



# Contract Award Notification

|                                |   |  |
|--------------------------------|---|--|
| <b>Title</b>                   | : | <b>GROUP 20915 – FURNITURE, ALL TYPES<br/>(except Hospital Room and Patient Handling)<br/>(STATEWIDE)<br/>Classification Code(s): 56</b> |
| <b>Award Number</b>            | : | <b><a href="#">23109</a> (Replaces 22398)</b>  |
| <b>Contract Period</b>         | : | <b>December 2, 2018 – December 1, 2023</b>   |
| <b>Bid Opening Date</b>        | : | <b>August 14, 2018</b>   |
| <b>Date of Issue</b>           | : | <b>December 2, 2018</b>  |
| <b>Specification Reference</b> | : | <b>As Incorporated In The Solicitation</b>   |
| <b>Contractor Information</b>  | : | <b>Appears on Page 2 of this Award</b>   |

## Address Inquiries To:

| State Agencies & Vendors   | Political Subdivisions & Others  |
|--|--|
| Name : Matthew Jones<br>Title : Contract Management Specialist I<br>Phone : 518-474-4163<br>Fax : N/A<br>E-mail : matthew.jones@ogs.ny.gov | Procurement Services<br>Customer Services<br>Phone : 518-474-6717<br>Fax : 518-474-2437<br>E-mail : customer.services@ogs.ny.gov |

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

## Description

Furniture All Types Statewide: Conference Furniture (seating and tables), Dormitory Furniture, General Purpose Tables, High Density Filing, Household Furniture, Library Furniture, Office Furniture, School Furniture (found in classrooms for elementary schools through college), Specialty Seating (includes big and tall seating, bariatric, gang seating and laboratory stools), Systems Furniture. This Award excludes furniture specific to Hospital Room & Direct Patient Care.  
INSTALLATION IS NOT PART OF THIS AWARD.

PR #23109

(continued)

2091523109a 12/2/2018

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**NOTE: See individual contract items to determine actual awardees.**

Contractor information (i.e. Company Name, Address, Pricing Pages, Authorized Dealers) may be found on a separate attachment titled "CONTRACTOR INFORMATION PAGE" which is housed on the Award Summary page.

Contractor information (i.e. Discounts, Delivery, Price List Info, Payment Terms, MWBE status, etc.) may be found on a separate attachment titled "CONTRACTOR TERMS PAGE" which is housed on the Award Summary page.

SCOPE: It is the intent of this Award to establish a comprehensive multiple manufacturer's product line contract for NEW, unused and in current production commercial and institutional quality furniture in the following categories listed below. Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

**Product Category Matrix**

The following commercial and institutional quality furniture categories are available under Award No. 23109

**NOTE:** Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

- |  |                       |
|--|-----------------------|
| 1. Conference Furniture (seating and tables) | 7. Office Furniture   |
| 2. Dormitory Furniture                       | 8. School Furniture   |
| 3. General Purpose Tables                    | 9. Specialty Seating  |
| 4. High Density Filing                       | 10. Systems Furniture |
| 5. Household Furniture                       |                       |
| 6. Library Furniture                         |                       |

**DESCRIPTION OF CATEGORIES:**

1. Encompasses all seating to go with Conference Tables, including stacking chairs. Includes tables of various styles and materials suitable for conference rooms or areas from basic to executive levels. May also include meeting room tables.
2. Includes Bedroom, Lounge, Dining Hall, in room Storage and Desks. Suitable for school dormitory generally more durable and versatile than household.
3. Includes work tables, occasional tables and folding tables.
4. Includes manual or powered shelving designed to take as little space as possible also includes retrieval systems.
5. Includes Living Room, Dining Room and Bedroom furniture suitable for Community residence programs. Some of the upholstered Seating and cross over to Dormitory or office Lounge.
6. Includes bookcases, display cases, tables, chairs, lounge seating carts and circulation desks.
7. Includes desks, files credenzas, and storage for use in office environments made of metal and/or wood. Bookcases for office and library application furniture include case goods, filing, storage and seating for upper level Executive offices also usable for courtrooms. This category consists of upholstered seating (chairs, loveseats and sofas) and occasional tables as would be found in a waiting area and includes Ergonomic Task, and Managerial chairs and Side chairs.
8. Consists of student desks, tables and seating for elementary schools through college found in classrooms.

9. This includes big and tall seating, bariatric, gang seating such as that found in public transportation terminals and laboratory stools.

10. Includes products and parts to build "Cubicles".

| <b>Contractor</b>                             | <b>Cat.<br/>1</b> | <b>Cat.<br/>2</b> | <b>Cat.<br/>3</b> | <b>Cat.<br/>4</b> | <b>Cat.<br/>5</b> | <b>Cat.<br/>6</b> | <b>Cat.<br/>7</b> | <b>Cat.<br/>8</b> | <b>Cat.<br/>9</b> | <b>Cat.<br/>10</b> |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| Allseating Corp.                              | X                 | X                 |                   |                   |                   | X                 | X                 | X                 | X                 |                    |
| Allsteel Inc.                                 | X                 |                   | X                 |                   |                   | X                 | X                 | X                 | X                 | X                  |
| Amcase Inc.                                   | X                 | X                 | X                 |                   |                   | X                 | X                 | X                 |                   | X                  |
| Artopex Inc. <b>Award Pending</b>             | X                 | X                 | X                 |                   |                   | X                 | X                 | X                 | X                 | X                  |
| Aurora Storage                                |                   |                   |                   |                   | X                 |                   | X                 |                   |                   |                    |
| Biofit Engineered Products Inc.               |                   |                   | X                 |                   |                   | X                 | X                 | X                 | X                 |                    |
| Brodart Co.                                   | X                 |                   |                   |                   |                   | X                 | X                 |                   |                   |                    |
| Columbia Manufacturing Inc.                   |                   |                   |                   |                   |                   |                   |                   | X                 |                   |                    |
| Community Products D/B/A Community Playthings |                   |                   |                   |                   |                   |                   |                   | X                 |                   |                    |
| D3 Inc. D/B/A 9to5                            |                   |                   |                   |                   | X                 | X                 | X                 | X                 | X                 |                    |
| Ditto Sales Inc.                              | X                 | X                 | X                 |                   | X                 | X                 | X                 | X                 | X                 |                    |
| Fleetwood Group Inc.                          | X                 |                   | X                 |                   |                   | X                 | X                 | X                 |                   |                    |
| Furniture Pro Corporation                     | X                 | X                 | X                 | X                 | X                 | X                 | X                 | X                 | X                 | X                  |
| Global Industries Inc.                        | X                 | X                 | X                 |                   | X                 | X                 | X                 | X                 | X                 | X                  |
| High Point Furniture Industries Inc.          | X                 | X                 | X                 |                   | X                 | X                 | X                 | X                 | X                 |                    |
| Indiana Furniture                             | X                 |                   | X                 |                   |                   | X                 | X                 |                   | X                 |                    |
| Interior Resources                            | X                 | X                 | X                 |                   | X                 | X                 |                   | X                 |                   |                    |
| John Savoy and Sons Inc.                      | X                 | X                 | X                 |                   |                   |                   |                   |                   |                   |                    |
| Kimball Office Inc.                           | X                 | X                 | X                 |                   |                   | X                 | X                 | X                 | X                 | X                  |
| KNU D/B/A La-Z-Boy                            |                   | X                 | X                 |                   |                   |                   | X                 |                   | X                 |                    |
| Krueger International Inc.                    | X                 | X                 | X                 |                   |                   | X                 | X                 | X                 | X                 | X                  |
| Maxon Furniture Inc.                          | X                 | X                 | X                 |                   |                   | X                 | X                 |                   |                   | X                  |
| Moduform Inc.                                 |                   | X                 | X                 |                   | X                 | X                 | X                 |                   | X                 |                    |
| Nickerson Corp.                               | X                 |                   | X                 |                   |                   | X                 | X                 | X                 | X                 | X                  |
| Palmer Hamilton LLC                           | X                 | X                 | X                 |                   |                   | X                 | X                 | X                 |                   |                    |
| Paragon Furniture                             |                   |                   | X                 |                   |                   | X                 | X                 |                   | X                 |                    |
| Safco Products Co.                            | X                 |                   | X                 | X                 |                   | X                 | X                 | X                 | X                 | X                  |
| School Outfitters LLC                         | X                 |                   | X                 |                   |                   | X                 | X                 | X                 | X                 | X                  |
| SICO America Inc.                             | X                 |                   | X                 |                   |                   |                   |                   | X                 |                   |                    |
| Silver Street Inc.                            | X                 |                   | X                 |                   |                   | X                 | X                 | X                 |                   |                    |
| Spec Furniture Inc.                           | X                 | X                 | X                 |                   |                   | X                 | X                 | X                 | X                 |                    |
| The HON Company LLC                           | X                 |                   | X                 |                   |                   | X                 | X                 | X                 | X                 | X                  |
| Thompson Contract Inc.                        | X                 | X                 | X                 |                   | X                 | X                 | X                 | X                 | X                 |                    |
| Workrite Ergonomics Canada                    | X                 |                   |                   |                   |                   |                   | X                 | X                 |                   |                    |

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**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.

**RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:**

The Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

|          |                           |
|----------|---------------------------|
| RS,RP,RA | Recycled                  |
| RM       | Remanufactured            |
| SW       | Solid Waste Impact        |
| EE       | Energy Efficient          |
| E*       | EPA Energy Star           |
| ES       | Environmentally Sensitive |

**NOTE TO AUTHORIZED USERS:**

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), 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 the basis for 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).

**PRICE:**

Price shall include all customs duties and charges and be net, F.O.B. destination any point in New York State.

Pricelists containing Not-To-Exceed prices can be found on the OGS Website at:

<https://www.ogs.ny.gov/purchase/spg/awards/2091523109ContractorInformation.pdf>

**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.**  
**(See "Contract Payments" and "Electronic Payments" in this document.)**

**DISCOUNTS:** Prices are discount from Manufacturer's List Price. All discounts, to include applicable volume discounts, are available on each Contractor's Attachment 10 – Contact Information and Terms and Conditions, located on their respective Contact Information Page and/or on the Terms and Conditions page on the OGS website: <https://www.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

**DELIVERY:** All Contractors will be required to offer inside delivery, which may be at an additional cost represented by a percentage above the net price charged, and may be charged at a different percentage rate for Downstate and Upstate. For this Solicitation, Downstate is defined as the Metropolitan NYC area, which includes the following nine (9) counties: Rockland, Westchester, Nassau, Suffolk, Queens, Kings, New York, Bronx and Richmond. Upstate is defined as the rest of New York State.

- A. Inside delivery is intended for essentially free-standing furniture when the Authorized User is unable to bring it from the dock to the point of use. It shall consist of removal from truck, bringing to point of use, uncrating, minor assembly (for example: attach hutch to desk or credenza, attach a return, set shelves in bookcase and leveling), removal of debris and leaving ready for use. Inside delivery cannot be applied to installation, such as systems furniture and high-density filing, which is not included in the scope of this Solicitation.
- B. The inside delivery fee may not be used to assemble furniture shipped KD ("Knocked Down")
- C. The inside delivery fee shall be based on the following conditions:
  - 1. Delivery location has a loading dock or off-street loading area;
  - 2. The delivery will be to the same floor as the loading dock or there is a freight elevator available;
  - 3. The delivery may be completed during regular working hours;
  - 4. Delivery fee must be agreed to by the Authorized User and Contractor prior to delivery; and
  - 5. Deviations from the above shall require a separate non-contract negotiation by the Authorized User at the time of order.
- D. Delivery shall be expressed in number of calendar days required to make delivery after receipt of a Purchase Order. Product is required as soon as possible and guaranteed delivery may be considered in making award. Delivery shall be made in accordance with instructions from the Authorized User included on the Purchase Order. If there is a discrepancy between the Purchase Order and what is listed on the Contract, it is the Contractor's obligation to seek clarification from the Authorized User and, if applicable, from OGS Procurement Services.
- E. 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 agency including dock delivery and tailgating of load, which means bringing the truck to the loading dock or loading area and bringing the load to the tailgate of the truck for agency personnel to remove the load without entering the truck. In addition, upon agreement, delivery locations may be expanded per the "Extension of Use" clause.
- F. The Contractor may allow multiple delivery points from the same Authorized User, at their discretion, at the time the order is placed, and/or prior to delivery.

**AUTHORIZED RESELLERS:** OGS agrees to permit Bidders to utilize approved Authorized Resellers to participate as alternate distribution sources pertaining to this Solicitation. Authorized Resellers may be added quarterly during the Contract term, or extension, provided that the Awarded Bidder complies with all of the Reseller Requirements set forth below. There are no set minimum or maximum number of Authorized Resellers who may be used; however, such participation is subject to the following conditions:

A. Designation of Authorized Reseller(s): Contractor shall specify within Attachment 12- *Authorized Reseller List*, whether orders must be placed directly with Contractor, or may be placed directly with Authorized Reseller(s).

