

Group 20600, Award PGB 23346
Floor Coverings and Related Services (Statewide Piggyback)

Frequently Asked Questions (FAQ)

This contract award is a piggyback established with Sourcewell under RFP #061323 for Flooring Materials with Related Supplies and Services, which offers installation services and several types of floor covering products including (but not limited to) broadloom carpet, carpet tile, vinyl tile, etc. and installation.

Authorized users of this award are strongly encouraged to review the Piggyback Contract in its entirety as well as this Frequently Asked Questions (FAQ) document which can be found through the [Contract Landing Page](#) to gain an understanding of requirements for both the Contractors and Authorized Users. Below is a list of questions & answers to help utilize this contract.

Authorized Users

1. Who can use this contract?

This piggyback contract is for use by Authorized Users which includes, but is not limited to, New York State (NYS) agencies and non-state organizations (political subdivisions, local governments, public authorities, public school, fire districts, public and nonprofit libraries, community colleges, and certain other nonpublic/nonprofit organizations).

2. How do Authorized Users utilize the contract?

Pursuant to State Finance Law § 163(10)(c), at the time of purchase, Authorized Users must base their selection among multiple Contracts upon which is the most practical and economical alternative that is in the best interests of the State. Authorized Users are required to obtain three (3) quotes when multiple Contractors offer Products that are identical to the Product being sought (e.g., multiple Contractors offer a Product that has an identical manufacturer's model code). Authorized Users are strongly encouraged to seek a minimum of three (3) quotes, where possible, when multiple Contractors offer Product(s) that are similar in nature to the Product being sought (e.g., multiple Contractors offer a Product that is a similar size, style and/or material).

Note to Authorized Users: Authorized Users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar products, which should include:

- A statement of need and associated requirements.
- A summary of the contract alternatives considered for the purchase.
- The reason(s) supporting the resulting purchase (e.g., show how 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).

3. How do I report problems with this contract?

There are various ways to report a problem to OGS Procurement Services:

- An Authorized User may complete a Contract Performance Report provided on the last page of the "Contract Award Notification" document located on the [Contract Landing Page](#) and provide the document to the Contract Manager or Customer Services.
- You may contact OGS Customer Services via phone at 518-474-6717 or via email at customer.services@ogs.ny.gov.
- You may contact the Contract Manager for this award by emailing OGS.sm.PS.FloorCovering@ogs.ny.gov, or by calling the phone number listed on the Contract

4. **How are payments processed?**

Payments cannot be processed until the products have been delivered and accepted. Invoices MUST include either the purchase order or contract number and the NYS Vendor ID number. Invoices must also include an invoice number and clearly identify the Authorized User receiving products.

5. **Are Contractors required to pay Prevailing Wages for services?**

Yes, Contractors that provide services are required to pay Prevailing Wage Rates. Please note that it is the Authorized Users responsibility to monitor the contract and verify that the Contractor is in compliance with Prevailing Wage requirements.

6. **Do I need to get my own PRC #?**

Authorized Users are required to work with the NYS Department of Labor Bureau of Public Work to obtain their own Prevailing Wage Number under the NYS Labor Law Article 8.

Please see <https://dol.ny.gov/public-work-and-prevailing-wage> and Contract Section 2.34 – *Prevailing Wage Rates – Public Works and Building Services Contracts* for additional information.

Contractors and Authorized Dealers

1. **Who are the Contractors?**

The nine (9) participating Contractors are listed on the 'Contractor Information' link on the [Contract Landing Page](#)

Each participating Contractor listed also has Authorized Resellers that they have chosen to sell their products and or install their products. This list can be found on the [Contract Landing Page](#) under the 'Authorized Reseller/Distributors' link and under the "Contractor Information" page for each individual Contractor.

2. **Are Contractors required to pay Prevailing Wages for services?**

Yes, Contractors that provide services are required to pay Prevailing Wage Rates. Please note that it is the Authorized Users responsibility to monitor the contract and verify that the Contractor is in compliance with Prevailing Wage requirements.

