



# Contract Award Notification

|                                |   |  |
|--------------------------------|---|--|
| <b>Title</b>                   | : | <b>Group 75525 – Multifunction Printers (MFPs) (Ledger Size)</b><br><b>Classification Code(s): 43 and 44</b> |
| <b>Award Number</b>            | : | <b><u>22662</u></b> (Replaces Awards Under Groups 75525 and 22424)   |
| <b>Contract Period</b>         | : | <b>April 29, 2014 to April 28, 2020</b>  |
| <b>Bid Opening Date</b>        | : | <b>August 14, 2013</b>   |
| <b>Date of Issue</b>           | : | <b>April 29, 2014 (Revised April 24, 2019)</b>   |
| <b>Specification Reference</b> | : | <b>As Incorporated In The Contract</b>   |
| <b>Contractor Information</b>  | : | <b>Appears on Page 2 of this Award</b>   |

### Address Inquiries To:

| <b>State Agencies &amp; Vendors</b>      | <b>Political Subdivisions &amp; Others</b> |
|--|--|
| Name : Danielle Hayes                    | Procurement Services                       |
| Title : Contract Management Specialist 1 | Customer Services                          |
| Phone : 518-473-9769                     | Phone : 518-474-6717                       |
| E-mail : danielle.hayes@ogs.ny.gov       | 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).

This Contract Award Notification contains MWBE goals of 15% MBE and 15% WBE.

PR # 22662

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

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

|                             |   |            |
|-----------------------------|---|------------|
| PT66220                     | Konica Minolta Business Solutions USA, Inc. | 131921089  |
| <b>Secondary Contractor</b> |   | 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](http://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/ptp>. 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)                                   Reseller for:  
   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 mail to:**

OGS PROCUREMENT SERVICES  
 Customer Services, 38th Floor  
 Corning 2<sup>nd</sup> Tower - Empire State Plaza  
 Albany, New York 12242

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