B. All Authorized Resellers chosen to fulfill orders to include, though not limited to, issuing invoices and receiving payments, must be authorized by OGS.

INSTALLATION: Installation is excluded from the scope of this Solicitation. Installation of products such as systems furniture, high density filing systems, etc. shall be handled by the ordering entity separately from this Solicitation and resultant Contract(s) according to the Purchasing Guidelines and discretionary limits, and shall comply with wage and labor rates, and all state and local codes and public works guidelines, if applicable.

HOW TO USE: A How to Use is provided by OGS, and is located on the OGS Furniture Website, here:  
<https://www.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

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 2<sup>nd</sup> Tower - Empire State Plaza  
Albany, New York 12242  
customer.service@ogs.ny.gov  
\* \* \* \* \*



# 1<sup>st</sup> Supplemental Contract Award Notification

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|                                  |  |
|----------------------------------|--|
| <b>Title :</b>                   | <b>GROUP 20915 – FURNITURE, ALL TYPES<br/>(except Hospital Room and Patient Handling)<br/>(STATEWIDE)<br/>Classification Code(s): 56</b> |
| <b>Award Number :</b>            | <b><u>23109</u> (Replaces 22398)</b>   |
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| <b>Bid Opening Date :</b>        | <b>August 14, 2018</b>   |
| <b>Date of Issue :</b>           | <b>January 10, 2019</b>  |
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| Name : Matthew Jones<br>Title : Contract Management Specialist I<br>Phone : 518-474-4163<br>Fax : N/A<br>E-mail : matthew.jones@ogs.ny.gov | Procurement Services<br>Customer Services<br>Phone : 518-474-6717<br>Fax : 518-474-2437<br>E-mail : customer.services@ogs.ny.gov |

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PR #23109

(continued)



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|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| Agati Inc.                              |                   |                   | X                 |                   |                   | X                 | X                 | X                 |                   |                    |
| Arcadia Chair Company                   | X                 |                   |                   |                   |                   |                   | X                 |                   | X                 |                    |
| Artco Bell Corporation                  | X                 |                   | X                 |                   |                   |                   | X                 | X                 |                   |                    |
| Integra Inc.                            |                   | X                 | X                 |                   | X                 | X                 | X                 |                   | X                 |                    |
| Kaplan Early Learning Company           |                   |                   |                   |                   |                   |                   |                   | X                 |                   |                    |
| Lesro Industries Inc.                   | X                 |                   |                   |                   |                   |                   | X                 |                   |                   |                    |
| LIAT LLC                                |                   |                   |                   |                   |                   | X                 |                   |                   |                   |                    |
| RT London                               | X                 | X                 | X                 |                   | X                 | X                 | X                 | X                 | X                 |                    |
| Sauder Manufacturing Co.                | X                 | X                 | X                 |                   | X                 | X                 | X                 | X                 | X                 |                    |
| Seating Inc.                            | X                 | X                 | X                 |                   | X                 | X                 | X                 | X                 | X                 |                    |
| Sedia Systems Inc.                      |                   |                   |                   |                   |                   |                   |                   | X                 | X                 |                    |
| Smith System Manufacturing Company Inc. |                   |                   |                   |                   |                   |                   |                   | X                 |                   |                    |
| Steelcase Inc.                          | X                 | X                 | X                 |                   | X                 | X                 | X                 | X                 | X                 | X                  |
| Teknion LLC                             | X                 | X                 | X                 |                   | X                 | X                 | X                 | X                 | X                 | X                  |
| Trendway Corporation                    | X                 |                   | X                 |                   |                   | X                 | X                 | X                 | X                 | X                  |

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**DISCOUNTS:** Prices are discount from Manufacturer's List Price. All discounts, to include applicable volume discounts, are available on each Contractor's Attachment 10 – Contact Information and Terms and Conditions, located on their respective Contact Information Page and/or on the Terms and Conditions page on the OGS website: <https://www.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

**DELIVERY:** All Contractors will be required to offer inside delivery, which may be at an additional cost represented by a percentage above the net price charged, and may be charged at a different percentage rate for Downstate and Upstate. For this Solicitation, Downstate is defined as the Metropolitan NYC area, which includes the following nine (9) counties: Rockland, Westchester, Nassau, Suffolk, Queens, Kings, New York, Bronx and Richmond. Upstate is defined as the rest of New York State.

- A. Inside delivery is intended for essentially free-standing furniture when the Authorized User is unable to bring it from the dock to the point of use. It shall consist of removal from truck, bringing to point of use, uncrating, minor assembly (for example: attach hutch to desk or credenza, attach a return, set shelves in bookcase and leveling), removal of debris and leaving ready for use. Inside delivery cannot be applied to installation, such as systems furniture and high-density filing, which is not included in the scope of this Solicitation.
- B. The inside delivery fee may not be used to assemble furniture shipped KD ("Knocked Down")
- C. The inside delivery fee shall be based on the following conditions:
  1. Delivery location has a loading dock or off-street loading area;
  2. The delivery will be to the same floor as the loading dock or there is a freight elevator available;
  3. The delivery may be completed during regular working hours;
  4. Delivery fee must be agreed to by the Authorized User and Contractor prior to delivery; and

5. Deviations from the above shall require a separate non-contract negotiation by the Authorized User at the time of order.
- D. Delivery shall be expressed in number of calendar days required to make delivery after receipt of a Purchase Order. Product is required as soon as possible and guaranteed delivery may be considered in making award. Delivery shall be made in accordance with instructions from the Authorized User included on the Purchase Order. If there is a discrepancy between the Purchase Order and what is listed on the Contract, it is the Contractor's obligation to seek clarification from the Authorized User and, if applicable, from OGS Procurement Services.
- E. 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 agency including dock delivery and tailgating of load, which means bringing the truck to the loading dock or loading area and bringing the load to the tailgate of the truck for agency personnel to remove the load without entering the truck. In addition, upon agreement, delivery locations may be expanded per the "Extension of Use" clause.
- F. The Contractor may allow multiple delivery points from the same Authorized User, at their discretion, at the time the order is placed, and/or prior to delivery.

**AUTHORIZED RESELLERS:** OGS agrees to permit Bidders to utilize approved Authorized Resellers to participate as alternate distribution sources pertaining to this Solicitation. Authorized Resellers may be added quarterly during the Contract term, or extension, provided that the Awarded Bidder complies with all of the Reseller Requirements set forth below. There are no set minimum or maximum number of Authorized Resellers who may be used; however, such participation is subject to the following conditions:

A. Designation of Authorized Reseller(s): Contractor shall specify within Attachment 12- *Authorized Reseller List*, whether orders must be placed directly with Contractor, or may be placed directly with Authorized Reseller(s).

B. All Authorized Resellers chosen to fulfill orders to include, though not limited to, issuing invoices and receiving payments, must be authorized by OGS.

**INSTALLATION:** Installation is excluded from the scope of this Solicitation. Installation of products such as systems furniture, high density filing systems, etc. shall be handled by the ordering entity separately from this Solicitation and resultant Contract(s) according to the Purchasing Guidelines and discretionary limits, and shall comply with wage and labor rates, and all state and local codes and public works guidelines, if applicable.

**HOW TO USE:** A How to Use is provided by OGS, and is located on the OGS Furniture Website, here: <https://www.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

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 2<sup>nd</sup> Tower - Empire State Plaza  
Albany, New York 12242  
customer.service@ogs.ny.gov  
\* \* \* \* \*



## 2nd Supplemental Contract Award Notification

PAGE 14

|                                  |  |
|----------------------------------|--|
| <b>Title :</b>                   | <b>GROUP 20915 – FURNITURE, ALL TYPES<br/>(except Hospital Room and Patient Handling)<br/>(STATEWIDE)<br/>Classification Code(s): 56</b> |
| <b>Award Number :</b>            | <b><u>23109</u> (Replaces 22398)</b>   |
| <b>Contract Period :</b>         | <b>December 2, 2018 – December 1, 2023</b>   |
| <b>Bid Opening Date :</b>        | <b>August 14, 2018</b>   |
| <b>Date of Issue :</b>           | <b>February 11, 2019</b>   |
| <b>Specification Reference :</b> | <b>As Incorporated In The Solicitation</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 : Matthew Jones<br>Title : Contract Management Specialist I<br>Phone : 518-474-4163<br>Fax : N/A<br>E-mail : matthew.jones@ogs.ny.gov | Procurement Services<br>Customer Services<br>Phone : 518-474-6717<br>Fax : 518-474-2437<br>E-mail : customer.services@ogs.ny.gov |

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

### Description

Furniture All Types Statewide: Conference Furniture (seating and tables), Dormitory Furniture, General Purpose Tables, High Density Filing, Household Furniture, Library Furniture, Office Furniture, School Furniture (found in classrooms for elementary schools through college), Specialty Seating (includes big and tall seating, bariatric, gang seating and laboratory stools), Systems Furniture. This Award excludes furniture specific to Hospital Room & Direct Patient Care.  
INSTALLATION IS NOT PART OF THIS AWARD.

PR #23109

(continued)

**NOTE: See individual contract items to determine actual awardees.**

Contractor information (i.e. Company Name, Address, Pricing Pages, Authorized Dealers) may be found on a separate attachment titled "CONTRACTOR INFORMATION PAGE" which is housed on the Award Summary page.

Contractor information (i.e. Discounts, Delivery, Price List Info, Payment Terms, MWBE status, etc.) may be found on a separate attachment titled "CONTRACTOR TERMS PAGE" which is housed on the Award Summary page.

SCOPE: It is the intent of this Award to establish a comprehensive multiple manufacturer's product line contract for NEW, unused and in current production commercial and institutional quality furniture in the following categories listed below. Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

**Product Category Matrix**

The following commercial and institutional quality furniture categories are available under Award No. 23109

**NOTE:** Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

- |  |                       |
|--|-----------------------|
| 1. Conference Furniture (seating and tables) | 7. Office Furniture   |
| 2. Dormitory Furniture                       | 8. School Furniture   |
| 3. General Purpose Tables                    | 9. Specialty Seating  |
| 4. High Density Filing                       | 10. Systems Furniture |
| 5. Household Furniture                       |                       |
| 6. Library Furniture                         |                       |

**DESCRIPTION OF CATEGORIES:**

1. Encompasses all seating to go with Conference Tables, including stacking chairs. Includes tables of various styles and materials suitable for conference rooms or areas from basic to executive levels. May also include meeting room tables.
2. Includes Bedroom, Lounge, Dining Hall, in room Storage and Desks. Suitable for school dormitory generally more durable and versatile than household.
3. Includes work tables, occasional tables and folding tables.
4. Includes manual or powered shelving designed to take as little space as possible also includes retrieval systems.
5. Includes Living Room, Dining Room and Bedroom furniture suitable for Community residence programs. Some of the upholstered Seating and cross over to Dormitory or office Lounge.
6. Includes bookcases, display cases, tables, chairs, lounge seating carts and circulation desks.
7. Includes desks, files credenzas, and storage for use in office environments made of metal and/or wood. Bookcases for office and library application furniture include case goods, filing, storage and seating for upper level Executive offices also usable for courtrooms. This category consists of upholstered seating (chairs, loveseats and sofas) and occasional tables as would be found in a waiting area and includes Ergonomic Task, and Managerial chairs and Side chairs.

8. Consists of student desks, tables and seating for elementary schools through college found in classrooms.
9. This includes big and tall seating, bariatric, gang seating such as that found in public transportation terminals and laboratory stools.
10. Includes products and parts to build "Cubicles".

|  | Cat.<br>1 | Cat.<br>2 | Cat.<br>3 | Cat.<br>4 | Cat.<br>5 | Cat.<br>6 | Cat.<br>7 | Cat.<br>8 | Cat.<br>9 | Cat.<br>10 |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Case Systems Inc.  |           |           | X         |           |           | X         | X         | X         |           | X          |
| Encore Seating Inc.  | X         |           |           |           |           |           | X         |           | X         |            |
| Ergo-Industrial Seating Systems Inc.                           | X         |           | X         |           |           | X         | X         | X         | X         |            |
| Exemplis LLC   | X         | X         | X         |           | X         | X         | X         | X         | X         |            |
| F. E. Hale Mfg. Co.  |           |           |           |           |           | X         | X         |           |           |            |
| Groupe Lacasse LLC   | X         |           | X         |           |           | X         | X         | X         | X         | X          |
| Haworth Inc  | X         | X         | X         |           | X         | X         | X         | X         | X         | X          |
| Keihauer LTD   | X         | X         | X         |           | X         | X         | X         | X         | X         |            |
| KFI Furniture LLC  | X         |           | X         |           |           |           | X         | X         | X         |            |
| Mitchell Furniture Systems Inc.                                | X         |           | X         |           |           | X         | X         | X         |           |            |
| Nightingale Corporation  | X         |           |           |           | X         | X         | X         | X         | X         |            |
| NPS Public Furniture Corporation D/B/A National Public Seating | X         |           | X         |           |           | X         | X         | X         | X         |            |
| The Gunlocke Company LLC                                       | X         |           | X         |           |           |           | X         |           |           |            |

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 PROCUREMENT SERVICES.

