



Contract Award Notification Update

Subject: Updated Reseller/Distributor Listing

DATE: December 13, 2018 **AWARD #:** [22662](#) **GROUP #:** 75525

AWARD DESCRIPTION: Multifunction Printers (MFPs) (Ledger Size) (Statewide)

CONTRACT PERIOD: April 29, 2014 – April 28, 2019

CONTACT: Danielle Hayes | 518-473-9769 | danielle.hayes@ogs.ny.gov

CONTRACT NO.: PT66219 **CONTRACTOR:** Toshiba America Business Solutions, Inc.

OGS Procurement Services has approved changes to Toshiba America Business Solutions, Inc.'s Reseller Directory. The current Reseller Directory dated December 13, 2018 can be found on the OGS website and on Toshiba America Business Solutions, Inc.'s NYS Contract dedicated website.

Authorized Users should refer to the OGS website to access the latest Contract information:
<https://www.ogs.ny.gov/purchase/snt/awardnotes/7552522662can.htm>.

All other terms and conditions remain the same.



Contract Award Notification Update

Subject: Toshiba Pricelist Update

DATE: September 27, 2018 **AWARD #:** [22662](#) **GROUP #:** 75525

AWARD DESCRIPTION: Multifunction Printers (MFPs) (Ledger Size) (Statewide)

CONTRACT PERIOD: April 29, 2014 – April 28, 2019

CONTACT: Danielle Hayes | 518-473-9769 | danielle.hayes@ogs.ny.gov

CONTRACT NO.: PT66219 **CONTRACTOR:** Toshiba America Business Solutions, Inc.

OGS Procurement Services has approved an updated pricelist for Toshiba America Business Solutions, Inc. The link to the current pricelist dated September 25, 2018 can be accessed through the OGS website.

Authorized Users should refer to the OGS website to access the latest contract information:
<http://ogs.ny.gov/purchase/snt/awardnotes/7552522662can.htm>.

All other terms and conditions remain the same.



Contract Award Notification Update

Subject: Konica Minolta Pricelist Update

DATE: May 22, 2018

AWARD #: [22662](#)

GROUP #: 75525

AWARD DESCRIPTION: Multifunction Printers (MFPs) (Ledger Size) (Statewide)

CONTRACT PERIOD: April 29, 2014 – April 28, 2019

CONTACT: Danielle Hayes | 518-473-9769 | danielle.hayes@ogs.ny.gov

CONTRACT NO.: PT66220 **CONTRACTOR:** Konica Minolta Business Solutions USA, Inc.

OGS Procurement Services has approved changes to Konica Minolta Business Solutions USA, Inc.'s pricelist. The link to the current pricelist dated May 17, 2018 can be accessed through the OGS website.

Authorized Users should refer to the OGS website to access the latest Contract information:
<http://ogs.ny.gov/purchase/snt/awardnotes/7552522662can.htm>.

All other terms and conditions remain the same.



Contract Award Notification Update

Subject: Updated Reseller/Distributor Listing

DATE: March 13, 2018

AWARD #: [22662](#)

GROUP #: 75525

AWARD DESCRIPTION: Multifunction Printers (MFPs) (Ledger Size) (Statewide)

CONTRACT PERIOD: April 29, 2014 – April 28, 2019

CONTACT: Danielle Hayes | 518-473-9769 | danielle.hayes@ogs.ny.gov

CONTRACT NO.: PT66220 **CONTRACTOR:** Konica Minolta Business Solutions USA, Inc.

OGS Procurement Services has approved changes to Konica Minolta Business Solutions USA, Inc.'s Reseller Directory. The current Reseller Directory dated March 13, 2018 can be found on the OGS website and on Konica Minolta Business Solutions USA, Inc.'s NYS Contract dedicated website.

Authorized Users should refer to the OGS website to access the latest Contract information:
<http://ogs.ny.gov/purchase/snt/awardnotes/7552522662can.htm>.

All other terms and conditions remain the same.



Contract Award Notification Update

Subject: Updated Reseller/Distributor Listing

DATE: December 13, 2017 **AWARD #:** [22662](#) **GROUP #:** 75525

AWARD DESCRIPTION: Multifunction Printers (MFP's) (Ledger Size) (Statewide)

CONTRACT PERIOD: April 29, 2014 – April 28, 2019

CONTACT: Danielle Hayes | 518-473-9769 | danielle.hayes@ogs.ny.gov

CONTRACT NO.: PT66219 **CONTRACTOR:** Toshiba America Business Solutions, Inc.

