

Frequently Asked Questions (FAQs)

Floor Coverings and Related Services Group 20600, Award PGB 22819

This contract award is a piggyback established with the National Joint Powers Alliance (NJPA) *Floor Coverings Related Supplies, Equipment and Services Contract (#022712)*, which offers several types of floor covering products including broadloom carpet, carpet tile and vinyl tile as well as services such as installation and on some contracts, recycling.

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/2060022819CAN.HTM>

3. Where is the Location of the Price Lists?

Price lists for each contractor are located on the Office of General Services (OGS) website on the State Contract Award Notice page under the 'Contractor Information' link. Please note that freight costs may be listed separately from material costs on some price lists; however, all shipping costs will be disclosed to the Authorized User at the time that an order is placed and will be prepaid by the contractor, in addition, the terms of shipping will be F.O.B. destination. Also, please note that only those products and services specifically listed on the contractor's price lists are included in this contract.

NOTE: Wage Rates and Prevailing Wages - Contractors and Authorized Users must familiarize themselves with the Wage Rates and Prevailing Wages clause found in Section 18 of the Piggyback Agreement. Failure to follow Wage Rate and Prevailing Wage requirements may be deemed a breach of this contract.

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

Yes; some, but not all, of the products and services offered under this contract meet the ‘Carpet and Carpet Tile’ specification created as a result of Executive Order #4. A summary of products which meet the specification is available for your review on the Contractor’s Information Page under the [‘EO4 Products’](#) link.

State agencies and Authorities are reminded of their responsibility to purchase products in accordance with this specification.

5. How do Authorized Users Utilize the Contract?

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. As a best practice, it is recommended that three quotes be obtained for comparison purposes prior to placing an order. When placing an order, please be sure to reference the New York State and NJPA contract numbers when corresponding with the vendor.

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)

6. Can non-contract items (items not listed on the Contractor’s price list) be submitted on the same purchase order as the contract items (items on the Contractor’s price list)?

No, non-contract items must be submitted on a separate purchase order from the contract items. Non-contract item purchases are discretionary purchases. Authorized Users must follow their Discretionary Purchasing Guidelines for these purchases.

7. Do the Contractors have Authorized Dealers?

Yes, each vendor has a list of authorized dealers that can be viewed by clicking on the ‘Contractor Information’ link on the [Contract Landing Page](#). However, please be sure to review the price lists carefully before making purchases since a different price structure may be used for purchases made through a dealer compared to buying directly from the manufacturer. In addition, some manufacturers may offer services such as installation or recycling that can only be ordered directly through the manufacturer.

8. Do the Contractors have Authorized Dealers that are New York State Certified MWBE companies?

Yes, some of the Authorized Dealers 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 both the Contract Landing Page and Contractor's Information Page that brings you to contact information for MWBE dealers.

9. 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/2060022819CAN.HTM>)

10. How are Payments Processed?

Payments cannot be processed until the products 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.

11. How do I Report Contract Purchases?

The Contractor is required to provide a quarterly report of contract purchases no later than the 15th 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 Procurement Services. 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>)

12. Minority and Women-Owned Business Enterprise (MWBE) Dealer List – An MWBE Dealer List has been created and is located on the [Contract Landing Page](#).

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. Are Contractors required to pay Prevailing Wages for services?

Yes, Contractors that provide services are required to pay Prevailing Wage Rates. Please note that it is the Authorized Users responsibility to monitor the contract and verify that the Contractor is in compliance with Prevailing Wage requirements.