**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.

**RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:**

The Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

|          |                           |
|----------|---------------------------|
| RS,RP,RA | Recycled                  |
| RM       | Remanufactured            |
| SW       | Solid Waste Impact        |
| EE       | Energy Efficient          |
| E*       | EPA Energy Star           |
| ES       | Environmentally Sensitive |



**NOTE TO AUTHORIZED USERS:**

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), 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 the basis for 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).

**PRICE:**

Price shall include all customs duties and charges and be net, F.O.B. destination any point in New York State.

Pricelists containing Not-To-Exceed prices can be found on the OGS Website at:

<https://www.ogs.ny.gov/purchase/spg/awards/2091523109ContractorInformation.pdf>

**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.  
(See "Contract Payments" and "Electronic Payments" in this document.)**

**DISCOUNTS:** Prices are discount from Manufacturer's List Price. All discounts, to include applicable volume discounts, are available on each Contractor's Attachment 10 – Contact Information and Terms and Conditions, located on their respective Contact Information Page and/or on the Terms and Conditions page on the OGS website: <https://www.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

**DELIVERY:** All Contractors will be required to offer inside delivery, which may be at an additional cost represented by a percentage above the net price charged, and may be charged at a different percentage rate for Downstate and Upstate. For this Solicitation, Downstate is defined as the Metropolitan NYC area, which includes the following nine (9) counties: Rockland, Westchester, Nassau, Suffolk, Queens, Kings, New York, Bronx and Richmond. Upstate is defined as the rest of New York State.

- A. Inside delivery is intended for essentially free-standing furniture when the Authorized User is unable to bring it from the dock to the point of use. It shall consist of removal from truck, bringing to point of use, uncrating, minor assembly (for example: attach hutch to desk or credenza, attach a return, set shelves in bookcase and leveling), removal of debris and leaving ready for use. Inside delivery cannot be applied to installation, such as systems furniture and high-density filing, which is not included in the scope of this Solicitation.
- B. The inside delivery fee may not be used to assemble furniture shipped KD ("Knocked Down")
- C. The inside delivery fee shall be based on the following conditions:
  1. Delivery location has a loading dock or off-street loading area;
  2. The delivery will be to the same floor as the loading dock or there is a freight elevator available;
  3. The delivery may be completed during regular working hours;

4. Delivery fee must be agreed to by the Authorized User and Contractor prior to delivery; and
  5. Deviations from the above shall require a separate non-contract negotiation by the Authorized User at the time of order.
- D. Delivery shall be expressed in number of calendar days required to make delivery after receipt of a Purchase Order. Product is required as soon as possible and guaranteed delivery may be considered in making award. Delivery shall be made in accordance with instructions from the Authorized User included on the Purchase Order. If there is a discrepancy between the Purchase Order and what is listed on the Contract, it is the Contractor's obligation to seek clarification from the Authorized User and, if applicable, from OGS Procurement Services.
- E. 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 agency including dock delivery and tailgating of load, which means bringing the truck to the loading dock or loading area and bringing the load to the tailgate of the truck for agency personnel to remove the load without entering the truck. In addition, upon agreement, delivery locations may be expanded per the "Extension of Use" clause.
- F. The Contractor may allow multiple delivery points from the same Authorized User, at their discretion, at the time the order is placed, and/or prior to delivery.

**AUTHORIZED RESELLERS:** OGS agrees to permit Bidders to utilize approved Authorized Resellers to participate as alternate distribution sources pertaining to this Solicitation. Authorized Resellers may be added quarterly during the Contract term, or extension, provided that the Awarded Bidder complies with all of the Reseller Requirements set forth below. There are no set minimum or maximum number of Authorized Resellers who may be used; however, such participation is subject to the following conditions:

A. Designation of Authorized Reseller(s): Contractor shall specify within Attachment 12- *Authorized Reseller List*, whether orders must be placed directly with Contractor, or may be placed directly with Authorized Reseller(s).

B. All Authorized Resellers chosen to fulfill orders to include, though not limited to, issuing invoices and receiving payments, must be authorized by OGS.

**INSTALLATION:** Installation is excluded from the scope of this Solicitation. Installation of products such as systems furniture, high density filing systems, etc. shall be handled by the ordering entity separately from this Solicitation and resultant Contract(s) according to the Purchasing Guidelines and discretionary limits, and shall comply with wage and labor rates, and all state and local codes and public works guidelines, if applicable.

**HOW TO USE:** A How to Use is provided by OGS, and is located on the OGS Furniture Website, here: <https://www.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

**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 2<sup>nd</sup> Tower - Empire State Plaza  
Albany, New York 12242  
customer.service@ogs.ny.gov  
\* \* \* \* \*



## 3<sup>rd</sup> Supplemental Contract Award Notification

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|                                  |  |
|----------------------------------|--|
| <b>Title :</b>                   | <b>GROUP 20915 – FURNITURE, ALL TYPES<br/>(except Hospital Room and Patient Handling)<br/>(STATEWIDE)<br/>Classification Code(s): 56</b> |
| <b>Award Number :</b>            | <b><u>23109</u> (Replaces 22398)</b>   |
| <b>Contract Period :</b>         | <b>December 2, 2018 – December 1, 2023</b>   |
| <b>Bid Opening Date :</b>        | <b>August 14, 2018</b>   |
| <b>Date of Issue :</b>           | <b>February 21, 2019</b>   |
| <b>Specification Reference :</b> | <b>As Incorporated In The Solicitation</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 : Matthew Jones<br>Title : Contract Management Specialist I<br>Phone : 518-474-4163<br>Fax : N/A<br>E-mail : matthew.jones@ogs.ny.gov | Procurement Services<br>Customer Services<br>Phone : 518-474-6717<br>Fax : 518-474-2437<br>E-mail : customer.services@ogs.ny.gov |

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

### Description

Furniture All Types Statewide: Conference Furniture (seating and tables), Dormitory Furniture, General Purpose Tables, High Density Filing, Household Furniture, Library Furniture, Office Furniture, School Furniture (found in classrooms for elementary schools through college), Specialty Seating (includes big and tall seating, bariatric, gang seating and laboratory stools), Systems Furniture. This Award excludes furniture specific to Hospital Room & Direct Patient Care.  
**INSTALLATION IS NOT PART OF THIS AWARD.**

PR #23109

(continued)

**NOTE: See individual contract items to determine actual awardees.**

Contractor information (i.e. Company Name, Address, Pricing Pages, Authorized Dealers) may be found on a separate attachment titled "CONTRACTOR INFORMATION PAGE" which is housed on the Award Summary page.

Contractor information (i.e. Discounts, Delivery, Price List Info, Payment Terms, MWBE status, etc.) may be found on a separate attachment titled "CONTRACTOR TERMS PAGE" which is housed on the Award Summary page.

SCOPE: It is the intent of this Award to establish a comprehensive multiple manufacturer's product line contract for NEW, unused and in current production commercial and institutional quality furniture in the following categories listed below. Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

**Product Category Matrix**

The following commercial and institutional quality furniture categories are available under Award No. 23109

**NOTE:** Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

- |  |                       |
|--|-----------------------|
| 1. Conference Furniture (seating and tables) | 7. Office Furniture   |
| 2. Dormitory Furniture                       | 8. School Furniture   |
| 3. General Purpose Tables                    | 9. Specialty Seating  |
| 4. High Density Filing                       | 10. Systems Furniture |
| 5. Household Furniture                       |                       |
| 6. Library Furniture                         |                       |

**DESCRIPTION OF CATEGORIES:**

1. Encompasses all seating to go with Conference Tables, including stacking chairs. Includes tables of various styles and materials suitable for conference rooms or areas from basic to executive levels. May also include meeting room tables.
2. Includes Bedroom, Lounge, Dining Hall, in room Storage and Desks. Suitable for school dormitory generally more durable and versatile than household.
3. Includes work tables, occasional tables and folding tables.
4. Includes manual or powered shelving designed to take as little space as possible also includes retrieval systems.
5. Includes Living Room, Dining Room and Bedroom furniture suitable for Community residence programs. Some of the upholstered Seating and cross over to Dormitory or office Lounge.
6. Includes bookcases, display cases, tables, chairs, lounge seating carts and circulation desks.
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10. Includes products and parts to build "Cubicles".

|  | Cat.<br>1 | Cat.<br>2 | Cat.<br>3 | Cat.<br>4 | Cat.<br>5 | Cat.<br>6 | Cat.<br>7 | Cat.<br>8 | Cat.<br>9 | Cat.<br>10 |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Eminence Group Inc. D/B/A Colecraft Commercial Furnishings | X         | X         | X         |           | X         | X         | X         | X         |           |            |
| Hertz Furniture Systems, LLC                               |           |           | X         |           |           | X         | X         | X         |           |            |
| Norix Group Inc.   | X         | X         | X         |           | X         | X         | X         | X         | X         |            |
| Office Master Inc.   | X         | X         |           |           | X         | X         | X         | X         | X         |            |
| Stylex   | X         | X         | X         |           |           | X         | X         |           | X         |            |

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 PROCUREMENT SERVICES.

**SMALL, MINORITY AND WOMEN-OWNED BUSINESSES:**

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**RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:**

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|          |                           |
|----------|---------------------------|
| RS,RP,RA | Recycled                  |
| RM       | Remanufactured            |
| SW       | Solid Waste Impact        |
| EE       | Energy Efficient          |
| E*       | EPA Energy Star           |
| ES       | Environmentally Sensitive |

**NOTE TO AUTHORIZED USERS:**

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Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), 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 the basis for 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).

**PRICE:**

Price shall include all customs duties and charges and be net, F.O.B. destination any point in New York State.

Pricelists containing Not-To-Exceed prices can be found on the OGS Website at:

<https://www.ogs.ny.gov/purchase/spg/awards/2091523109ContractorInformation.pdf>

**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.  
(See "Contract Payments" and "Electronic Payments" in this document.)**

**DISCOUNTS:** Prices are discount from Manufacturer's List Price. All discounts, to include applicable volume discounts, are available on each Contractor's Attachment 10 – Contact Information and Terms and Conditions, located on their respective Contact Information Page and/or on the Terms and Conditions page on the OGS website: <https://www.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

**DELIVERY:** All Contractors will be required to offer inside delivery, which may be at an additional cost represented by a percentage above the net price charged, and may be charged at a different percentage rate for Downstate and Upstate. For this Solicitation, Downstate is defined as the Metropolitan NYC area, which includes the following nine (9) counties: Rockland, Westchester, Nassau, Suffolk, Queens, Kings, New York, Bronx and Richmond. Upstate is defined as the rest of New York State.

- A. Inside delivery is intended for essentially free-standing furniture when the Authorized User is unable to bring it from the dock to the point of use. It shall consist of removal from truck, bringing to point of use, uncrating, minor assembly (for example: attach hutch to desk or credenza, attach a return, set shelves in bookcase and leveling), removal of debris and leaving ready for use. Inside delivery cannot be applied to installation, such as systems furniture and high-density filing, which is not included in the scope of this Solicitation.
- B. The inside delivery fee may not be used to assemble furniture shipped KD ("Knocked Down")
- C. The inside delivery fee shall be based on the following conditions:
  1. Delivery location has a loading dock or off-street loading area;
  2. The delivery will be to the same floor as the loading dock or there is a freight elevator available;
  3. The delivery may be completed during regular working hours;
  4. Delivery fee must be agreed to by the Authorized User and Contractor prior to delivery; and
  5. Deviations from the above shall require a separate non-contract negotiation by the Authorized User at the time of order.
- D. Delivery shall be expressed in number of calendar days required to make delivery after receipt of a Purchase Order. Product is required as soon as possible and guaranteed delivery may be considered in making award. Delivery shall be made in accordance with instructions from the Authorized User included on the Purchase Order. If there is a discrepancy between the Purchase Order and what is listed on the Contract, it is the Contractor's obligation to seek clarification from the Authorized User and, if applicable, from OGS Procurement Services.

- E. 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 agency including dock delivery and tailgating of load, which means bringing the truck to the loading dock or loading area and bringing the load to the tailgate of the truck for agency personnel to remove the load without entering the truck. In addition, upon agreement, delivery locations may be expanded per the "Extension of Use" clause.
- F. The Contractor may allow multiple delivery points from the same Authorized User, at their discretion, at the time the order is placed, and/or prior to delivery.

**AUTHORIZED RESELLERS:** OGS agrees to permit Bidders to utilize approved Authorized Resellers to participate as alternate distribution sources pertaining to this Solicitation. Authorized Resellers may be added quarterly during the Contract term, or extension, provided that the Awarded Bidder complies with all of the Reseller Requirements set forth below. There are no set minimum or maximum number of Authorized Resellers who may be used; however, such participation is subject to the following conditions:

A. Designation of Authorized Reseller(s): Contractor shall specify within Attachment 12- *Authorized Reseller List*, whether orders must be placed directly with Contractor, or may be placed directly with Authorized Reseller(s).