OGS Procurement Services has approved changes to Toshiba America Business Solution's reseller list. The current reseller directory dated December 08, 2017 can be found on the OGS website and on Toshiba America Business Solution's NYS Contract dedicated website.

Authorized Users should refer to the OGS website to access the latest Contract information:
<http://ogs.ny.gov/purchase/snt/awardnotes/7552522662can.htm>.

All other terms and conditions remain the same.



Contract Award Notification Update

Subject: Contract Extension and New MWBE Goals

DATE: April 24, 2017

AWARD #: [22662](#)

GROUP #: 75525

AWARD DESCRIPTION: Multifunction Printers (MFPs) (Ledger Size) (Statewide)

CONTRACT PERIOD: April 29, 2014 – April 28, 2019

CONTACT: Danielle Hayes | 518-473-9769 | danielle.hayes@ogs.ny.gov

CONTRACT NO.: PT66219

CONTRACTOR: Toshiba America Business Solutions, Inc. (Primary Contractor)

PT66220

Konica Minolta Business Solutions USA, Inc. (Secondary Contractor)

The above referenced contracts have been extended two additional years through April 28, 2019.

In an effort to increase participation by Minority Group Members and Women pursuant to MWBE Regulations, OGS has established an overall goal of 30% for MWBE participation, 15% for Minority-Owned Business Enterprises (“MBE”) participation and 15% for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs) during the term of the extension agreement.

Authorized Users should refer to the OGS website to access the above referenced Contract information: <http://ogs.ny.gov/purchase/snt/awardnotes/7552522662can.htm>.

All other terms and conditions remain unchanged.



Contract Award Notification Update

Subject: Toshiba Updated Pricelist

DATE: March 09, 2017 **AWARD #:** [22662](#) **GROUP #:** 75525

AWARD DESCRIPTION: Multifunction Printers (MFPs) (Ledger Size) (Statewide)

CONTRACT PERIOD: April 29, 2014 – April 28, 2017

CONTACT: Danielle Hayes | 518-473-9769 | danielle.hayes@ogs.ny.gov

CONTRACT NO.: PT66219 **CONTRACTOR:** Toshiba America Business Solutions, Inc.

Procurement Services has approved a contract pricelist update for Toshiba America Business Solutions, Inc.

The changes are reflected in the latest Toshiba contract pricelist dated March 6, 2017.

Authorized Users should refer to the OGS website to access the above referenced Contract information:
<https://ogs.ny.gov/purchase/snt/awardnotes/7552522662can.htm>.

All other terms and conditions remain unchanged.



Contract Award Notification Update

Subject: **Konica Minolta Product Substitution and Pricelist Update**

DATE: December 13, 2016

AWARD #: [22662](#)

GROUP #: 75525

AWARD DESCRIPTION: Multifunction Printers (MFPs) (Ledger Size) (Statewide)

CONTRACT PERIOD: April 29, 2014 – April 28, 2017

CONTACT: Danielle Hayes | 518-473-9769 | danielle.hayes@ogs.ny.gov

CONTRACT NO.: PT66220 **CONTRACTOR:** Konica Minolta Business Solutions USA, Inc.

Konica Minolta has offered and Procurement Services has accepted a model substitution as follows:

| Multifunction Printer (Ledger Size) Category | Old Model | New Model | NYS Price of New Base Model |
|---|-------------|-------------------|-----------------------------|
| Multifunction Printer (Ledger Size) B&W – Low End | bizhub 364e | bizhub 368 | \$2,758.14 |

The above changes are reflected in the latest Konica Minolta contract pricelist dated December 13, 2016.

Konica Minolta will continue to offer finishers, replaceable service parts and consumables for the discontinued bizhub 364e.

Authorized Users should refer to the OGS website to access the above referenced Contract information:
<http://ogs.ny.gov/purchase/snt/awardnotes/7552522662can.htm>.

All other terms and conditions remain unchanged.



