



Contract Award Notification

Title	:	Group 75525 – Printing and Imaging Equipment (Statewide)
		Classification Code(s): 43 and 44
Award Number	:	<u>22661-E*</u>
Contract Period	:	September 1, 2014 to August 31, 2020
Bid Opening Date	:	February 19, 2014
Date of Issue	:	September 25, 2014 (Revised August 30, 2019) Updated Information is in Red
Specification Reference	:	As Incorporated In The Contract
Contractor Information	:	Appears on Page 2 of this Award

Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Sean W. McManus Title : Contract Management Specialist Phone : 518-473-5917 E-mail : Sean.mcmanus@ogs.ny.gov	New York State Procurement Customer Services Phone : 518-474-6717 E-mail : customer.services@ogs.ny.gov

The New York State Procurement values your input.
Complete and return "Contract Performance Report" at end of document.

Description

This award will provide State Agencies and Authorized Users with the opportunity to purchase Printing and Imaging Equipment.

PR # 22661

<u>CONTRACT #</u>	<u>CONTRACTOR</u>	<u>FED.IDENT. #</u> <u>NYS VENDOR ID#</u>
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PT66603	Eastman Kodak Company	160417150 1000007434
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All orders and remittances are to be directed to the Contractor or the authorized Reseller approved under the Contract.

PT66607	Konica Minolta Business Solutions USA, Inc.	131921089 1000006138
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All orders and remittances are to be directed to the Contractor or the authorized Reseller approved under the Contract.

PT66612	Ricoh USA, Inc.	230334400 1000030648
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All orders and remittances are to be directed to the Contractor or the authorized Reseller approved under the Contract.

PT66615	Toshiba America Business Solutions, Inc.	330865305 1000009105
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All orders and remittances are to be directed to the Contractor or the authorized Reseller approved under the Contract.

PT66616	Xerox Corporation	160468020 1000014781
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All orders and remittances are to be directed to the Contractor or the authorized Reseller approved under the Contract.

The following contracts are inactive due to expiring as of May 31, 2018. The information below is for reference purposes only. Purchases against these expired contracts are not allowed.

<u>CONTRACT #</u>	<u>CONTRACTOR</u>	<u>FED.IDENT.#</u> <u>NYS VENDOR ID#</u>
PT66600	Canon U.S.A., Inc.	132561772 1000006161
PT66605	HP Inc.	941081436 1000009783
PT66606	Kodak Alaris, Inc.	462969770 1100105596
PT66609	Lexmark International, Inc.	061308215 1000005372

The following contracts are inactive due to expiring as of August 31, 2017. The information below is for reference purposes only. Purchases against these expired contracts are not allowed.

<u>CONTRACT #</u>	<u>CONTRACTOR</u>	<u>FED.IDENT.#</u> <u>NYS VENDOR ID#</u>
PT66599	Brother International Corp.	223142007 1000008820
PT66601	Contex Americas, Inc.	262913793 1100116716
PT66602	Dell Marketing LP	742616805 1000041162
PT66604	Epson America, Inc.	952935679 1000057967
PT66608	Kyocera Document Solutions America, Inc.	952819506 1000009816
PT66610	Oki Data Americas, Inc.	223630684 1000044520
PT66613	Samsung Electronics America, Inc.	132951153 1100119185
PT66614	Sharp Electronics Corporation	131968872 1000054628

For complete Contractor and Reseller contact information, Contract Terms and Conditions, and Pricelists for this award, please see the Contractor Information pages located on the OGS website at: <http://ogs.ny.gov/purchase/snt/awardnotes/7552522661Can.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 THE NEW YORK STATE PROCUREMENT 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 THE NEW YORK STATE PROCUREMENT.

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.

REQUEST FOR CHANGE:

Any request by the agency or contractor regarding changes in any part of the contract must be made in writing to the Office of General Services, New York State Procurement prior to effectuation.

NOTE TO CONTRACTOR:

This Contract Award Notification is not an order. Do not take any action under this contract except on the basis of purchase order(s) from the agency or agencies.

NEW YORK STATE VENDOR RESPONSIBILITY QUESTIONNAIRE FOR-PROFIT BUSINESS ENTITY:

Contractor is encouraged to maintain up-to-date Questionnaire during the life of the contract and is also required to ensure this Questionnaire reflects any substantive issues that may have occurred from the time the Contract was initially awarded.

DEBRIEFING:

Contractors and bidders are accorded fair and equal treatment with respect to the opportunity for debriefing. Office of General Services (OGS) shall, upon request, provide a debriefing to any bidder or awarded contractor that responded to the RFP regarding the reason that the proposal or bid submitted by the unsuccessful bidder was not selected for a contract award. The post award debriefing should be requested by the bidder or awarded contractor within 15 days of posting of the contract award on the OGS website.

