

Frequently Asked Questions Commercial Kitchen Equipment (Statewide)

Authorized Users of this contract are strongly encouraged to read the contract terms and conditions in their entirety to gain an understanding of requirements for both the contractors and authorized users. Below is a brief listing of Questions & Answers (Q&A's) to facilitate the use of this award.

This contract is for the purchase of commercial kitchen equipment.

Question 1: Who is the OGS contact for this award?

Answer: Sarah Crossman
Procurement Services
Corning Tower - 38th Floor
Albany, NY 12242
Phone: 518-473-9440
E-mail: Sarah.Crossman@ogs.ny.gov

Question 2: Can non-contract items be submitted on a purchase order with contract items?

Answer: No, any non-contract items must be submitted on a separate purchase order.

Question 3: Is there a way to report problems to the Office of General Services associated with the products ordered under this award?

Answer: Yes. You may contact the Contract Manager listed on the first page of this document with any problems/concerns encountered when using this award. You may also complete the Contract Performance Report included in the Contract Award Notification and return it to the Contract Manager.

Question 4: Is the contractor required to contact OGS directly when any contract information changes (i.e., contact name, email address, company address, phone #, website, etc.)?

Answer: Yes, it is the Contractor's responsibility to make sure OGS has the most current information on file.

Question 5: Is the Authorized User required to verify pricing on products ordered?

Answer: Yes, as with any centralized contract, Authorized Users should verify the price charged and the discount offered when ordering by comparing them against the current Price List. When the invoice is received, Authorized Users should then verify that the invoice reflects the prices listed in the Price List in use at the time of the order. Any discrepancies must be brought to the Contractor's attention within five business days.

Question 6: How are prices determined in this contract?

Answer: All purchase prices are based on TCPN Contract# R131201 with CKEP, LLC. Contract price lists may be updated in accordance with the Master Agreement. Contact information is provided in the Contract Award Notification. The price structure of the TCPN contract is a discount off of published Manufacturer's list price. The discount percentages and price lists are published on the OGS website.

<http://www.ogs.ny.gov/purchase/spg/awards/3610023014CAN.HTM>

Contractor shall inform the Authorized User of freight costs at the time of order.

Question 7: What information MUST be included on the contractor's invoice in order for payment to be made through the Statewide Financial System (SFS)?

Answer: So that payments can be made in a timely manner, invoices must include the purchase order or contract number, whichever is applicable and the SFS Vendor ID Number. The invoice must also include an Invoice Number and clearly identify the entity receiving the goods. In addition, the following fields should also be included: Order Date, SKU Number and/or Description and NYS Net Delivered Price.

Question 8: What time periods should be captured for the Report of Sales and when are they due to OGS?

Answer: Contractor shall furnish quarterly sales reports to OGS no later than the 15th of the month following the close of each quarter. Quarterly periods will end on March 31, June 30, September 30, and December 31.