B. All Authorized Resellers chosen to fulfill orders to include, though not limited to, issuing invoices and receiving payments, must be authorized by OGS.

**INSTALLATION:** Installation is excluded from the scope of this Solicitation. Installation of products such as systems furniture, high density filing systems, etc. shall be handled by the ordering entity separately from this Solicitation and resultant Contract(s) according to the Purchasing Guidelines and discretionary limits, and shall comply with wage and labor rates, and all state and local codes and public works guidelines, if applicable.

**HOW TO USE:** A How to Use is provided by OGS, and is located on the OGS Furniture Website, here: <https://www.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>



**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 2<sup>nd</sup> Tower - Empire State Plaza  
Albany, New York 12242  
customer.service@ogs.ny.gov  
\* \* \* \* \*



## 4th Supplemental Contract Award Notification

PAGE 26

|                                  |  |
|----------------------------------|--|
| <b>Title :</b>                   | <b>GROUP 20915 – FURNITURE, ALL TYPES<br/>(except Hospital Room and Patient Handling)<br/>(STATEWIDE)<br/>Classification Code(s): 56</b> |
| <b>Award Number :</b>            | <b><u>23109</u> (Replaces 22398)</b>   |
| <b>Contract Period :</b>         | <b>December 2, 2018 – December 1, 2023 (Updated March 26, 2019)</b>  |
| <b>Bid Opening Date :</b>        | <b>August 14, 2018</b>   |
| <b>Date of Issue :</b>           | <b>March 26, 2019</b>  |
| <b>Specification Reference :</b> | <b>As Incorporated In The Solicitation</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 : Matthew Jones<br>Title : Contract Management Specialist I<br>Phone : 518-474-4163<br>Fax : N/A<br>E-mail : matthew.jones@ogs.ny.gov | Procurement Services<br>Customer Services<br>Phone : 518-474-6717<br>Fax : 518-474-2437<br>E-mail : customer.services@ogs.ny.gov |

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

### Description

Furniture All Types Statewide: Conference Furniture (seating and tables), Dormitory Furniture, General Purpose Tables, High Density Filing, Household Furniture, Library Furniture, Office Furniture, School Furniture (found in classrooms for elementary schools through college), Specialty Seating (includes big and tall seating, bariatric, gang seating and laboratory stools), Systems Furniture. This Award excludes furniture specific to Hospital Room & Direct Patient Care.  
INSTALLATION IS NOT PART OF THIS AWARD.

PR #23109

(continued)

**NOTE: See individual contract items to determine actual awardees.**

Contractor information (i.e. Company Name, Address, Pricing Pages, Authorized Dealers) may be found on a separate attachment titled "CONTRACTOR INFORMATION PAGE" which is housed on the Award Summary page.

Contractor information (i.e. Discounts, Delivery, Price List Info, Payment Terms, MWBE status, etc.) may be found on a separate attachment titled "CONTRACTOR TERMS PAGE" which is housed on the Award Summary page.

SCOPE: It is the intent of this Award to establish a comprehensive multiple manufacturer's product line contract for NEW, unused and in current production commercial and institutional quality furniture in the following categories listed below. Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

**Product Category Matrix**

The following commercial and institutional quality furniture categories are available under Award No. 23109

**NOTE:** Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

- |  |                       |
|--|-----------------------|
| 1. Conference Furniture (seating and tables) | 7. Office Furniture   |
| 2. Dormitory Furniture                       | 8. School Furniture   |
| 3. General Purpose Tables                    | 9. Specialty Seating  |
| 4. High Density Filing                       | 10. Systems Furniture |
| 5. Household Furniture                       |                       |
| 6. Library Furniture                         |                       |

**DESCRIPTION OF CATEGORIES:**

1. Encompasses all seating to go with Conference Tables, including stacking chairs. Includes tables of various styles and materials suitable for conference rooms or areas from basic to executive levels. May also include meeting room tables.
2. Includes Bedroom, Lounge, Dining Hall, in room Storage and Desks. Suitable for school dormitory generally more durable and versatile than household.
3. Includes work tables, occasional tables and folding tables.
4. Includes manual or powered shelving designed to take as little space as possible also includes retrieval systems.
5. Includes Living Room, Dining Room and Bedroom furniture suitable for Community residence programs. Some of the upholstered Seating and cross over to Dormitory or office Lounge.
6. Includes bookcases, display cases, tables, chairs, lounge seating carts and circulation desks.
7. Includes desks, files credenzas, and storage for use in office environments made of metal and/or wood. Bookcases for office and library application furniture include case goods, filing, storage and seating for upper level Executive offices also usable for courtrooms. This category consists of upholstered seating (chairs, loveseats and sofas) and occasional tables as would be found in a waiting area and includes Ergonomic Task, and Managerial chairs and Side chairs.

8. Consists of student desks, tables and seating for elementary schools through college found in classrooms.
9. This includes big and tall seating, bariatric, gang seating such as that found in public transportation terminals and laboratory stools.
10. Includes products and parts to build "Cubicles".

|   | Cat.<br>1 | Cat.<br>2 | Cat.<br>3 | Cat.<br>4 | Cat.<br>5 | Cat.<br>6 | Cat.<br>7 | Cat.<br>8 | Cat.<br>9 | Cat.<br>10 |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Bay View Industries Inc. D/B/A SurfaceWorks | X         | X         | X         |           | X         | X         | X         | X         |           | X          |
| Computer Comforts Inc.                      | X         |           | X         |           |           | X         |           | X         |           |            |
| Demco Inc.                                  |           | X         |           |           |           | X         | X         | X         |           |            |
| Evans Consoles Incorporated                 | X         |           | X         |           |           |           | X         |           |           |            |
| Herman Miller Inc.                          | X         | X         | X         |           | X         | X         | X         | X         | X         | X          |
| Hickory Business Furniture LLC              | X         |           | X         |           |           |           | X         |           |           |            |
| Humanscale Corporation                      | X         |           | X         |           |           |           | X         | X         |           | X          |
| Mity Lite Inc.                              | X         | X         | X         |           |           | X         | X         | X         |           |            |
| Senator International Inc.                  | X         | X         | X         |           | X         | X         | X         | X         | X         | X          |
| Spacesaver Storage Systems Inc.             |           |           |           | X         |           | X         | X         |           |           |            |
| Special-T LLC                               | X         |           | X         |           |           | X         | X         | X         |           |            |
| Swiftspace Inc.                             | X         |           | X         |           |           | X         | X         | X         |           | X          |
| Toledo Furniture Inc.                       | X         | X         | X         |           |           | X         | X         | X         |           | X          |

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 PROCUREMENT SERVICES.

**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.

**RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:**

The Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

|          |                           |
|----------|---------------------------|
| RS,RP,RA | Recycled                  |
| RM       | Remanufactured            |
| SW       | Solid Waste Impact        |
| EE       | Energy Efficient          |
| E*       | EPA Energy Star           |
| ES       | Environmentally Sensitive |

**NOTE TO AUTHORIZED USERS:**

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), 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 the basis for 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).

**PRICE:**

Price shall include all customs duties and charges and be net, F.O.B. destination any point in New York State.

Pricelists containing Not-To-Exceed prices can be found on the OGS Website at:

<https://www.ogs.ny.gov/purchase/spg/awards/2091523109ContractorInformation.pdf>

**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.  
(See "Contract Payments" and "Electronic Payments" in this document.)**

**DISCOUNTS:** Prices are discount from Manufacturer's List Price. All discounts, to include applicable volume discounts, are available on each Contractor's Attachment 10 – Contact Information and Terms and Conditions, located on their respective Contact Information Page and/or on the Terms and Conditions page on the OGS website: <https://www.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

**DELIVERY:** All Contractors will be required to offer inside delivery, which may be at an additional cost represented by a percentage above the net price charged, and may be charged at a different percentage rate for Downstate and Upstate. For this Solicitation, Downstate is defined as the Metropolitan NYC area, which includes the following nine (9) counties: Rockland, Westchester, Nassau, Suffolk, Queens, Kings, New York, Bronx and Richmond. Upstate is defined as the rest of New York State.

- A. Inside delivery is intended for essentially free-standing furniture when the Authorized User is unable to bring it from the dock to the point of use. It shall consist of removal from truck, bringing to point of use, uncrating, minor assembly (for example: attach hutch to desk or credenza, attach a return, set shelves in bookcase and leveling), removal of debris and leaving ready for use. Inside delivery cannot be applied to installation, such as systems furniture and high-density filing, which is not included in the scope of this Solicitation.
- B. The inside delivery fee may not be used to assemble furniture shipped KD ("Knocked Down")
- C. The inside delivery fee shall be based on the following conditions:
  1. Delivery location has a loading dock or off-street loading area;
  2. The delivery will be to the same floor as the loading dock or there is a freight elevator available;
  3. The delivery may be completed during regular working hours;
  4. Delivery fee must be agreed to by the Authorized User and Contractor prior to delivery; and

5. Deviations from the above shall require a separate non-contract negotiation by the Authorized User at the time of order.
- D. Delivery shall be expressed in number of calendar days required to make delivery after receipt of a Purchase Order. Product is required as soon as possible and guaranteed delivery may be considered in making award. Delivery shall be made in accordance with instructions from the Authorized User included on the Purchase Order. If there is a discrepancy between the Purchase Order and what is listed on the Contract, it is the Contractor's obligation to seek clarification from the Authorized User and, if applicable, from OGS Procurement Services.
- E. 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 agency including dock delivery and tailgating of load, which means bringing the truck to the loading dock or loading area and bringing the load to the tailgate of the truck for agency personnel to remove the load without entering the truck. In addition, upon agreement, delivery locations may be expanded per the "Extension of Use" clause.
- F. The Contractor may allow multiple delivery points from the same Authorized User, at their discretion, at the time the order is placed, and/or prior to delivery.

**AUTHORIZED RESELLERS:** OGS agrees to permit Bidders to utilize approved Authorized Resellers to participate as alternate distribution sources pertaining to this Solicitation. Authorized Resellers may be added quarterly during the Contract term, or extension, provided that the Awarded Bidder complies with all of the Reseller Requirements set forth below. There are no set minimum or maximum number of Authorized Resellers who may be used; however, such participation is subject to the following conditions:

A. Designation of Authorized Reseller(s): Contractor shall specify within Attachment 12- *Authorized Reseller List*, whether orders must be placed directly with Contractor, or may be placed directly with Authorized Reseller(s).

B. All Authorized Resellers chosen to fulfill orders to include, though not limited to, issuing invoices and receiving payments, must be authorized by OGS.

**INSTALLATION:** Installation is excluded from the scope of this Solicitation. Installation of products such as systems furniture, high density filing systems, etc. shall be handled by the ordering entity separately from this Solicitation and resultant Contract(s) according to the Purchasing Guidelines and discretionary limits, and shall comply with wage and labor rates, and all state and local codes and public works guidelines, if applicable.

**HOW TO USE:** A How to Use is provided by OGS, and is located on the OGS Furniture Website, here: <https://www.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

**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 2<sup>nd</sup> Tower - Empire State Plaza  
Albany, New York 12242  
customer.service@ogs.ny.gov  
\* \* \* \* \*



# 5th Supplemental Contract Award Notification

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|                                  |  |
|----------------------------------|--|
| <b>Title :</b>                   | <b>GROUP 20915 – FURNITURE, ALL TYPES<br/>(except Hospital Room and Patient Handling)<br/>(STATEWIDE)<br/>Classification Code(s): 56</b> |
| <b>Award Number :</b>            | <b><u>23109</u> (Replaces 22398)</b>   |
| <b>Contract Period :</b>         | <b>December 2, 2018 – December 1, 2023</b>   |
| <b>Bid Opening Date :</b>        | <b>August 14, 2018</b>   |
| <b>Date of Issue :</b>           | <b>April 10, 2019</b>  |
| <b>Specification Reference :</b> | <b>As Incorporated In The Solicitation</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 : Matthew Jones<br>Title : Contract Management Specialist I<br>Phone : 518-474-4163<br>Fax : N/A<br>E-mail : matthew.jones@ogs.ny.gov | Procurement Services<br>Customer Services<br>Phone : 518-474-6717<br>Fax : 518-474-2437<br>E-mail : customer.services@ogs.ny.gov |

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

## Description

Furniture All Types Statewide: Conference Furniture (seating and tables), Dormitory Furniture, General Purpose Tables, High Density Filing, Household Furniture, Library Furniture, Office Furniture, School Furniture (found in classrooms for elementary schools through college), Specialty Seating (includes big and tall seating, bariatric, gang seating and laboratory stools), Systems Furniture. This Award excludes furniture specific to Hospital Room & Direct Patient Care.  
INSTALLATION IS NOT PART OF THIS AWARD.

