parts that are equal in form, function and utility to those re-packaged or re-labeled for sale by Viking-Cives, providing those parts are available under terms which are more economically efficient to the state agency (e.g., delivery terms, warranty terms, etc.).

NEW YORK STATE PROCUREMENT CARD

Viking Cives USA has stated that they will accept the NYS Procurement Card for orders up to \$15,000. However, no additional discount for purchases made with the NYS Procurement Card will be allowed.

DEPARTMENT OF TRANSPORTATION

ITEM

DISCOUNT FROM PRICE LIST

SNOW PLOW REPLACEMENT PARTS, Viking as listed in most current Manufacturer's Nationally Published Price List, Bulletins and Supplements under the terms of the contract.

Number & Date of Price List: Parts Price List and

NYS DOT Parts Price List dated November 1, 2007

15%

Delivery: Stock Items: 2 days

Non-Stock Items: 5 days

Emergency Items: 1 day

CONTRACTOR: CIVES CORPORATION d/b/a VIKING-CIVES, USA

(continued)

GENERAL INFORMATION (Cont'd)

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.

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 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 provided must reflect all products excluded from the resultant contract either through the omission of those portions or by obvious indications within the catalogs and price lists.

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.

PRICE REVISION:

The manufacturer's nationally published price list dated November 1, 2007 shall be effective for the first six (6) months of the contract period, after which, contract price shall be subject to revision in accordance with changes, which may be made by the manufacturer in their published price list. At the end of the first six (6) months, the contractor may request a price list revision by submitting three copies of each revision to this office, at no charge, which shall become effective upon approval by the Office of General Services, or upon their effective date, whichever date is later.

(continued)

GENERAL INFORMATION (Cont'd)

PACKAGING:

All items furnished must be new and in the manufacturer's individual original standard package, clearly marked as to part number and contents.

DELIVERY:

Delivery is 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.

For all items which are normally stocked by the contractor, shipment shall be made within two (2) days of receipt of order.

If non-stock items are ordered, the contractor shall immediately so advise the agency and shall make shipment within five (5) days. If shipment cannot be made within the allotted time, purchase may be made in the open market without penalty to the contractor and without regard to \$1,000.00 limitation specified previously under "PRICE".

Shipment of emergency items shall be made immediately.

REGIONS:

The Department of Transportation Regions and delivery points are as follows: New York State Department of Transportation Equipment Management Shops.

REGIONS

DELIVERY SCHEDULE

1	21 Ninth St., Waterford, NY 12188
2	Harbor Lock Rd., Utica, NY 13503
3	5450 So. Bay Rd., No. Syracuse, NY 13212
4	2797 Clover St., Pittsford, NY 14534
5	4717 So. Western Blvd., Hamburg, NY 14075
6	7000 County Rt. 70A, Hornell, NY 14843
7	Box 22422 Route 342, Watertown, NY 13601
8	272-278 Violet Ave., Poughkeepsie, NY 12601
9	241 Colesville Road., Binghamton, NY 13904
10	375 Carlton Ave., Central Islip, NY 11722

CONTRACT PERIOD AND RENEWALS:

Discounts are to be firm for the entire period of the contract. Discount reduction will not be allowed. Price decreases or discount increases are permitted at any time.

(continued)

GENERAL INFORMATION (Cont'd)

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.

REPORT OF CONTRACT PURCHASES:

Contractor shall furnish a report containing both state agency and authorized non-state agency contract purchases by the fifteenth of the month following the end of each six month period. In addition to contractor direct sales, 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://205.232.252.35/>.

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/ SubItem Number</u>	<u>Product or Catalog Number</u>	<u>Product/ Service Description</u>	<u>Total Quantity Shipped to State Agencies</u>	<u>Total Quantity Shipped to Authorized Non-State Agencies</u>	<u>Total \$ Value</u>
					\$
				Grand Total	\$

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 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.

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.

(continued)

GENERAL INFORMATION (Cont'd)

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.

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.

(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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