

**ATTACHMENT 11**

**CONTRACT UPDATE FORM**

STATE OF NEW YORK  
EXECUTIVE DEPARTMENT - OFFICE OF GENERAL SERVICES  
PROCUREMENT SERVICES  
Corning Tower – 38<sup>th</sup> Floor  
Empire State Plaza  
Albany, New York 12242

<b>CONTRACT UPDATE FORM</b>	
<b>OGS CONTRACT NO.:</b> _____	<b>DATE OF SUBMISSION:</b> _____
<b>CONTRACT PERIOD:</b> From: _____ To: _____	<b>VENDOR CONTACT:</b> NAME: _____ PHONE NO: _____ FAX NO.: _____ E-MAIL: _____
<b>GROUP NO. &amp; DESCRIPTION:</b> <b>Group 35205 – Body Armor, Law Enforcement (Soft, Hard, Ballistic, Stab &amp; Riot)</b>	
<b>NOTE: Submission of this FORM does not constitute acceptance by the Office of General Services, Procurement Services until approved by the appropriate Office of General Services, Procurement Services representative(s).</b>	

**INSTRUCTIONS:**

1. *This form is to be used for all contract updates. The original form is to be completed and submitted to OGS Procurement Services for final approval. Contractor shall complete and sign where indicated, and attach this form to a cover letter written on standard company letterhead for the request. Any submission that is not complete or signed may be rejected.*
2. *Contractor may be required to submit the product and price information for the update in an Excel spreadsheet format (Excel 2013 or lower is preferred, if available) on electronic media (i.e. CD or flash drive) to the OGS Contract Management Specialist. DISKETTES AND HARD COPIES ARE NOT ACCEPTABLE. To expedite requests, Contractor may send via email with advance permission from OGS in addition to mailing original.*
3. *The Manufacturer’s Price List and the Net Price List must be dated and the format should be consistent with the format of the price list(s) included in IFB Section III.1.1 - Format & Submittal. All product additions and deletions must be identified on the revised Net Price List.*
4. *The contract update request must be accompanied by:*
  - A. *the revised Manufacturer’s Price List*
  - B. *the revised Net Price List*
  - C. *links to other state, federal, or other contracts held by the contractor for the same manufacturer products, or other acceptable documentation to justify reasonableness of price for price increases and the addition of products.*

**COMPLETE STATEMENTS 1 THROUGH 8 BELOW:**

<p>1. The intent of this submittal is to:</p> <p><input type="checkbox"/> Add new products</p> <p><input type="checkbox"/> Delete products</p> <p><input type="checkbox"/> Increase pricing</p> <p><input type="checkbox"/> Reduce pricing</p> <p><input type="checkbox"/> Amend Dealer/Distributor list</p>	<p>2. All terms and conditions of the contract shall apply to this request.</p> <p><input type="checkbox"/> Agree</p> <p><input type="checkbox"/> Disagree</p>
<p>3. All discounts as agreed to in the contract shall apply.</p> <p><input type="checkbox"/> Agree</p> <p><input type="checkbox"/> Disagree</p>	<p>4. All discounts are:</p> <p><input type="checkbox"/> From Manufacturer (MFG) list</p> <p><input type="checkbox"/> Most Favored Nation*</p> <p>*Prices offered are the lowest offered to any similarly situated entity.</p>
<p>5. Attached documentation includes:</p> <p><input type="checkbox"/> Manufacturer's Price List</p> <p><input type="checkbox"/> Revised Net Price List</p> <p><input type="checkbox"/> Links to other state, federal, or other contracts</p> <p><input type="checkbox"/> Other</p>	

This form must be signed by an individual given the authority to perform this action by the contractor.

\_\_\_\_\_  
Signature of Authorized Contractor Representative

\_\_\_\_\_  
Date

FOR STATE USE ONLY		
<i>OGS APPROVAL:</i>		
<i>Approved</i> _____	<i>Approved as amended</i> _____	<i>Disapproved</i> _____
<i>Name:</i> _____		
<i>Title:</i> _____		
<i>Date</i> _____		