PR #23109

(continued)



**NOTE: See individual contract items to determine actual awardees.**

Contractor information (i.e. Company Name, Address, Pricing Pages, Authorized Dealers) may be found on a separate attachment titled "CONTRACTOR INFORMATION PAGE" which is housed on the Award Summary page.

Contractor information (i.e. Discounts, Delivery, Price List Info, Payment Terms, MWBE status, etc.) may be found on a separate attachment titled "CONTRACTOR TERMS PAGE" which is housed on the Award Summary page.

SCOPE: It is the intent of this Award to establish a comprehensive multiple manufacturer's product line contract for NEW, unused and in current production commercial and institutional quality furniture in the following categories listed below. Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

**Product Category Matrix**

The following commercial and institutional quality furniture categories are available under Award No. 23109

**NOTE:** Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

- |  |                       |
|--|-----------------------|
| 1. Conference Furniture (seating and tables) | 7. Office Furniture   |
| 2. Dormitory Furniture                       | 8. School Furniture   |
| 3. General Purpose Tables                    | 9. Specialty Seating  |
| 4. High Density Filing                       | 10. Systems Furniture |
| 5. Household Furniture                       |                       |
| 6. Library Furniture                         |                       |

**DESCRIPTION OF CATEGORIES:**

1. Encompasses all seating to go with Conference Tables, including stacking chairs. Includes tables of various styles and materials suitable for conference rooms or areas from basic to executive levels. May also include meeting room tables.
2. Includes Bedroom, Lounge, Dining Hall, in room Storage and Desks. Suitable for school dormitory generally more durable and versatile than household.
3. Includes work tables, occasional tables and folding tables.
4. Includes manual or powered shelving designed to take as little space as possible also includes retrieval systems.
5. Includes Living Room, Dining Room and Bedroom furniture suitable for Community residence programs. Some of the upholstered Seating and cross over to Dormitory or office Lounge.
6. Includes bookcases, display cases, tables, chairs, lounge seating carts and circulation desks.
7. Includes desks, files credenzas, and storage for use in office environments made of metal and/or wood. Bookcases for office and library application furniture include case goods, filing, storage and seating for upper level Executive offices also usable for courtrooms. This category consists of upholstered seating (chairs, loveseats and sofas) and occasional tables as would be found in a waiting area and includes Ergonomic Task, and Managerial chairs and Side chairs.

8. Consists of student desks, tables and seating for elementary schools through college found in classrooms.
9. This includes big and tall seating, bariatric, gang seating such as that found in public transportation terminals and laboratory stools.
10. Includes products and parts to build "Cubicles".

|   | Cat.<br>1 | Cat.<br>2 | Cat.<br>3 | Cat.<br>4 | Cat.<br>5 | Cat.<br>6 | Cat.<br>7 | Cat.<br>8 | Cat.<br>9 | Cat.<br>10 |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| <b>Bidder</b>   | Cat.<br>1 | Cat.<br>2 | Cat.<br>3 | Cat.<br>4 | Cat.<br>5 | Cat.<br>6 | Cat.<br>7 | Cat.<br>8 | Cat.<br>9 | Cat.<br>10 |
| Blockhouse Company Inc.                                 | X         | X         | X         |           | X         | X         |           |           | X         |            |
| Claridge Products & Equipment Inc.                      | X         |           |           |           |           |           |           | X         |           | X          |
| Daco Limited Partnership D/B/A Dauphin and Valo         | X         |           | X         |           | X         | X         | X         | X         | X         |            |
| DARRAN Furniture Industries Inc.                        | X         | X         | X         |           | X         |           | X         |           |           | X          |
| Datum Filing Systems Inc. D/B/A Datum Storage Solutions |           | X         | X         | X         |           | X         | X         | X         |           |            |
| Environamics Inc.                                       |           |           |           |           |           |           |           |           |           | X          |
| Ergonom Corporation D/B/A ERG International             | X         | X         | X         |           | X         | X         | X         | X         | X         |            |
| HLF Furniture   | X         |           |           |           |           | X         | X         |           |           | X          |
| IMF Solutions LLC D/B/A Invincible                      | X         |           | X         |           |           | X         | X         | X         |           | X          |
| Jasper Seating Company Inc.                             | X         |           | X         |           |           | X         | X         | X         | X         | X          |
| Knoll Inc.  | X         | X         | X         |           | X         | X         | X         | X         |           | X          |
| Mobilier du Bureau Logiflex                             | X         | X         | X         |           |           | X         | X         | X         | X         |            |
| National Office Furniture Inc.                          | X         |           | X         |           |           | X         | X         | X         | X         | X          |

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 PROCUREMENT SERVICES.

**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.

**RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:**

The Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

|          |                    |
|----------|--------------------|
| RS,RP,RA | Recycled           |
| RM       | Remanufactured     |
| SW       | Solid Waste Impact |
| EE       | Energy Efficient   |

|    |                           |
|----|---------------------------|
| E* | EPA Energy Star           |
| ES | Environmentally Sensitive |

**NOTE TO AUTHORIZED USERS:**

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), 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 the basis for 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).

**PRICE:**

Price shall include all customs duties and charges and be net, F.O.B. destination any point in New York State.

Pricelists containing Not-To-Exceed prices can be found on the OGS Website at:

<https://www.ogs.ny.gov/purchase/spg/awards/2091523109ContractorInformation.pdf>

**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.  
(See "Contract Payments" and "Electronic Payments" in this document.)**

**DISCOUNTS:** Prices are discount from Manufacturer's List Price. All discounts, to include applicable volume discounts, are available on each Contractor's Attachment 10 – Contact Information and Terms and Conditions, located on their respective Contact Information Page and/or on the Terms and Conditions page on the OGS website: <https://www.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

**DELIVERY:** All Contractors will be required to offer inside delivery, which may be at an additional cost represented by a percentage above the net price charged, and may be charged at a different percentage rate for Downstate and Upstate. For this Solicitation, Downstate is defined as the Metropolitan NYC area, which includes the following nine (9) counties: Rockland, Westchester, Nassau, Suffolk, Queens, Kings, New York, Bronx and Richmond. Upstate is defined as the rest of New York State.

- A. Inside delivery is intended for essentially free-standing furniture when the Authorized User is unable to bring it from the dock to the point of use. It shall consist of removal from truck, bringing to point of use, uncrating, minor assembly (for example: attach hutch to desk or credenza, attach a return, set shelves in bookcase and leveling), removal of debris and leaving ready for use. Inside delivery cannot be applied to installation, such as systems furniture and high-density filing, which is not included in the scope of this Solicitation.
- B. The inside delivery fee may not be used to assemble furniture shipped KD ("Knocked Down")
- C. The inside delivery fee shall be based on the following conditions:
  1. Delivery location has a loading dock or off-street loading area;

2. The delivery will be to the same floor as the loading dock or there is a freight elevator available;
  3. The delivery may be completed during regular working hours;
  4. Delivery fee must be agreed to by the Authorized User and Contractor prior to delivery; and
  5. Deviations from the above shall require a separate non-contract negotiation by the Authorized User at the time of order.
- D. Delivery shall be expressed in number of calendar days required to make delivery after receipt of a Purchase Order. Product is required as soon as possible and guaranteed delivery may be considered in making award. Delivery shall be made in accordance with instructions from the Authorized User included on the Purchase Order. If there is a discrepancy between the Purchase Order and what is listed on the Contract, it is the Contractor's obligation to seek clarification from the Authorized User and, if applicable, from OGS Procurement Services.
- E. 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 agency including dock delivery and tailgating of load, which means bringing the truck to the loading dock or loading area and bringing the load to the tailgate of the truck for agency personnel to remove the load without entering the truck. In addition, upon agreement, delivery locations may be expanded per the "Extension of Use" clause.
- F. The Contractor may allow multiple delivery points from the same Authorized User, at their discretion, at the time the order is placed, and/or prior to delivery.

**AUTHORIZED RESELLERS:** OGS agrees to permit Bidders to utilize approved Authorized Resellers to participate as alternate distribution sources pertaining to this Solicitation. Authorized Resellers may be added quarterly during the Contract term, or extension, provided that the Awarded Bidder complies with all of the Reseller Requirements set forth below. There are no set minimum or maximum number of Authorized Resellers who may be used; however, such participation is subject to the following conditions:

A. Designation of Authorized Reseller(s): Contractor shall specify within Attachment 12- *Authorized Reseller List*, whether orders must be placed directly with Contractor, or may be placed directly with Authorized Reseller(s).

B. All Authorized Resellers chosen to fulfill orders to include, though not limited to, issuing invoices and receiving payments, must be authorized by OGS.

**INSTALLATION:** Installation is excluded from the scope of this Solicitation. Installation of products such as systems furniture, high density filing systems, etc. shall be handled by the ordering entity separately from this Solicitation and resultant Contract(s) according to the Purchasing Guidelines and discretionary limits, and shall comply with wage and labor rates, and all state and local codes and public works guidelines, if applicable.

**HOW TO USE:** A How to Use is provided by OGS, and is located on the OGS Furniture Website, here: <https://www.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

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 2<sup>nd</sup> Tower - Empire State Plaza  
Albany, New York 12242  
customer.service@ogs.ny.gov  
\* \* \* \* \*



## 6th Supplemental Contract Award Notification

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|                                  |  |
|----------------------------------|--|
| <b>Title :</b>                   | <b>GROUP 20915 – FURNITURE, ALL TYPES<br/>(except Hospital Room and Patient Handling)<br/>(STATEWIDE)<br/>Classification Code(s): 56</b> |
| <b>Award Number :</b>            | <b><u>23109</u> (Replaces 22398)</b>   |
| <b>Contract Period :</b>         | <b>December 2, 2018 – December 1, 2023</b>   |
| <b>Bid Opening Date :</b>        | <b>August 14, 2018</b>   |
| <b>Date of Issue :</b>           | <b>April 25, 2019</b>  |
| <b>Specification Reference :</b> | <b>As Incorporated In The Solicitation</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 : Matthew Jones<br>Title : Contract Management Specialist I<br>Phone : 518-474-4163<br>Fax : N/A<br>E-mail : matthew.jones@ogs.ny.gov | Procurement Services<br>Customer Services<br>Phone : 518-474-6717<br>Fax : 518-474-2437<br>E-mail : customer.services@ogs.ny.gov |

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

### Description

Furniture All Types Statewide: Conference Furniture (seating and tables), Dormitory Furniture, General Purpose Tables, High Density Filing, Household Furniture, Library Furniture, Office Furniture, School Furniture (found in classrooms for elementary schools through college), Specialty Seating (includes big and tall seating, bariatric, gang seating and laboratory stools), Systems Furniture. This Award excludes furniture specific to Hospital Room & Direct Patient Care.  
INSTALLATION IS NOT PART OF THIS AWARD.

PR #23109

(continued)

**NOTE: See individual contract items to determine actual awardees.**

Contractor information (i.e. Company Name, Address, Pricing Pages, Authorized Dealers) may be found on a separate attachment titled "CONTRACTOR INFORMATION PAGE" which is housed on the Award Summary page.

Contractor information (i.e. Discounts, Delivery, Price List Info, Payment Terms, MWBE status, etc.) may be found on a separate attachment titled "CONTRACTOR TERMS PAGE" which is housed on the Award Summary page.

SCOPE: It is the intent of this Award to establish a comprehensive multiple manufacturer's product line contract for NEW, unused and in current production commercial and institutional quality furniture in the following categories listed below. Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

**Product Category Matrix**

The following commercial and institutional quality furniture categories are available under Award No. 23109

**NOTE:** Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

- |  |                       |
|--|-----------------------|
| 1. Conference Furniture (seating and tables) | 7. Office Furniture   |
| 2. Dormitory Furniture                       | 8. School Furniture   |
| 3. General Purpose Tables                    | 9. Specialty Seating  |
| 4. High Density Filing                       | 10. Systems Furniture |
| 5. Household Furniture                       |                       |
| 6. Library Furniture                         |                       |

**DESCRIPTION OF CATEGORIES:**

1. Encompasses all seating to go with Conference Tables, including stacking chairs. Includes tables of various styles and materials suitable for conference rooms or areas from basic to executive levels. May also include meeting room tables.
2. Includes Bedroom, Lounge, Dining Hall, in room Storage and Desks. Suitable for school dormitory generally more durable and versatile than household.
3. Includes work tables, occasional tables and folding tables.
4. Includes manual or powered shelving designed to take as little space as possible also includes retrieval systems.
5. Includes Living Room, Dining Room and Bedroom furniture suitable for Community residence programs. Some of the upholstered Seating and cross over to Dormitory or office Lounge.
6. Includes bookcases, display cases, tables, chairs, lounge seating carts and circulation desks.
7. Includes desks, files credenzas, and storage for use in office environments made of metal and/or wood. Bookcases for office and library application furniture include case goods, filing, storage and seating for upper level Executive offices also usable for courtrooms. This category consists of upholstered seating (chairs, loveseats and sofas) and occasional tables as would be found in a waiting area and includes Ergonomic Task, and Managerial chairs and Side chairs.

