

FREQUENTLY ASKED QUESTIONS (FAQS)

Date: September, 27, 2023

Group 72006, Award PGB-23316
Sheltering and Wrap-Around Services

This contact award is for sheltering needs within New York State to include wrap around services and all staff necessary to provide turn key operations in locations with or without existing structures to be used as a basis, for use by all Authorized Users eligible to purchase through New York State centralized contracts. The scope of each engagement will vary by many factors. Some of those factors include but are not limited to, size, number of people housed, duration, environment, resources available, needs, location, landscape, season, disaster, or emergency. Contractor(s) may operate sheltering facilities anywhere in New York State in existing facilities and may also create sheltering facilities in locations where there are currently no existing facilities that meet the needs of New York State Agencies and other Authorized Users.

Authorized users of this award are strongly encouraged to review the Contract Award Notice in its entirety to gain an understanding of requirements for both the contractor and users. Below is a listing of Questions & Answers (FAQ) to help utilize the contracts.

Index of Questions

1. Who can use this Award?
2. How many contractors are on this Award?
3. What is the contract term of this Award?
4. What types of products are available on this Award?
5. What Regions are covered by the Award?
6. Who are the Contractors?
7. Where can I find the Pricing?
8. What are the terms of the Pricing?
9. Can an Authorized User negotiate lower pricing on large purchases?
10. Does OGS or Less Guidelines apply to this Contract?
11. How often is the pricing updated?
12. How does a contract user obtain a quote for their scope-of-work?
13. Are Mini Bids required?
14. How are orders accepted by the Contractors?
15. Does this award include MWBE goals?
16. Does this award include SDVOB goals?
17. Can Preferred Sources be utilized under this Award?
18. Is the Contractor required to provide Sales / Usage Reports to Procurement Services?
19. How do I report any concerns as well as give positive feedback with a contract?

1. Who can use this Award?

This award is for use by Authorized Users of OGS centralized contracts which includes, but is not limited to, New York State agencies and Non-State organizations (political subdivisions, local governments, public authorities, public schools, fire districts, public and nonprofit libraries, community colleges, and certain other nonpublic/nonprofit organizations).

2. How many contractors are on this Award?

There are two Contractors on this Award.

Here is a link to the contractors and their information: [Contract Information](#)

3. What is the contract term of this Award?

The contract terms vary by contractor and Lot. Currently, Cotton Commercial USA, Inc. contract term runs until January 13, 2027 for Lot 1 (GSA) and June 6, 2028 for lot 2 (FEMA). Lot 3 (Ancillary) runs through the later of the Lots 1 and 2 (currently 6/6/2028). Garner Environmental Services contract runs until March 31, 2026.

