Frequently Asked Questions (FAQs)

Lamps, Ballasts and Lighting Equipment
Group 05400, Award PGB 22788

This contract award is a piggyback established with the Western States Contracting Alliance (WSCA) Contract #1862 for the 'Lamps, Ballasts and Lighting Equipment', which offers a variety of lighting products including products that meet the Executive Order #4 specification for "Compact Fluorescent Lamps and other Environmentally Preferable Products.

Authorized users of this award are strongly encouraged to review the piggyback agreement in its entirety to gain an understanding of requirements for both contractor and users. Below is a listing of Questions & Answers (Q & A.) to help utilize the contracts.

1. Who Can Use this Contract?

This piggyback contract is for use by Authorized Users which includes, but is not limited to, New York State agencies and non-state organizations (political subdivisions, local governments, public authorities, public school, fire districts, public and nonprofit libraries, community colleges, and certain other nonpublic/nonprofit organizations.)

2. Who Are the Contractors?

The participating Contractors are listed on the Contractor Information page at:
(http://www.ogs.ny.gov/purchase/spg/awards/0540022788CAN.HTM)

3. Where is the Location of the Price Lists?

Pricing information for each contractor is located on the Office of General Services (OGS) website on the State Contract Award Notice page under the 'Contractor Information' link.

4. Does this Contract Include Products that meet Executive Order #4?

Yes; some, but not all, of the products offered under this contract meet the 'Compact Fluorescent Lamps' specification created as a result of Executive Order #4. This specification is available at the following link: (http://www.ogs.ny.gov/EO/4/Docs/Finals/CFL.pdf)

State agencies and Authorities are reminded of their responsibility to purchase products in accordance with this specification, and specific products that meet the specification are summarized in the 'EO4 & EP Products' document which can be accessed from the "Contractor's Information Page" located at:
(http://www.ogs.ny.gov/purchase/spg/awards/0540022788CAN.HTM)

5. **Does this contract include products that are emergency efficient and or environmentally preferable?**

   Yes, this contract includes products that are energy efficient and/or environmentally preferable. For a list of these products, please see the 'E04 & EP Products' link which can been accessed from the 'Contractor's Information Page' located at (http://www.ogs.ny.gov/purchase/spg/awards/0540022788CAN.HTM)

6. **How do Authorized Users Utilize the Contract?**

   Authorized Users must setup an account with the Contractor in order to have full access to pricing and to place an order. Please contact the Contractor using the information located on the Contractor's information page to set up an account.

   Authorized Users who are interested in using this contract should review the price lists provided for each contractor on the 'Contractor Information' page, compare pricing for comparable products and services, and then choose the contractor who provides the best overall value. When placing an order, please be sure to reference the New York State and WSCA contract numbers when corresponding with the vendor. The State is pursuing more contracts to be rolled out at a later time.

   Note to Authorized Users: Authorized Users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product and/or services, 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 how 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)

7. **Do the Contractors have Resellers?**

   Yes, each vendor has a list of resellers that can be viewed by clicking on the 'Contractor Information' link on the contract landing page: (http://www.ogs.ny.gov/purchase/spg/awards/0540022788CAN.HTM)

8. **Do the Contractors have Resellers that are New York State Certified MWBE companies?**

   Yes, some resellers are New York State Certified MWBE companies. In order to make it easier to locate certified MWBE companies to do business with, an 'M/WBE Dealer List' link has been added to the Contractor's Information Page that brings you to the contact information for MWBE dealers.

9. **Do the Contractors have Resellers that are New York State Certified SDVOSB companies?**

Yes, some resellers are New York State Certified Service Disabled Veteran Owned Small Business (SDVOSB) companies. In order to make it easier to locate certified SDVOSB companies to do business with, an 'SDVOSB Dealer List' link has been added to the Contractor's Information Page that brings you to the contact information for SDVOSB dealers.

10. How do I Report Problems with this contract?

Authorized Users and/or Contractors should report any problems to the contact person listed on the summary page for this award. (http://www.ogs.ny.gov/purchase/spg/awards/0540022788CAN.HTM)

11. How are Payments Processed?

Payments cannot be processed until the products purchased have been delivered and accepted. Invoices MUST include either the purchase order or contract number and the NYS Vendor ID number. Invoices must also include an invoice number and clearly identify the Authorized User receiving products or services.

12. How do I Report Contract Purchases?

The Contractor is required to provide a bi-annual report of contract purchases no later than the 15th of the month following the close of each six month period. The report is to be submitted electronically in an excel format to the contact person listed on the summary page for this award. (http://www.ogs.ny.gov/purchase/spg/awards/0540022788CAN.HTM)

13. When do I Report MWBE Utilization?

The Contractor is required to submit a monthly MWBE Contractor Compliance Report (MWBE 102) to OGS by the 10th day of the month documenting progress toward overall Contract goals of 20% i.e., 10% for Minority-Owned Business Enterprises and 10% for Women-Owned Business Enterprises. OGS requests that all Contractors use the New York State Contract System (NYSCS) for reporting. The NYSCS can be accessed at: https://ny.newnycontracts.com. For Contractors unable to access the system, forms for reporting are available at: http://www.ogs.ny.gov/MWBE/Forms.asp.

14. Can the Reseller accept orders?

Yes, the Reseller has authorization to receive orders.

15. Can the Reseller accept payments?

Yes, billing will be executed by the reseller(s), invoices from the reseller(s) should be submitted for payment and payment shall be made to the reseller(s) appearing on the invoice.