8. Consists of student desks, tables and seating for elementary schools through college found in classrooms.
9. This includes big and tall seating, bariatric, gang seating such as that found in public transportation terminals and laboratory stools.
10. Includes products and parts to build "Cubicles".

| Bidder                          | Cat.<br>1 | Cat.<br>2 | Cat.<br>3 | Cat.<br>4 | Cat.<br>5 | Cat.<br>6 | Cat.<br>7 | Cat.<br>8 | Cat.<br>9 | Cat.<br>10 |
|---------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| AmTab Manufacturing Corporation |           |           |           |           |           |           |           | X         |           |            |
| ASSA Group Inc. D/B/A Enwork    | X         |           | X         |           |           | X         | X         | X         |           | X          |
| Grand Rapids Chair Company      | X         | X         | X         |           | X         | X         |           | X         |           |            |
| Krug Inc.                       | X         | X         | X         |           | X         | X         | X         | X         | X         |            |
| Lakeshore Learning Materials    |           |           |           |           |           |           |           | X         |           |            |
| OFS Brands Inc.                 | X         | X         | X         |           | X         | X         | X         | X         | X         |            |
| Palmieri Furniture LTD          |           |           |           |           |           | X         |           |           |           |            |
| Tesco Industries LP             | X         |           |           |           |           | X         |           |           |           |            |
| Transformations by Wieland Inc. |           | X         | X         |           | X         | X         | X         | X         | X         |            |
| United Supply Corp.             | X         | X         | X         | X         | X         | X         | X         | X         | X         | X          |
| VS America Inc.                 | X         |           | X         |           |           | X         | X         | X         | X         |            |

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 PROCUREMENT SERVICES.

**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.

**RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:**

The Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

|          |                           |
|----------|---------------------------|
| RS,RP,RA | Recycled                  |
| RM       | Remanufactured            |
| SW       | Solid Waste Impact        |
| EE       | Energy Efficient          |
| E*       | EPA Energy Star           |
| ES       | Environmentally Sensitive |

**NOTE TO AUTHORIZED USERS:**

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this 2091523109sa06.docx



document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), 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 the basis for 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).

**PRICE:**

Price shall include all customs duties and charges and be net, F.O.B. destination any point in New York State.

Pricelists containing Not-To-Exceed prices can be found on the OGS Website at:

<https://www.ogs.ny.gov/purchase/spg/awards/2091523109ContractorInformation.pdf>

**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.  
(See "Contract Payments" and "Electronic Payments" in this document.)**

**DISCOUNTS:** Prices are discount from Manufacturer's List Price. All discounts, to include applicable volume discounts, are available on each Contractor's Attachment 10 – Contact Information and Terms and Conditions, located on their respective Contact Information Page and/or on the Terms and Conditions page on the OGS website: <https://www.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

**DELIVERY:** All Contractors will be required to offer inside delivery, which may be at an additional cost represented by a percentage above the net price charged, and may be charged at a different percentage rate for Downstate and Upstate. For this Solicitation, Downstate is defined as the Metropolitan NYC area, which includes the following nine (9) counties: Rockland, Westchester, Nassau, Suffolk, Queens, Kings, New York, Bronx and Richmond. Upstate is defined as the rest of New York State.

- A. Inside delivery is intended for essentially free-standing furniture when the Authorized User is unable to bring it from the dock to the point of use. It shall consist of removal from truck, bringing to point of use, uncrating, minor assembly (for example: attach hutch to desk or credenza, attach a return, set shelves in bookcase and leveling), removal of debris and leaving ready for use. Inside delivery cannot be applied to installation, such as systems furniture and high-density filing, which is not included in the scope of this Solicitation.
- B. The inside delivery fee may not be used to assemble furniture shipped KD ("Knocked Down")
- C. The inside delivery fee shall be based on the following conditions:
  1. Delivery location has a loading dock or off-street loading area;
  2. The delivery will be to the same floor as the loading dock or there is a freight elevator available;
  3. The delivery may be completed during regular working hours;
  4. Delivery fee must be agreed to by the Authorized User and Contractor prior to delivery; and
  5. Deviations from the above shall require a separate non-contract negotiation by the Authorized User at the time of order.

- D. Delivery shall be expressed in number of calendar days required to make delivery after receipt of a Purchase Order. Product is required as soon as possible and guaranteed delivery may be considered in making award. Delivery shall be made in accordance with instructions from the Authorized User included on the Purchase Order. If there is a discrepancy between the Purchase Order and what is listed on the Contract, it is the Contractor's obligation to seek clarification from the Authorized User and, if applicable, from OGS Procurement Services.
- E. 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 agency including dock delivery and tailgating of load, which means bringing the truck to the loading dock or loading area and bringing the load to the tailgate of the truck for agency personnel to remove the load without entering the truck. In addition, upon agreement, delivery locations may be expanded per the "Extension of Use" clause.
- F. The Contractor may allow multiple delivery points from the same Authorized User, at their discretion, at the time the order is placed, and/or prior to delivery.

**AUTHORIZED RESELLERS:** OGS agrees to permit Bidders to utilize approved Authorized Resellers to participate as alternate distribution sources pertaining to this Solicitation. Authorized Resellers may be added quarterly during the Contract term, or extension, provided that the Awarded Bidder complies with all of the Reseller Requirements set forth below. There are no set minimum or maximum number of Authorized Resellers who may be used; however, such participation is subject to the following conditions:

A. Designation of Authorized Reseller(s): Contractor shall specify within Attachment 12- *Authorized Reseller List*, whether orders must be placed directly with Contractor, or may be placed directly with Authorized Reseller(s).

B. All Authorized Resellers chosen to fulfill orders to include, though not limited to, issuing invoices and receiving payments, must be authorized by OGS.

**INSTALLATION:** Installation is excluded from the scope of this Solicitation. Installation of products such as systems furniture, high density filing systems, etc. shall be handled by the ordering entity separately from this Solicitation and resultant Contract(s) according to the Purchasing Guidelines and discretionary limits, and shall comply with wage and labor rates, and all state and local codes and public works guidelines, if applicable.

**HOW TO USE:** A How to Use is provided by OGS, and is located on the OGS Furniture Website, here: <https://www.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

**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 2<sup>nd</sup> Tower - Empire State Plaza  
Albany, New York 12242  
customer.service@ogs.ny.gov  
\* \* \* \* \*



## Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov) | 518-474-6717

# 7th Supplemental Contract Award Notification

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|                                  |  |
|----------------------------------|--|
| <b>Title :</b>                   | <b>GROUP 20915 – FURNITURE, ALL TYPES<br/>(except Hospital Room and Patient Handling)<br/>(STATEWIDE)<br/>Classification Code(s): 56</b> |
| <b>Award Number :</b>            | <b><u>23109</u> (Replaces 22398)</b>   |
| <b>Contract Period :</b>         | <b>December 2, 2018 – December 1, 2023</b>   |
| <b>Bid Opening Date :</b>        | <b>August 14, 2018</b>   |
| <b>Date of Issue :</b>           | <b>May 2, 2019</b>   |
| <b>Specification Reference :</b> | <b>As Incorporated In The Solicitation</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 : Matthew Jones<br>Title : Contract Management Specialist I<br>Phone : 518-474-4163<br>Fax : N/A<br>E-mail : <a href="mailto:matthew.jones@ogs.ny.gov">matthew.jones@ogs.ny.gov</a> | Procurement Services<br>Customer Services<br>Phone : 518-474-6717<br>Fax : 518-474-2437<br>E-mail : <a href="mailto:customer.services@ogs.ny.gov">customer.services@ogs.ny.gov</a> |

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

### Description

Furniture All Types Statewide: Conference Furniture (seating and tables), Dormitory Furniture, General Purpose Tables, High Density Filing, Household Furniture, Library Furniture, Office Furniture, School Furniture (found in classrooms for elementary schools through college), Specialty Seating (includes big and tall seating, bariatric, gang seating and laboratory stools), Systems Furniture. This Award excludes furniture specific to Hospital Room & Direct Patient Care.  
INSTALLATION IS NOT PART OF THIS AWARD.

PR #23109

(continued)

**NOTE: See individual contract items to determine actual awardees.**

Contractor information (i.e. Company Name, Address, Pricing Pages, Authorized Dealers) may be found on a separate attachment titled "CONTRACTOR INFORMATION PAGE" which is housed on the Award Summary page.

Contractor information (i.e. Discounts, Delivery, Price List Info, Payment Terms, MWBE status, etc.) may be found on a separate attachment titled "CONTRACTOR TERMS PAGE" which is housed on the Award Summary page.

SCOPE: It is the intent of this Award to establish a comprehensive multiple manufacturer's product line contract for NEW, unused and in current production commercial and institutional quality furniture in the following categories listed below. Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

**Product Category Matrix**

The following commercial and institutional quality furniture categories are available under Award No. 23109

**NOTE:** Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

- |  |                       |
|--|-----------------------|
| 1. Conference Furniture (seating and tables) | 7. Office Furniture   |
| 2. Dormitory Furniture                       | 8. School Furniture   |
| 3. General Purpose Tables                    | 9. Specialty Seating  |
| 4. High Density Filing                       | 10. Systems Furniture |
| 5. Household Furniture                       |                       |
| 6. Library Furniture                         |                       |

**DESCRIPTION OF CATEGORIES:**

1. Encompasses all seating to go with Conference Tables, including stacking chairs. Includes tables of various styles and materials suitable for conference rooms or areas from basic to executive levels. May also include meeting room tables.
2. Includes Bedroom, Lounge, Dining Hall, in room Storage and Desks. Suitable for school dormitory generally more durable and versatile than household.
3. Includes work tables, occasional tables and folding tables.
4. Includes manual or powered shelving designed to take as little space as possible also includes retrieval systems.
5. Includes Living Room, Dining Room and Bedroom furniture suitable for Community residence programs. Some of the upholstered Seating and cross over to Dormitory or office Lounge.
6. Includes bookcases, display cases, tables, chairs, lounge seating carts and circulation desks.
7. Includes desks, files credenzas, and storage for use in office environments made of metal and/or wood. Bookcases for office and library application furniture include case goods, filing, storage and seating for upper level Executive offices also usable for courtrooms. This category consists of upholstered seating (chairs, loveseats and sofas) and occasional tables as would be found in a waiting area and includes Ergonomic Task, and Managerial chairs and Side chairs.

8. Consists of student desks, tables and seating for elementary schools through college found in classrooms.
9. This includes big and tall seating, bariatric, gang seating such as that found in public transportation terminals and laboratory stools.
10. Includes products and parts to build "Cubicles".

| Bidder                           | Cat.<br>1 | Cat.<br>2 | Cat.<br>3 | Cat.<br>4 | Cat.<br>5 | Cat.<br>6 | Cat.<br>7 | Cat.<br>8 | Cat.<br>9 | Cat.<br>10 |
|----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Meubles Foliot Inc. D/B/A Foliot |           | X         |           |           |           |           |           |           |           |            |

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 PROCUREMENT SERVICES.

**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.

**RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:**

The Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

|          |                           |
|----------|---------------------------|
| RS,RP,RA | Recycled                  |
| RM       | Remanufactured            |
| SW       | Solid Waste Impact        |
| EE       | Energy Efficient          |
| E*       | EPA Energy Star           |
| ES       | Environmentally Sensitive |

**NOTE TO AUTHORIZED USERS:**

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), 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 the basis for 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).

**PRICE:**

Price shall include all customs duties and charges and be net, F.O.B. destination any point in New York State.

Pricelists containing Not-To-Exceed prices can be found on the OGS Website at:

<https://online.ogs.ny.gov/purchase/spg/awards/2091523109ContractorInformation.pdf>

**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.  
(See "Contract Payments" and "Electronic Payments" in this document.)**

**DISCOUNTS:** Prices are discount from Manufacturer's List Price. All discounts, to include applicable volume discounts, are available on each Contractor's Attachment 10 – Contact Information and Terms and Conditions, located on their respective Contact Information Page and/or on the Terms and Conditions page on the OGS website: <https://online.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

**DELIVERY:** All Contractors will be required to offer inside delivery, which may be at an additional cost represented by a percentage above the net price charged, and may be charged at a different percentage rate for Downstate and Upstate. For this Solicitation, Downstate is defined as the Metropolitan NYC area, which includes the following nine (9) counties: Rockland, Westchester, Nassau, Suffolk, Queens, Kings, New York, Bronx and Richmond. Upstate is defined as the rest of New York State.