4. What types of products are available on this award?

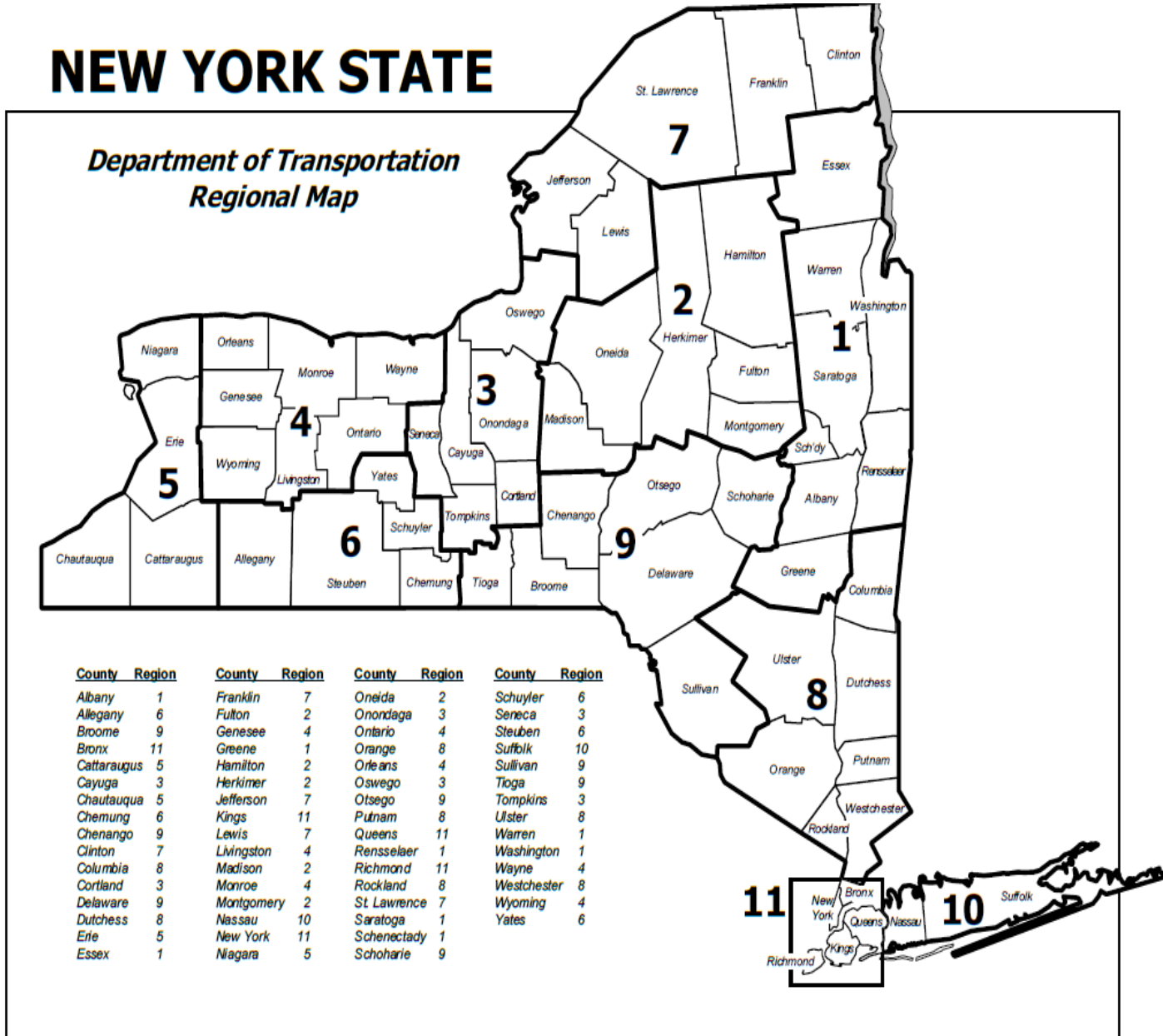
The products for this Award include temporary facilities, associated products, and services. The types of facilities include temporary housing, showers, restrooms, processing, dining facilities, medical facilities, etc.. There are mobile and portable sleeping units, restrooms, shower trailers, cold and dry storage units. The services include dining, janitorial, security, laundry, processing, waste removal, water-and-ice supply, in-take personnel, and other associated services.

Also included are lighting, generators, HVAC, food, sleeping kits, hygiene kits, furniture, generators, baby formula, daily food service (3 meals per day), and other facilities and services necessary for a tent camp including mobilization and demobilization. In addition, this contract is designed to provide repair and maintenance to existing structures, this includes plumbing electrical, masonry, roofing, etc..

5. What regions are covered by the Award?

The Contract Award includes the entire State of New York as represented in the following map:

Map of Zones



6. Who are the Contractors?

The participating Contractors are listed on the [Contractor Information](#) page.

7. Where can I find the Pricing?

A price list for the awarded Lots can be found on the [Pricing Information](#) page. Each contractor's pricing is represented in Lots. Generally, the lots will consist of the Piggybacked Contract(s) and the vendor's ancillary product offering.

8. What are the terms of Pricing?

Pricing for each contractor is shown based on their approved pricing Lots.

The price for Product shall either be at the agreed-upon discounts and service rates listed in Attachment 5 – Pricing, or at a price that is more advantageous to the Authorized User. Price shall include all customs, duties, and charges, and be net, F.O.B. destination any point in New York State as designated by the ordering Authorized User.

In the alternative, where allowed in the Piggyback Contract, shipping costs from the shipping point may be added to the invoice for the product, with a copy of the freight bill. Shipping costs are to be prepaid by Contractor and such orders are to be shipped on an F.O.B. destination basis. Contractor shall provide the Authorized User with an estimate of shipping charges prior to placement of an order. All such orders shall be shipped by the most economical method for the proper delivery of the product unless special instructions are stated on the Purchase Order by the Authorized User.

