



# Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov) | 518-474-6717

## Contract Award Notification

|                                |   |  |
|--------------------------------|---|--|
| <b>Title</b>                   | : | <b>Group 72002 – FLEET MAINTENANCE SERVICES<br/>(Statewide)<br/>Classification Code(s): 25</b> |
| <b>Award Number</b>            | : | <b><a href="#">23168</a> (Replaces Award 22752)</b>  |
| <b>Contract Period</b>         | : | <b>August 3, 2020 to August 2, 2025</b>  |
| <b>Bid Opening Date</b>        | : | <b>December 12, 2019</b>   |
| <b>Date of Issue</b>           | : | <b>August 3, 2020 (Revised July 8, 2024)</b>   |
| <b>Specification Reference</b> | : | <b>As Incorporated In The Solicitation</b>   |
| <b>Contractor Information</b>  | : | <b>Appears on Page 2 of this Award</b>   |

### Address Inquiries To:

| State Agencies & Vendors   | Political Subdivisions & Others  |
|--|--|
| <b>Name</b> : Eric Burke<br><b>Title</b> : Contract Management Specialist<br><b>Phone</b> : 518-474-0259<br><b>E-mail</b> : <a href="mailto:Eric.Burke@ogs.ny.gov">Eric.Burke@ogs.ny.gov</a> | <b>Procurement Services<br/>Customer Services</b><br><br><b>Phone</b> : 518-474-6717<br><b>E-mail</b> : <a href="mailto:customer.services@ogs.ny.gov">customer.services@ogs.ny.gov</a> |

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

### Description

This award provides participating Authorized Users with the ability to obtain Fleet Maintenance Services for Vehicles operated in New York State, and nationwide. Fleet Maintenance Services includes the administration and systematized tracking of Light Duty Vehicle and Medium to Heavy Duty Vehicle maintenance, repairs, roadside assistance and towing, using Automotive Repair Shops (to include both National Account Vendors and Independent Vendors), to ensure that proper maintenance and warranty repairs are being performed, control authorizations for unscheduled maintenance, and avoid duplicate or unnecessary repairs.

PR # 23168

(continued)

**NOTE:** See individual contract items to determine actual awardees.

| <b>CONTRACT #</b> | <b>CONTRACTOR &amp; ADDRESS</b>   | <b>TELEPHONE #</b> | <b>FED.IDENT.# /<br/>NYS VENDOR#</b> |
|-------------------|---|--------------------|--------------------------------------|
| PS69147           | Automotive Rentals Inc.<br>4001 Leadenhall Road<br>Mount Laurel, NJ 08054 | 1-866-274-2065     | 21-0622527<br>1000008693             |

**For Contract terms and conditions, Contractor contact information, and pricing for this Award, please see the summary page for this Award located on the OGS website at: <https://online.ogs.ny.gov/purchase/snt/awardnotes/7200223168can.htm>**

Cash Discount, If Shown, Should be Given Special Attention.  
**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.**  
 (See "Contract Payments" and "Electronic Payments" in this document.)

AGENCIES SHOULD NOTIFY NEW YORK STATE PROCUREMENT SERVICES PROMPTLY IF THE CONTRACTOR FAILS TO MEET DELIVERY OR OTHER TERMS OF THIS CONTRACT. PRODUCTS OR SERVICES WHICH DO NOT COMPLY WITH THE SPECIFICATIONS OR ARE OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO PROCUREMENT SERVICES.

**SMALL, MINORITY AND WOMEN-OWNED BUSINESSES:**

The letters SB listed under the Contract Number indicate the contractor is a NYS small business. Additionally, the letters MBE and WBE indicate the contractor is a Minority-owned Business Enterprise and/or Woman-owned Business Enterprise.

**RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:**

Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

|            |                           |
|------------|---------------------------|
| RS, RP, RA | Recycled                  |
| RM         | Remanufactured            |
| SW         | Solid Waste Impact        |
| EE         | Energy Efficient          |
| E*         | EPA Energy Star           |
| ES         | Environmentally Sensitive |

**NOTE TO AUTHORIZED USERS:**

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), which should include:

- a statement of need and associated requirements,
- a summary of the contract alternatives considered for the purchase,

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- the reason(s) supporting the resulting purchase (e.g., show the basis for 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).

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**State of New York  
Office of General Services  
PROCUREMENT SERVICES  
Contract Performance Report**

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve our contract award, where appropriate. **Comments should include those of the product's end user.**

**Contract No.:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_

**Describe Product\* Provided (Include Item No., if available):** \_\_\_\_\_

**\*Note:** "Product" is defined as a deliverable under any Bid or Contract, which may include commodities (including printing), services and/or technology. The term "Product" includes Licensed Software.

|   | Excellent | Good | Acceptable | Unacceptable |
|---|-----------|------|------------|--------------|
| • Product meets your needs              |           |      |            |              |
| • Product meets contract specifications |           |      |            |              |
| • Pricing                               |           |      |            |              |

**CONTRACTOR**

|                                     | Excellent | Good | Acceptable | Unacceptable |
|-------------------------------------|-----------|------|------------|--------------|
| • Timeliness of delivery            |           |      |            |              |
| • Completeness of order (fill rate) |           |      |            |              |
| • Responsiveness to inquiries       |           |      |            |              |
| • Employee courtesy                 |           |      |            |              |
| • Problem resolution                |           |      |            |              |

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (over)

Agency: \_\_\_\_\_ Prepared by: \_\_\_\_\_  
 Address: \_\_\_\_\_ Title: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please detach or photocopy this form & return via e-mail to [Eric.Burke@ogs.ny.gov](mailto:Eric.Burke@ogs.ny.gov) or mail to:**

NYS Office of General Services  
 Procurement Services  
**Attention: Contract Manager for Fleet Maintenance Services**  
**Customer Services**, 38th Floor  
 Corning Tower - Empire State Plaza  
 Albany, New York 12242

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