

**Frequently Asked Questions**  
Electric Lamps  
Group 05400, Award PGB 22828

Date of Issue: October 2, 2014

This contract award is a piggyback onto the US Communities Electrical Supplies contract (#MA-IS-1340234), which offers a variety of lighting and other electrical products.

Authorized users of this award are strongly encouraged to read the piggyback agreement in its entirety to gain an understanding of requirements for both the contractor and users. Below is a brief listing of questions & answers to help utilize the contracts.

**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, political subdivisions, local governments, public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations.

**Who is the Contractor?**

The contractor for this piggyback is Graybar Electric. Contact information and a list of sales locations can be found by clicking on the 'Award Document' link on the contract landing page.

(<http://www.ogs.ny.gov/purchase/spg/awards/0540022828CAN.HTM>)

**How do I use this Contract?**

Authorized users who are interested in using this contract should review the pricing provided on the 'Price List' page, then contact the contractor to place an order.

Please be sure to reference the New York State and US Communities contract numbers when corresponding with the vendor.

**Note to Authorized Users:** Authorized Users have the responsibility to document purchases. This documentation 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)

**Where do I find Contract pricing?**

Pricing information is available under the 'Price List' link. Price includes all customs, duties and charges and is net, F.O.B. destination.

Note that the Price List shows the actual net price for the vendor's highest-selling items, and also the discount structure by Category and Supplier for all other products offered from their catalog.

**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/0540022828CAN.HTM>)

**How are payments processed?**

Payments cannot be processed until an Authorized User until 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.

**How do I report Contract purchases?**

Contractor is required to provide a quarterly report of contract purchases no later than the 15<sup>th</sup> of the month following the close of each quarter (quarters end March 31, June 30, September 30, and December 31). Purchases by all Authorized Users shall be included in the template provided by NYSPro. The report is to be submitted electronically to the contact person listed on the summary page for this award.

(<http://www.ogs.ny.gov/purchase/spg/awards/2060022819CAN.HTM>)

**When do I report MWBE utilization?**

Contractor is required to submit a monthly MWBE Contractor Compliance Report (MWBE 102) to OGS by the 10<sup>th</sup> day of the month documenting progress toward overall Contract goals of 20%: 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>.