Contract Award Notification Update

Subject: Updated Contractor Contact Information

DATE: December 07, 2016 **AWARD #:** [22662](#) **GROUP #:** 75525

AWARD DESCRIPTION: Multifunction Printers (MFP's) (Ledger Size) (Statewide)

CONTRACT PERIOD: April 29, 2014 – April 28, 2017

CONTACT: Danielle Hayes | 518-473-9769 | danielle.hayes@ogs.ny.gov

CONTRACT NO.: PT66220 **CONTRACTOR:** Konica Minolta Business Solutions USA, Inc.

OGS Procurement Services has approved changes to Konica Minolta Business Solution's Contractor Information Page. The changes are outlined below in red.

| | | | |
|-----------------------------|---|--|--|
| PT66220 | Konica Minolta Business Solutions USA, Inc. 1595 Springhill Rd. Suite 410 Vienna, VA 22182 Fed ID #: 131921089 NYS Vendor ID #: 1000006138 | Fred Slavin Toll Free: Phone: (800) 456-6422 Ext. 2519 Phone: (781) 890-1875 Fax: (888) 853-2729 E-Mail: fslavin@kmb.s.konicaminolta.us | Executed Contract Terms and Conditions Pricelist Contractor and Reseller Information |
| Secondary Contractor | | | |

Authorized Users should refer to the OGS website to access the latest Contract information: <http://www.ogs.ny.gov/purchase/snt/awardnotes/7552522662can.htm>.

All other terms and conditions remain the same.



Contract Award Notification Update

Subject: Updated Reseller/Distributor Listing

DATE: December 05, 2016 **AWARD #:** [22662](#) **GROUP #:** 75525

AWARD DESCRIPTION: Multifunction Printers (MFP's) (Ledger Size) (Statewide)

CONTRACT PERIOD: April 29, 2014 – April 28, 2017

CONTACT: Danielle Hayes | 518-473-9769 | danielle.hayes@ogs.ny.gov

CONTRACT NO.: PT66220 **CONTRACTOR:** Konica Minolta Business Solutions USA, Inc.

OGS Procurement Services has approved changes to Konica Minolta Business Solution's reseller list. The current reseller directory dated December 05, 2016 can be found on the OGS website and on Konica Minolta Business Solution's NYS Contract dedicated website.

Authorized Users should refer to the OGS website to access the latest Contract information:
<http://www.ogs.ny.gov/purchase/snt/awardnotes/7552522662can.htm>.

All other terms and conditions remain the same.



Contract Award Notification Update

Subject: Toshiba Product Substitution and Updated Pricelist

DATE: November 28, 2016 AWARD #: [22662](#) GROUP #: 75525

AWARD DESCRIPTION: Multifunction Printers (MFPs) (Ledger Size) (Statewide)

CONTRACT PERIOD: April 29, 2014 – April 28, 2017

CONTACT: Danielle Hayes | 518-473-9769 | danielle.hayes@ogs.ny.gov

CONTRACT NO.: PT66219 CONTRACTOR: Toshiba America Business Solutions, Inc.

Toshiba America Business Solutions, Inc. has offered and Procurement Services has accepted a model substitution as follows:

| Multifunction Printer (Ledger Size) Category | Old Model | New Model | NYS Price of New Base Model |
|--|---------------|----------------|-----------------------------|
| Multifunction Printer (Ledger Size) B&W – Low End | e-STUDIO307 | e-STUDIO3008A | \$2,170.00 |
| Multifunction Printer (Ledger Size) B&W – High End | e-STUDIO757 | e-STUDIO7508A | \$5,676.00 |
| Multifunction Printer (Ledger Size) Color – Low End | e-STUDIO2555C | e-STUDIO2505AC | \$3,737.00 |
| Multifunction Printer (Ledger Size) Color – High End | e-STUDIO4555C | e-STUDIO4505AC | \$5,176.00 |

The above changes are reflected in the latest Toshiba contract pricelist dated November 28, 2016.

Toshiba has also updated SKU Numbers for finishers for contract models. The new numbers are listed on the contract pricelist dated November 28, 2016.

Authorized Users should refer to the OGS website to access the above referenced Contract information: <http://www.ogs.ny.gov/purchase/snt/awardnotes/7552522662can.htm>.

All other terms and conditions remain unchanged.