All quotes and subsequent invoices shall contain and reference contract pricing or better, broken out with references to associated pricelists (lots), and further demonstrate an all-inclusive price per person per day. Please utilize tabs in Attachment 5.

9. Can an Authorized User negotiate lower pricing on large purchases?

Yes, Authorized Users are encouraged to negotiate lower Pricing at any time.

10. Does OGS or Less Guidelines apply to this contract?

Yes, purchases are subject to the "OGS or Less" provisions of State Finance Law §163(3)(a)(v). This means that State Agencies can purchase Products from sources other than the Contractor provided that such Products are substantially similar in form, function or utility to the Products herein and are:

1. Lower in price -and/or-
2. Available under terms which are more economically efficient to the State agency (e.g. delivery terms, warranty terms, etc.).

Agencies are reminded that they must provide the State Contractor an opportunity to match the non-Contract savings at least two business days prior to purchase. In addition, purchases made under "OGS or Less" flexibility must meet all requirements of law including, but not limited to, advertising in the New York State Contract Reporter, prior approval of the Comptroller's Office and competitive bidding of requirements exceeding the discretionary bid limit. State Agencies should refer to [Procurement Council Guidelines](#) for additional information.

11. How often is Pricing updated?

Price updates vary by contractor and lot. All updates will be posted on the OGS website by Procurement Services. Both current and archived price pages are available on the [Contract Landing](#) page.

The ancillary lots can be updated with OGS Prior approval and will be subject to fair market or less pricing.

12. How does a contract user obtain a quote for their scope-of-work?

Authorized User can utilize attachment 5 quote tool to obtain pricing from any and all contractors. And authorized User can utilize tool to select products on price lists to build their own scope and confirm with contractor

The Authorized User should use the quote tool to get pricing for their scope-of-work. The quote tool will allow Authorized Users to find pricing for the time periods they are looking to operate within and tell Authorized Users which Lot each item is being pulled from in their quote. This tool will allow authorized users to estimate their cost per person per day based on their needs. This allows quote comparisons between lots, combination of lots within each contractors offering and between contractors' offerings, if desired. The quote tool is broken into various sections and tabs, please see the instruction tab for guidance.

13. Are Mini Bids required?

No, mini bids are not required. However, an Authorized User may obtain multiple quotes to determine what is in their best interest.

14. How are orders accepted by the Contractors?

Purchase Orders shall be made in accordance with the terms set forth in Appendix B – Purchase Orders. All orders shall reference Contract number, requisition, and/or purchase order number (if applicable). Upon Contractor's receipt of an order, confirmation is to be provided to the Authorized User electronically or via facsimile. Order confirmation shall be itemized, and include purchase price, date of purchase, delivery information (if applicable), Authorized Username, and sales representative (if applicable).

15. Does this Award include MWBE goals?

No, for the purpose of this contract, OGS has not established goals. However, Minority-Owned Business Enterprises ("MBE") and Women-Owned Business Enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs) is strongly encouraged for subcontracting and supplies acquired under the Contract.

16. Does this Award include SDVOB goals?

No, for the purpose of this contract OGS has not established goals. However, SDVOB participation (based on the current availability of qualified SDVOBs) is strongly encouraged for subcontracting and supplies acquired under the Contract.

17. Can Preferred Sources be utilized under this Award?

Yes, while it is not possible for any private business to become a Preferred Source, it is possible for a business to partner with a Preferred Source. To identify these opportunities, contact the Preferred Source directly for information to see if Preferred Sources can be utilized under your engagement.

NY State utilizes Preferred Sources to provide various products and services in New York State. This includes janitorial and industrial laundering services. The list of Preferred Source organizations, contact info, and offerings can be found here [List of Preferred Source Offerings \(ny.gov\)](#) (Refer to Section D.)

18. Is the Contractor required to provide Sales / Usage Reports to Procurement Services?

Yes, the Contractor is required to furnish semi-annual reports containing total sales for both state agency and authorized Non-State agency contract purchases no later than ten (10) days after the close of each calendar semi-annual period.

19. How do I report any concerns as well as provide positive feedback with this contract?

Authorized Users and/or Contractors should report any problems to the contact person listed on the summary page for this award. <https://online.ogs.ny.gov/purchase/snt/awardnotes/7200623316can.htm>.