- A. Inside delivery is intended for essentially free-standing furniture when the Authorized User is unable to bring it from the dock to the point of use. It shall consist of removal from truck, bringing to point of use, uncrating, minor assembly (for example: attach hutch to desk or credenza, attach a return, set shelves in bookcase and leveling), removal of debris and leaving ready for use. Inside delivery cannot be applied to installation, such as systems furniture and high-density filing, which is not included in the scope of this Solicitation.
- B. The inside delivery fee may not be used to assemble furniture shipped KD ("Knocked Down")
- C. The inside delivery fee shall be based on the following conditions:
  1. Delivery location has a loading dock or off-street loading area;
  2. The delivery will be to the same floor as the loading dock or there is a freight elevator available;
  3. The delivery may be completed during regular working hours;
  4. Delivery fee must be agreed to by the Authorized User and Contractor prior to delivery; and
  5. Deviations from the above shall require a separate non-contract negotiation by the Authorized User at the time of order.
- D. Delivery shall be expressed in number of calendar days required to make delivery after receipt of a Purchase Order. Product is required as soon as possible and guaranteed delivery may be considered in making award. Delivery shall be made in accordance with instructions from the Authorized User included on the Purchase Order. If there is a discrepancy between the Purchase Order and what is listed on the Contract, it is the Contractor's obligation to seek clarification from the Authorized User and, if applicable, from OGS Procurement Services.
- E. 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 agency including dock delivery and tailgating of load, which means bringing the truck to the loading dock or loading area and bringing the load to the tailgate of the truck for agency personnel to remove the load without entering the truck. In addition, upon agreement, delivery locations may be expanded per the "Extension of Use" clause.
- F. The Contractor may allow multiple delivery points from the same Authorized User, at their discretion, at the time the order is placed, and/or prior to delivery.

AUTHORIZED RESELLERS: OGS agrees to permit Bidders to utilize approved Authorized Resellers to participate as alternate distribution sources pertaining to this Solicitation. Authorized Resellers may be added quarterly during the Contract term, or extension, provided that the Awarded Bidder complies with all of the Reseller Requirements set forth below. There are no set minimum or maximum number of Authorized Resellers who may be used; however, such participation is subject to the following conditions:

A. Designation of Authorized Reseller(s): Contractor shall specify within Attachment 12- *Authorized Reseller List*, whether orders must be placed directly with Contractor, or may be placed directly with Authorized Reseller(s).

B. All Authorized Resellers chosen to fulfill orders to include, though not limited to, issuing invoices and receiving payments, must be authorized by OGS.

INSTALLATION: Installation is excluded from the scope of this Solicitation. Installation of products such as systems furniture, high density filing systems, etc. shall be handled by the ordering entity separately from this Solicitation and resultant Contract(s) according to the Purchasing Guidelines and discretionary limits, and shall comply with wage and labor rates, and all state and local codes and public works guidelines, if applicable.

HOW TO USE: A How to Use is provided by OGS, and is located on the OGS Furniture Website, here: <https://online.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>



**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 2<sup>nd</sup> Tower - Empire State Plaza  
Albany, New York 12242  
customer.service@ogs.ny.gov  
\* \* \* \* \*



## Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov) | 518-474-6717

# 8th Supplemental Contract Award Notification

PAGE 50

|                                |   |  |
|--------------------------------|---|--|
| <b>Title</b>                   | : | <b>GROUP 20915 – FURNITURE, ALL TYPES<br/>(except Hospital Room and Patient Handling)<br/>(STATEWIDE)<br/>Classification Code(s): 56</b> |
| <b>Award Number</b>            | : | <b><u>23109</u> (Replaces 22398)</b>   |
| <b>Contract Period</b>         | : | <b>December 2, 2018 – December 1, 2023</b>   |
| <b>Bid Opening Date</b>        | : | <b>August 14, 2018</b>   |
| <b>Date of Issue</b>           | : | <b>May 21, 2019</b>  |
| <b>Specification Reference</b> | : | <b>As Incorporated In The Solicitation</b>   |
| <b>Contractor Information</b>  | : | <b>Appears on Page 2 of this Award</b>   |

### Address Inquiries To:

| State Agencies & Vendors |                                    | Political Subdivisions & Others |                                |
|--------------------------|------------------------------------|---------------------------------|--------------------------------|
| Name                     | : Matthew Jones                    | Procurement Services            |                                |
| Title                    | : Contract Management Specialist I | Customer Services               |                                |
| Phone                    | : 518-474-4163                     | Phone                           | : 518-474-6717                 |
| Fax                      | : N/A                              | Fax                             | : 518-474-2437                 |
| E-mail                   | : matthew.jones@ogs.ny.gov         | E-mail                          | : customer.services@ogs.ny.gov |

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

### Description

Furniture All Types Statewide: Conference Furniture (seating and tables), Dormitory Furniture, General Purpose Tables, High Density Filing, Household Furniture, Library Furniture, Office Furniture, School Furniture (found in classrooms for elementary schools through college), Specialty Seating (includes big and tall seating, bariatric, gang seating and laboratory stools), Systems Furniture. This Award excludes furniture specific to Hospital Room & Direct Patient Care. INSTALLATION IS NOT PART OF THIS AWARD.

PR #23109

(continued)

**NOTE: See individual contract items to determine actual awardees.**

Contractor information (i.e. Company Name, Address, Pricing Pages, Authorized Dealers) may be found on a separate attachment titled "CONTRACTOR INFORMATION PAGE" which is housed on the Award Summary page.

Contractor information (i.e. Discounts, Delivery, Price List Info, Payment Terms, MWBE status, etc.) may be found on a separate attachment titled "CONTRACTOR TERMS PAGE" which is housed on the Award Summary page.

SCOPE: It is the intent of this Award to establish a comprehensive multiple manufacturer's product line contract for NEW, unused and in current production commercial and institutional quality furniture in the following categories listed below. Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

**Product Category Matrix**

The following commercial and institutional quality furniture categories are available under Award No. 23109

**NOTE:** Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

- |  |                       |
|--|-----------------------|
| 1. Conference Furniture (seating and tables) | 7. Office Furniture   |
| 2. Dormitory Furniture                       | 8. School Furniture   |
| 3. General Purpose Tables                    | 9. Specialty Seating  |
| 4. High Density Filing                       | 10. Systems Furniture |
| 5. Household Furniture                       |                       |
| 6. Library Furniture                         |                       |

**DESCRIPTION OF CATEGORIES:**

1. Encompasses all seating to go with Conference Tables, including stacking chairs. Includes tables of various styles and materials suitable for conference rooms or areas from basic to executive levels. May also include meeting room tables.
2. Includes Bedroom, Lounge, Dining Hall, in room Storage and Desks. Suitable for school dormitory generally more durable and versatile than household.
3. Includes work tables, occasional tables and folding tables.
4. Includes manual or powered shelving designed to take as little space as possible also includes retrieval systems.
5. Includes Living Room, Dining Room and Bedroom furniture suitable for Community residence programs. Some of the upholstered Seating and cross over to Dormitory or office Lounge.
6. Includes bookcases, display cases, tables, chairs, lounge seating carts and circulation desks.
7. Includes desks, files credenzas, and storage for use in office environments made of metal and/or wood. Bookcases for office and library application furniture include case goods, filing, storage and seating for upper level Executive offices also usable for courtrooms. This category consists of upholstered seating (chairs, loveseats and sofas) and occasional tables as would be found in a waiting area and includes Ergonomic Task, and Managerial chairs and Side chairs.

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10. Includes products and parts to build "Cubicles".

| Bidder                                      | Cat.<br>1 | Cat.<br>2 | Cat.<br>3 | Cat.<br>4 | Cat.<br>5 | Cat.<br>6 | Cat.<br>7 | Cat.<br>8 | Cat.<br>9 | Cat.<br>10 |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| A2S Inc.                                    | X         |           | X         |           |           | X         | X         | X         |           | X          |
| A.F.C. Industries Inc.                      | X         |           |           |           |           |           | X         | X         |           | X          |
| Affordable Interior Systems Inc.            | X         |           | X         |           | X         | X         | X         | X         | X         | X          |
| Arconas Corporation                         |           |           |           |           |           | X         |           | X         | X         |            |
| Bush Industries Inc.                        | X         |           |           |           |           |           | X         | X         |           |            |
| Classic Leather Inc D/B/A St. Timothy Chair | X         |           | X         |           | X         | X         | X         |           | X         |            |
| DSI Industries Inc. D/B/A ofgo Studio       | X         | X         | X         |           |           | X         | X         | X         |           |            |
| ErgoFlex Systems Inc. D/B/A Xybix           | X         |           |           |           |           |           | X         |           |           | X          |
| ErgoGenesis Inc.                            |           |           |           |           |           |           | X         |           | X         |            |
| Mesa Contract Incorporated                  |           |           |           |           |           |           | X         |           |           | X          |
| New England Woodcraft Inc.                  |           | X         | X         |           | X         |           |           |           |           |            |
| NOVA Solutions Inc.                         | X         |           | X         |           |           | X         |           | X         |           |            |
| PS Furniture Inc.                           |           |           | X         |           | X         |           | X         | X         |           | X          |
| Rapp Productions Inc. D/B/A FurnitureLab    | X         | X         | X         |           |           | X         | X         | X         | X         |            |
| Raynor Marketing LTD D/B/A Eurotech         | X         |           |           |           |           |           | X         | X         | X         |            |

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**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.

**RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:**

The Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

|          |                    |
|----------|--------------------|
| RS,RP,RA | Recycled           |
| RM       | Remanufactured     |
| SW       | Solid Waste Impact |
| EE       | Energy Efficient   |

|    |                           |
|----|---------------------------|
| E* | EPA Energy Star           |
| ES | Environmentally Sensitive |

**NOTE TO AUTHORIZED USERS:**

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

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- the reason(s) supporting the resulting purchase (e.g., show the basis for 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).

**PRICE:**

Price shall include all customs duties and charges and be net, F.O.B. destination any point in New York State.

Pricelists containing Not-To-Exceed prices can be found on the OGS Website at:

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**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.  
(See "Contract Payments" and "Electronic Payments" in this document.)**

**DISCOUNTS:** Prices are discount from Manufacturer's List Price. All discounts, to include applicable volume discounts, are available on each Contractor's Attachment 10 – Contact Information and Terms and Conditions, located on their respective Contact Information Page and/or on the Terms and Conditions page on the OGS website: <https://online.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

**DELIVERY:** All Contractors will be required to offer inside delivery, which may be at an additional cost represented by a percentage above the net price charged, and may be charged at a different percentage rate for Downstate and Upstate. For this Solicitation, Downstate is defined as the Metropolitan NYC area, which includes the following nine (9) counties: Rockland, Westchester, Nassau, Suffolk, Queens, Kings, New York, Bronx and Richmond. Upstate is defined as the rest of New York State.

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- B. The inside delivery fee may not be used to assemble furniture shipped KD ("Knocked Down")
- C. The inside delivery fee shall be based on the following conditions:
  1. Delivery location has a loading dock or off-street loading area;

2. The delivery will be to the same floor as the loading dock or there is a freight elevator available;
  3. The delivery may be completed during regular working hours;
  4. Delivery fee must be agreed to by the Authorized User and Contractor prior to delivery; and
  5. Deviations from the above shall require a separate non-contract negotiation by the Authorized User at the time of order.
- D. Delivery shall be expressed in number of calendar days required to make delivery after receipt of a Purchase Order. Product is required as soon as possible and guaranteed delivery may be considered in making award. Delivery shall be made in accordance with instructions from the Authorized User included on the Purchase Order. If there is a discrepancy between the Purchase Order and what is listed on the Contract, it is the Contractor's obligation to seek clarification from the Authorized User and, if applicable, from OGS Procurement Services.
- E. 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 agency including dock delivery and tailgating of load, which means bringing the truck to the loading dock or loading area and bringing the load to the tailgate of the truck for agency personnel to remove the load without entering the truck. In addition, upon agreement, delivery locations may be expanded per the "Extension of Use" clause.
- F. The Contractor may allow multiple delivery points from the same Authorized User, at their discretion, at the time the order is placed, and/or prior to delivery.

**AUTHORIZED RESELLERS:** OGS agrees to permit Bidders to utilize approved Authorized Resellers to participate as alternate distribution sources pertaining to this Solicitation. Authorized Resellers may be added quarterly during the Contract term, or extension, provided that the Awarded Bidder complies with all of the Reseller Requirements set forth below. There are no set minimum or maximum number of Authorized Resellers who may be used; however, such participation is subject to the following conditions:

A. Designation of Authorized Reseller(s): Contractor shall specify within Attachment 12- *Authorized Reseller List*, whether orders must be placed directly with Contractor, or may be placed directly with Authorized Reseller(s).

B. All Authorized Resellers chosen to fulfill orders to include, though not limited to, issuing invoices and receiving payments, must be authorized by OGS.

**INSTALLATION:** Installation is excluded from the scope of this Solicitation. Installation of products such as systems furniture, high density filing systems, etc. shall be handled by the ordering entity separately from this Solicitation and resultant Contract(s) according to the Purchasing Guidelines and discretionary limits, and shall comply with wage and labor rates, and all state and local codes and public works guidelines, if applicable.