Contract Award Notification Update

Subject: Konica Minolta Pricelist Revision

DATE: September 16, 2016 **AWARD #:** [22662](#) **GROUP #:** 75525

AWARD DESCRIPTION: Multifunction Printers (MFPs) (Ledger Size) (Statewide)

CONTRACT PERIOD: April 29, 2014 – April 28, 2017

CONTACT: Danielle Hayes | 518-473-9769 | danielle.hayes@ogs.ny.gov

CONTRACT NO.: PT66220 **CONTRACTOR:** Konica Minolta Business Solutions USA, Inc.

Konica Minolta Business Solutions, Inc. has submitted revised SKU numbers and item descriptions for two items listed under the Options section of the [bizhub C558](#). The revisions are as follows:

| Printer Model High End Color | Original SKU & Item Description On Pricelist dated 09/06/16 | Revised SKU & Item Description On Pricelist dated 09/14/16 | NYS Price of Option |
|---------------------------------|--|---|-----------------------|
| bizhub C558 | A2XM013 PC-410 Large Capacity Cassette | A9HF013 PC-415 Large Capacity Cassette | \$771.10 No change |
| bizhub C558 | A2XMWY2 PC-210 2-way Paper Feed Cabinet | A9HFWY2 PC-215 2-way Paper Feed Cabinet | \$655.05 No change |

The above changes are reflected in the latest Konica Minolta contract pricelists dated September 16, 2016.

Authorized Users should refer to the OGS website to access the above referenced Contract information:
<http://ogs.ny.gov/purchase/snt/awardnotes/7552522662can.htm>.

All other terms and conditions remain unchanged.



Contract Award Notification Update

Subject: Updated Contract Manager Contact Information

DATE: August 03, 2016 **AWARD #:** [22662](#) **GROUP #:** 75525

AWARD DESCRIPTION: Multifunction Printers (MFPs) (Ledger Size) (Statewide)

CONTRACT PERIOD: April 29, 2014 – April 28, 2017

CONTACT: Danielle Hayes | 518-473-9769 | danielle.hayes@ogs.ny.gov

CONTRACT NO.: PT66219 **CONTRACTOR:** Toshiba America Business Solutions, Inc.
PT66220 Konica Minolta Business Solutions USA, Inc.

The contact information for the Contract Manager of the above referenced contracts has been changed.

Authorized Users should refer to the OGS website to access the above referenced Contract information:
<http://ogs.ny.gov/purchase/snt/awardnotes/7552522662can.htm>

All other terms and conditions remain unchanged.



Contract Award Notification Update

Subject: Konica Minolta Contract Changes and Updated Pricelists

DATE: March 6, 2015

AWARD #: [22662](#)

GROUP #: 75525

AWARD DESCRIPTION: Multifunction Printers (MFPs) (Ledger Size) (Statewide)

CONTRACT PERIOD: April 29, 2014 – April 28, 2017

CONTACT: Terry Deere Riley | 518-474-2717 | terry.deere@ogs.ny.gov

CONTRACT NO.: PT66220 **CONTRACTOR:** Konica Minolta Business Solutions USA, Inc.

The Contractor Information page for the contract has been updated to reflect new contact information for Konica Minolta.

Under the Options section of each Konica Minolta Multifunction Printer equipment category on the pricelist, the following are being substituted for the Innovolt Power Manager:

- For bizhub 364e and bizhub C284e:
New SKU Number: XGPCS15DKM
New Description: ESP Diagnostic Power Filter 120V/15A
NYS Contract Price: \$151.00
- For bizhub 754e and bizhub C554e:
New SKU Number: XGPCS20DKM
New Description: ESP Diagnostic Power Filter 120V/120A
NYS Contract Price: \$168.49

Under the Options section of each Konica Minolta Multifunction Printer equipment category on the pricelist, lower NYS Prices are in effect for Installation and Networking as follows:

- For bizhub 364e and bizhub C284e
SKU Number 7640018093
Description: Installation
NYS Contract Price: \$130.00
- For bizhub 364e and bizhub C284e
SKU Number 7640018093
Description: Networking
NYS Contract Price: \$130.00
- For bizhub 754e and bizhub C554e
SKU Number 7640018093
Description: Installation
NYS Contract Price: \$250.00

(continued)

- For bizhub 754e and bizhub C554e
SKU Number 7640018093
Description: Networking
NYS Contract Price: \$250.00

The above changes are reflected in the latest Konica Minolta contract pricelists dated January 7, 2015.

