

Group 71011 -Security Guard Services (Statewide) and Fire Safety/EAP Directors (NYC only)

Attachment 8 - Report of Contract Usage

Instructions

Unless otherwise directed by the Authorized User, the Contractor shall submit the Report of Contract Usage form monthly via email to the Authorized User, detailing all services completed the prior month. This document will serve to confirm Security Guard and/or Fire Safety Director coverage and pricing information.

The Contractor shall also submit the Report of Contract Usage to OGS via email, detailing all services performed during the prior month. Such report to OGS shall contain total sales for State Agency and authorized non-State Agency Contract purchases for use by OGS, for purposes of supporting program monitoring and contract administration. Reports shall be delivered within fifteen (15) days of the close of the month.

The report is to be submitted electronically in Microsoft Excel format to the Office of General Services, Procurement Services Group, Tower Bldg., Empire State Plaza, Albany, NY 12242, to the attention of the individual shown on the front page of the Contract Award Notification and shall reference the Group Number, the Award Number, Contract Number, sales period, and Contractor's (or other authorized agent) name.

The sales report Excel template will be forwarded to the Contractor at time of award. OGS reserves the right to require reports with additional detailed data.