DISPUTE RESOLUTION POLICY:

It is the policy of OGS Procurement Services to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to Procurement Services bid solicitations or contract awards. Procurement Services encourages vendors to seek resolution of disputes through consultation with Procurement Services staff. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes. A copy of Procurement Services' Dispute Resolution Procedures for Vendors may be obtained by contacting the person shown on the front of this document or through the OGS website (www.ogs.ny.gov).

PROCUREMENT INSTRUCTIONS:

1. The Contracts listed herein have been issued under a multiple award structure. Authorized Users shall procure Products and services that best meet their form, function and utility requirements. Awarded Contractor Product and service offerings, and Contract and pricing information will be posted to the Contractors' dedicated NYS website.
2. Before proceeding with their purchase, Authorized Users shall check the list of Preferred Source offerings and are reminded that they must comply with State Finance Law §162 which requires that agencies afford first priority to the commodities/services of preferred source suppliers such as Correctional Industries (Corcraft), Industries for the Blind of NYS, and NYS Industries for the Disabled, when such commodities/services meet the form, function and utility of the Authorized User.

3. **The equipment listed below is available under Contracts PT66219 and PT66220 under Award 22662. New York State Agencies that are part of the Executive Branch shall only purchase the equipment listed below, including all related Replaceable Service Parts, Consumables, Options and Extended Warranties, under Contracts PT66219 and PT66220 under Award 22662, and not under the Contracts listed herein. Contractors under this award other than those who hold Contracts PT66219 and PT66220 under Award 22662 shall not market and sell the equipment below to New York State Agencies that are part of the Executive Branch.**

Multifunction Printers (MFPs) - Ledger Size:

1. Multifunction Printer Black & White - (Ledger Size) (Low End)
 2. Multifunction Printer Black & White - (Ledger Size) (High End)
 3. Multifunction Printer Color - (Ledger Size) (Low End)
 4. Multifunction Printer Color - (Ledger Size) (High End)
4. Authorized users should carefully review Contractor Warranty and Maintenance offerings to identify any potential overlap and choose coverage that best meets their needs. Contractor shall be required to assist Authorized Users in determining the most cost effective solutions for coverage. State Agencies are reminded of their obligation under DOB Budget Bulletin H-1030 - Equipment Maintenance Program – Expansion and Enhancements prior to procuring Maintenance.
<http://www.budget.ny.gov/guide/bprm/bulletins/h-1030.html>.
5. Authorized users will issue purchase order(s) directly to the Contractor(s), or the Contractors' authorized Reseller(s), as specifically stated by the Contractor, specifying and shipping/delivery requirements and referencing statements of work (as applicable) for services.
6. Upon Authorized User acceptance of Products and/or services itemized on the purchase order, Contractor(s) will invoice Authorized User for any portion of Products and services accepted, and accordingly, Authorized User will arrange for payment. Contractor shall provide itemized invoicing for all Products and services.

Note: Contractor must disclose any forms, or other order information, that Contractor will attach to orders or require completion of when Authorized User makes a purchase. Documents which contain additional terms and conditions must receive pre-approval by OGS for use under the Contract. Additional terms and conditions that were not pre-approved by OGS are void. Additional terms and conditions which conflict with the Contract shall be removed at the discretion of the State.

CONTRACT PAYMENTS:

Payments cannot be processed by State facilities until the contract products have been delivered in satisfactory condition or services have been satisfactorily performed. Payment will be based on any invoice used in the contractor's normal course of business. However, such invoice must contain sufficient data including but not limited to contract number, description of product or service, quantity, unit and price per unit, federal identification number, and NYS vendor identification number.

State facilities are required to forward properly completed vouchers to the Office of the State Comptroller for audit and payment. All facilities are urged to process every completed voucher expeditiously giving particular attention to those involving cash discounts for prompt payment.

If the contract terms indicate political subdivisions and others authorized by law are allowed to participate, those entities are required to make payments directly to the contractor. Prior to processing such payment, the contractor may be required to complete the ordering non-State agency's own voucher form.

See "Contract Billings and Payments" in each respective Contract.

In those instances where Resellers are authorized to receive purchase orders directly and bill using agencies, such purchase orders should be drawn in accordance with the following example:

(Reseller)

J. Smith Office Machines
10 Downing Street

London, NY 12345

(Federal ID# and NYS Vendor ID# for Reseller must be used)

(Contractor)

Reseller for:

XYZ Office Equipment Company

(PT Contract #)

**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 & returned to:

OGS Procurement Services
 Customer Services, 38th Floor
 Corning 2nd Tower - Empire State Plaza
 Albany, New York 12242
customer.service@ogs.ny.gov

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