Authorized Users should refer to the OGS website to access the above referenced Contract information:
<http://ogs.ny.gov/purchase/snt/awardnotes/7552522662can.htm>.

All other terms and conditions remain unchanged.

New York State Office of General Services
New York State Procurement
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://nyspro.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22662](#)

DATE: November 21, 2014

GROUP: 75525 – Multifunction Printers (MFPs)
(Ledger Size)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Terry Deere Riley
Contract Management Specialist 1
Phone: (518) 474-2717
Email: terry.deere@ogs.ny.gov

CONTRACT PERIOD: April 29, 2014 -
April 28, 2017

OTHER AUTHORIZED USERS

Customer Services
Phone: (518) 474-6717
Email: customer.services@ogs.ny.gov

CONTRACTOR(S)/

CONTRACT NO(S): Toshiba America Business Solutions, Inc. / PT66219 (Primary Contractor)

SUBJECT: Updated Resellers

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

NYSPro has approved changes to Toshiba's resellers and the current listing is dated November 5, 2014.

Authorized Users should refer to the OGS website to access the above referenced Contract information:
<http://ogs.ny.gov/purchase/snt/awardnotes/7552522662can.htm>.

All other terms and conditions remain unchanged.

New York State Office of General Services
New York State Procurement
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://nyspro.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22662](#)

DATE: October 23, 2014

GROUP: 75525 – Multifunction Printers (MFPs)
(Ledger Size)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Terry Deere Riley
Contract Management Specialist 1
Phone: (518) 474-2717
Email: terry.deere@ogs.ny.gov

CONTRACT PERIOD: April 29, 2014 -
April 28, 2017

OTHER AUTHORIZED USERS

Customer Services
Phone: (518) 474-6717
Email: customer.services@ogs.ny.gov

CONTRACTOR(S)/

CONTRACT NO(S): Toshiba America Business Solutions, Inc. / PT66219 (Primary Contractor)

SUBJECT: Addition of Non-Mandatory Service and Accessories Options
Updated October 10, 2014 Pricelist
Updated Resellers

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Toshiba America Business Solutions, Inc. has offered and NYSPRO has accepted the addition of some Non-Mandatory service options and accessories options as detailed on the updated October 10, 2014 Pricelist.

NYSPRO has approved changes to Toshiba's resellers and the current listing is dated October 21, 2014.

Authorized Users should refer to the OGS website to access the above referenced Contract information:
<http://ogs.ny.gov/purchase/snt/awardnotes/7552522662can.htm>.

All other terms and conditions remain unchanged.

New York State Office Of General Services
 New York State Procurement
 Corning Tower Building
 Empire State Plaza
 Albany, New York 12242
<http://nyspro.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22662](#)

DATE: August 8, 2014

GROUP: 75525 – Multifunction Printers (MFPs)
 (Ledger Size)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Terry Deere Riley
 Contract Management Specialist 1
 Phone: (518) 474-2717
 Email: terry.deere@ogs.ny.gov

CONTRACT PERIOD: April 29, 2014 -
 April 28, 2017

OTHER AUTHORIZED USERS

Customer Services
 Phone: (518) 474-6717
 Email: customer.services@ogs.ny.gov

CONTRACTOR(S)/

CONTRACT NO(S): Toshiba America Business Solutions, Inc. / PT66219 (Primary Contractor)

- SUBJECTS:** 1. Product Substitutions and Updated Price List Dated July 31, 2014
 2. Toshiba's NYS Contract Website
 3. Revised Description for Color Developer for Toshiba MFP Models e-STUDIO2555C and e-STUDIO4555C
 4. Updated Resellers

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

1. Toshiba America Business Solutions, Inc. has offered and NYSPRO has accepted model substitutions for several items under Contract PT66219 as follows:

| Multifunction Printer (Ledger Size) Category | Old Model | New Model | NYS Price of New Base Model* |
|--|-------------|-------------|------------------------------|
| Multifunction Printer (Ledger Size) Black & White – Low End | e-STUDIO306 | e-STUDIO307 | \$ 2,170.00 |
| Multifunction Printer (Ledger Size) Black & White – High End | e-STUDIO756 | e-STUDIO757 | \$ 5,676.00 |

*An updated contract Price List dated July 31, 2014 can be found on Toshiba's NYS Contract dedicated website.