NOTE: Wage Rates and Prevailing Wages - Contractors and Authorized Users must familiarize themselves with the Wage Rates and Prevailing Wages clause found in Section 2.34 of the Piggyback Contract. Authorized Users are required to obtain a project specific prevailing wage rate schedule for their project. Use the link in Section 2.34 of the Piggyback Contract to the online application to obtain your prevailing wage rate schedule from DOL. Failure to follow Wage Rate and Prevailing Wage requirements may be deemed a breach of this contract.

3. **Do the Contractors have Authorized Resellers?**

Yes, each Contractor has a list of Authorized Resellers who can accept purchase orders under this award, Each Contractor has their own list of Authorized Resellers linked on the 'Contractor Information' page. However, please be sure to review the price lists carefully before making purchases since a different price structure may be used for purchases made through a dealer compared to buying directly from the manufacturer.

An 'All Authorized Reseller/Distributors List' which contains a compiled list all of the Authorized Resellers for all nine (9) of the Contractors can be accessed on the [Contract Landing page](#).

4. **Do the Contractors have Authorized Resellers that are NYS Certified Minority and Women-Owned Business Enterprise (MWBE) companies?**

Yes, some of the Authorized Resellers are NYS Certified MWBE companies. In order to make it easier to locate these NYS certified MWBE companies, each 'Authorized Reseller/Distributor' document has two (2) columns on the right-hand side of the document labeled "MBE" and "WBE" and they can be sorted to show all the companies that are NYS Certified MBEs and WBEs.

5. **Do the Contractors have Authorized Resellers that are NYS Certified Service-Disabled Veteran-Owned Businesses**

Yes, some of the Authorized Resellers are NYS Certified SDVOB companies. In order to make it easier to locate these certified SDVOB companies, the 'Authorized Resellers List' link includes a column on the right-hand side of the document labeled "SDVOB" and can be sorted to show all the companies that are NYS Certified SDVOBs.

Price Lists

1. **Is there a specified minimum order?**

There is no specified minimum order under this piggyback contract. As per Contract Section 2.10 *Minimum Order*, if the Master Contract contains minimum order quantities or values, the Contractor may agree to honor orders for quantities or values that fall below the minimum (but are not required to do so).

2. **Are the installation prices awarded the prices the contract users should pay?**

No, the per yard and per square foot prices for the removal and installation of flooring in the contractor's pricelist are **NOT TO EXCEED** prices. The prices awarded are meant to cover prevailing wage rates that vary across NYS. NYC rates tend to be higher in general and therefore may run closer to the "Not to Exceed" rates while the rest of the state may pay significantly lower than the "Not to Exceed" rates.

3. **Where can pricing information be found?**

Price lists for each Contractor are located under the 'Contractor Information' link, the 'Price List' link is on the right-hand side. Please note that freight costs may be listed separately from material costs on some price lists; however, all shipping costs will be disclosed to the Authorized User at the time that an order is placed and will be prepaid by the contractor. Please note that only those products specifically listed on the OGS approved Contractor's price lists are included in this contract.

4. **Does this contract include products that meet Executive Order #22?**

Yes, some, but not all, of the products offered under this contract meet the 'Carpet and Carpet Tile' specification created as a result of Executive Order #22. Each Contractor's Price List include a column on the left-hand side of the pricelist with a yes or no indicating as to whether the item meets the GreenNY Specifications referenced above.

State Agencies and Authorities are reminded of their responsibility to purchase products in accordance with this specification.

5. **Can non-contract items (items not listed on the Contractor's price list) be submitted on the same purchase order as the contract items (items on the Contractor's price list)?**

No, non-contract items must be submitted on a separate purchase order from the contract items. Non-contract item purchases are discretionary purchases and Authorized Users must follow their Discretionary Purchasing Guidelines for these purchases.

6. Why is there a separate charge for Shipping/Freight on my quote?

Some items will require freight charges and the estimated shipping/freight charge should be shown as a separate line item on the Purchase Order to reflect what it will cost to ship that item at that point in time.

There may be a separate line item for shipping/freight cost if the weight of the product is greater than what the Contractor is able to provide an accurate estimate for. In this case, the AU would need to be made aware of this and agree to the fact that shipping/freight costs would be provided at the later date.