2. Access to Toshiba's new NYS Contract dedicated website can be obtained through the Toshiba Pricing link on the OGS website.
3. For Toshiba models e-STUDIO2555C and e-STUDIO4555C, please be advised the description for SKU Number 6LJ70582000 – Color Developer, is revised to: Color Developer (Cyan, Magenta, and Yellow).

This SKU can be found under the Replaceable Service Parts portion of the price list for each of these models. and the NYS Price of \$488.86 for this Color Developer remains the same.

(continued)

4. NYSPRO has approved changes to Toshiba's resellers and the current listing is dated 07-22-14.

Authorized Users should refer to the OGS website to access the above referenced Contract information:
<http://www.ogs.ny.gov/purchase/snt/awardnotes/7552522662can.htm>.

All other terms and conditions remain unchanged.

State of New York Executive Department
Office Of General Services
New York State Procurement
Corning Tower Building - 38th Floor
Empire State Plaza
Albany, New York 12242
<http://www.ogs.ny.gov>

CONTRACT AWARD NOTIFICATION

| | |
|--------------------------------|--|
| Title | : Group 75525 – Multifunction Printers (MFPs) (Ledger Size) Classification Code(s): 43 and 44 |
| Award Number | : 22662 (Replaces Awards Under Groups 75525 and 22424) |
| Contract Period | : April 29, 2014 to April 28, 2017 with option to renew |
| Bid Opening Date | : August 14, 2013 |
| Date of Issue | : April 29, 2014 |
| 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 : Terry Deere Riley Title : Contract Management Specialist 1 Phone : 518-474-2717 Fax : 518- 474-1160 E-mail : terry.deere@ogs.ny.gov | New York State Procurement Customer Services Phone : 518-474-6717 Fax : 518-474-2437 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 Multifunction Printers (MFPs) (Ledger Size).

PR # 22662

(continued)

| <u>CONTRACT #</u> | <u>CONTRACTOR & ADDRESS</u> | <u>FED.IDENT.#/ NYS VENDOR ID#</u> |
|---------------------------|--|--|
| PT66219 | Toshiba America Business Solutions, Inc. | 330865305 |
| Primary Contractor | | 1000009105 |

All orders and remittances are to be directed to the Contractor or authorized Resellers

| | | |
|-----------------------------|---|------------|
| PT66220 | Konica Minolta Business Solutions USA, Inc. | 131921089 |
| Secondary Contractor | | 1000006138 |

All orders and remittances are to be directed to the Contractor, specifying an authorized Reseller if applicable

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://www.ogs.ny.gov/purchase/snt/awardnotes/7552522662Can.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. 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 thirty days of posting of the contract award on the OGS website.

NYSPRO'S DISPUTE RESOLUTION POLICY:

It is the policy of the Office of General Services' New York State Procurement (NYSPRO) to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to NYSPRO bid solicitations or contract awards. NYSPRO encourages vendors to seek resolution of disputes through consultation with NYSPRO staff. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes. A copy of NYSPRO's 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 resultant Contracts are tiered. New York State Agencies that are part of the Executive Branch are required to purchase from the Primary Contractor, unless written justification for purchasing from the Secondary Contractor is approved by the NYS Office of Information Technology Services (ITS) through the Plan to Procure (PTP) process or such other approval process as established. For additional information about ITS' PTP process, please visit their website at: <http://www.its.ny.gov/policy/NYS-P08-001.pdf>. Authorized Users, other than New York State Agencies, are encouraged to purchase from the Primary Contractor. Awarded Contractors' product and service offerings, Contract and pricing information will be posted to the OGS 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. 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 MFP 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>.
4. 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.
5. 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) | <u>Reseller for:</u> XYZ Office Equipment Company (PT Contract #) |

**State of New York
Office of General Services
NEW YORK STATE PROCUREMENT
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 by FAX to 518/474-2437 or mail to:

OGS NEW YORK STATE PROCUREMENT
 Customer Services, 38th Floor
 Corning 2nd Tower - Empire State Plaza
 Albany, New York 12242
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