**HOW TO USE:** A How to Use is provided by OGS, and is located on the OGS Furniture Website, here: <https://online.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

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 2<sup>nd</sup> Tower - Empire State Plaza  
Albany, New York 12242  
customer.service@ogs.ny.gov  
\* \* \* \* \*



## Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov) | 518-474-6717

# 9th Supplemental Contract Award Notification

PAGE 56

|                                  |  |
|----------------------------------|--|
| <b>Title</b> :                   | <b>GROUP 20915 – FURNITURE, ALL TYPES<br/>(except Hospital Room and Patient Handling)<br/>(STATEWIDE)<br/>Classification Code(s): 56</b> |
| <b>Award Number</b> :            | <b><u>23109</u> (Replaces 22398)</b>   |
| <b>Contract Period</b> :         | <b>December 2, 2018 – December 1, 2023</b>   |
| <b>Bid Opening Date</b> :        | <b>August 14, 2018</b>   |
| <b>Date of Issue</b> :           | <b>June 18, 2019</b>   |
| <b>Specification Reference</b> : | <b>As Incorporated In The Solicitation</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 : Matthew Jones<br>Title : Contract Management Specialist I<br>Phone : 518-474-4163<br>Fax : N/A<br>E-mail : matthew.jones@ogs.ny.gov | Procurement Services<br>Customer Services<br>Phone : 518-474-6717<br>Fax : 518-474-2437<br>E-mail : customer.services@ogs.ny.gov |

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

### Description

Furniture All Types Statewide: Conference Furniture (seating and tables), Dormitory Furniture, General Purpose Tables, High Density Filing, Household Furniture, Library Furniture, Office Furniture, School Furniture (found in classrooms for elementary schools through college), Specialty Seating (includes big and tall seating, bariatric, gang seating and laboratory stools), Systems Furniture. This Award excludes furniture specific to Hospital Room & Direct Patient Care.  
INSTALLATION IS NOT PART OF THIS AWARD.

PR #23109

(continued)



**NOTE: See individual contract items to determine actual awardees.**

Contractor information (i.e. Company Name, Address, Pricing Pages, Authorized Dealers) may be found on a separate attachment titled "CONTRACTOR INFORMATION PAGE" which is housed on the Award Summary page.

Contractor information (i.e. Discounts, Delivery, Price List Info, Payment Terms, MWBE status, etc.) may be found on a separate attachment titled "CONTRACTOR TERMS PAGE" which is housed on the Award Summary page.

SCOPE: It is the intent of this Award to establish a comprehensive multiple manufacturer's product line contract for NEW, unused and in current production commercial and institutional quality furniture in the following categories listed below. Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

**Product Category Matrix**

The following commercial and institutional quality furniture categories are available under Award No. 23109

**NOTE:** Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

- |  |                       |
|--|-----------------------|
| 1. Conference Furniture (seating and tables) | 7. Office Furniture   |
| 2. Dormitory Furniture                       | 8. School Furniture   |
| 3. General Purpose Tables                    | 9. Specialty Seating  |
| 4. High Density Filing                       | 10. Systems Furniture |
| 5. Household Furniture                       |                       |
| 6. Library Furniture                         |                       |

**DESCRIPTION OF CATEGORIES:**

1. Encompasses all seating to go with Conference Tables, including stacking chairs. Includes tables of various styles and materials suitable for conference rooms or areas from basic to executive levels. May also include meeting room tables.
2. Includes Bedroom, Lounge, Dining Hall, in room Storage and Desks. Suitable for school dormitory generally more durable and versatile than household.
3. Includes work tables, occasional tables and folding tables.
4. Includes manual or powered shelving designed to take as little space as possible also includes retrieval systems.
5. Includes Living Room, Dining Room and Bedroom furniture suitable for Community residence programs. Some of the upholstered Seating and cross over to Dormitory or office Lounge.
6. Includes bookcases, display cases, tables, chairs, lounge seating carts and circulation desks.
7. Includes desks, files credenzas, and storage for use in office environments made of metal and/or wood. Bookcases for office and library application furniture include case goods, filing, storage and seating for upper level Executive offices also usable for courtrooms. This category consists of upholstered seating (chairs, loveseats and sofas) and occasional tables as would be found in a waiting area and includes Ergonomic Task, and Managerial chairs and Side chairs.

8. Consists of student desks, tables and seating for elementary schools through college found in classrooms.
9. This includes big and tall seating, bariatric, gang seating such as that found in public transportation terminals and laboratory stools.
10. Includes products and parts to build "Cubicles".

| Bidder   | Cat.<br>1 | Cat.<br>2 | Cat.<br>3 | Cat.<br>4 | Cat.<br>5 | Cat.<br>6 | Cat.<br>7 | Cat.<br>8 | Cat.<br>9 | Cat.<br>10 |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| ESI Ergonomic Solutions, a Division of Fellowes Inc. | X         | X         |           |           |           | X         | X         | X         |           |            |
| Fairway Holdings Inc. D/B/A Berco Designs            | X         |           | X         |           |           | X         | X         | X         |           |            |
| Hancock and Moore D/B/A Cabot Wrenn                  | X         | X         | X         |           | X         | X         | X         |           | X         |            |
| Haskell Office                                       | X         |           | X         |           |           | X         | X         | X         | X         |            |
| Inscape  |           |           |           |           |           | X         | X         | X         |           | X          |
| Library Interiors Inc.                               | X         | X         | X         | X         |           | X         | X         | X         |           |            |
| Metalworks Inc. D/B/A Great Openings                 |           | X         |           |           | X         | X         | X         | X         |           |            |
| School Specialty Inc.                                |           |           | X         |           |           |           | X         | X         |           |            |
| Source International                                 | X         | X         |           |           | X         | X         | X         | X         | X         |            |
| TMC Furniture Inc.                                   | X         | X         | X         |           | X         | X         | X         | X         |           |            |
| Trinity Furniture                                    | X         | X         |           |           | X         | X         | X         |           | X         |            |
| Via Inc.   | X         | X         |           |           | X         | X         | X         | X         | X         |            |
| WB Manufacturing LLC                                 |           |           | X         | X         |           | X         | X         | X         |           |            |

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 PROCUREMENT SERVICES.

**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.

**RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:**

The Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

|          |                           |
|----------|---------------------------|
| RS,RP,RA | Recycled                  |
| RM       | Remanufactured            |
| SW       | Solid Waste Impact        |
| EE       | Energy Efficient          |
| E*       | EPA Energy Star           |
| ES       | Environmentally Sensitive |

**NOTE TO AUTHORIZED USERS:**

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), 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 the basis for 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).

**PRICE:**

Price shall include all customs duties and charges and be net, F.O.B. destination any point in New York State.

Pricelists containing Not-To-Exceed prices can be found on the OGS Website at:

<https://online.ogs.ny.gov/purchase/spg/awards/2091523109ContractorInformation.pdf>

**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.  
(See "Contract Payments" and "Electronic Payments" in this document.)**

**DISCOUNTS:** Prices are discount from Manufacturer's List Price. All discounts, to include applicable volume discounts, are available on each Contractor's Attachment 10 – Contact Information and Terms and Conditions, located on their respective Contact Information Page and/or on the Terms and Conditions page on the OGS website: <https://online.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

**DELIVERY:** All Contractors will be required to offer inside delivery, which may be at an additional cost represented by a percentage above the net price charged, and may be charged at a different percentage rate for Downstate and Upstate. For this Solicitation, Downstate is defined as the Metropolitan NYC area, which includes the following nine (9) counties: Rockland, Westchester, Nassau, Suffolk, Queens, Kings, New York, Bronx and Richmond. Upstate is defined as the rest of New York State.

- A. Inside delivery is intended for essentially free-standing furniture when the Authorized User is unable to bring it from the dock to the point of use. It shall consist of removal from truck, bringing to point of use, uncrating, minor assembly (for example: attach hutch to desk or credenza, attach a return, set shelves in bookcase and leveling), removal of debris and leaving ready for use. Inside delivery cannot be applied to installation, such as systems furniture and high-density filing, which is not included in the scope of this Solicitation.
- B. The inside delivery fee may not be used to assemble furniture shipped KD ("Knocked Down")
- C. The inside delivery fee shall be based on the following conditions:
  1. Delivery location has a loading dock or off-street loading area;
  2. The delivery will be to the same floor as the loading dock or there is a freight elevator available;
  3. The delivery may be completed during regular working hours;
  4. Delivery fee must be agreed to by the Authorized User and Contractor prior to delivery; and

5. Deviations from the above shall require a separate non-contract negotiation by the Authorized User at the time of order.
- D. Delivery shall be expressed in number of calendar days required to make delivery after receipt of a Purchase Order. Product is required as soon as possible and guaranteed delivery may be considered in making award. Delivery shall be made in accordance with instructions from the Authorized User included on the Purchase Order. If there is a discrepancy between the Purchase Order and what is listed on the Contract, it is the Contractor's obligation to seek clarification from the Authorized User and, if applicable, from OGS Procurement Services.
- E. 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 agency including dock delivery and tailgating of load, which means bringing the truck to the loading dock or loading area and bringing the load to the tailgate of the truck for agency personnel to remove the load without entering the truck. In addition, upon agreement, delivery locations may be expanded per the "Extension of Use" clause.
- F. The Contractor may allow multiple delivery points from the same Authorized User, at their discretion, at the time the order is placed, and/or prior to delivery.

**AUTHORIZED RESELLERS:** OGS agrees to permit Bidders to utilize approved Authorized Resellers to participate as alternate distribution sources pertaining to this Solicitation. Authorized Resellers may be added quarterly during the Contract term, or extension, provided that the Awarded Bidder complies with all of the Reseller Requirements set forth below. There are no set minimum or maximum number of Authorized Resellers who may be used; however, such participation is subject to the following conditions:

A. Designation of Authorized Reseller(s): Contractor shall specify within Attachment 12- *Authorized Reseller List*, whether orders must be placed directly with Contractor, or may be placed directly with Authorized Reseller(s).

B. All Authorized Resellers chosen to fulfill orders to include, though not limited to, issuing invoices and receiving payments, must be authorized by OGS.

**INSTALLATION:** Installation is excluded from the scope of this Solicitation. Installation of products such as systems furniture, high density filing systems, etc. shall be handled by the ordering entity separately from this Solicitation and resultant Contract(s) according to the Purchasing Guidelines and discretionary limits, and shall comply with wage and labor rates, and all state and local codes and public works guidelines, if applicable.

**HOW TO USE:** A How to Use is provided by OGS, and is located on the OGS Furniture Website, here: <https://online.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

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 2<sup>nd</sup> Tower - Empire State Plaza  
Albany, New York 12242  
customer.service@ogs.ny.gov  
\* \* \* \* \*



## Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov) | 518-474-6717

# 10th Supplemental Contract Award Notification

PAGE 62

|                                |   |  |
|--------------------------------|---|--|
| <b>Title</b>                   | : | <b>GROUP 20915 – FURNITURE, ALL TYPES<br/>(except Hospital Room and Patient Handling)<br/>(STATEWIDE)<br/>Classification Code(s): 56</b> |
| <b>Award Number</b>            | : | <b><u>23109</u> (Replaces 22398)</b>   |
| <b>Contract Period</b>         | : | <b>December 2, 2018 – December 1, 2023</b>   |
| <b>Bid Opening Date</b>        | : | <b>August 14, 2018</b>   |
| <b>Date of Issue</b>           | : | <b>July 1, 2019</b>  |
| <b>Specification Reference</b> | : | <b>As Incorporated In The Solicitation</b>   |
| <b>Contractor Information</b>  | : | <b>Appears on Page 2 of this Award</b>   |

### Address Inquiries To:

| State Agencies & Vendors |                                    | Political Subdivisions & Others |                                |
|--------------------------|------------------------------------|---------------------------------|--------------------------------|
| Name                     | : Matthew Jones                    | Procurement Services            |                                |
| Title                    | : Contract Management Specialist I | Customer Services               |                                |
| Phone                    | : 518-474-4163                     | Phone                           | : 518-474-6717                 |
| Fax                      | : N/A                              | Fax                             | : 518-474-2437                 |
| E-mail                   | : matthew.jones@ogs.ny.gov         | E-mail                          | : customer.services@ogs.ny.gov |

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

### Description

Furniture All Types Statewide: Conference Furniture (seating and tables), Dormitory Furniture, General Purpose Tables, High Density Filing, Household Furniture, Library Furniture, Office Furniture, School Furniture (found in classrooms for elementary schools through college), Specialty Seating (includes big and tall seating, bariatric, gang seating and laboratory stools), Systems Furniture. This Award excludes furniture specific to Hospital Room & Direct Patient Care. INSTALLATION IS NOT PART OF THIS AWARD.

PR #23109

(continued)

**NOTE: See individual contract items to determine actual awardees.**

Contractor information (i.e. Company Name, Address, Pricing Pages, Authorized Dealers) may be found on a separate attachment titled "CONTRACTOR INFORMATION PAGE" which is housed on the Award Summary page.

Contractor information (i.e. Discounts, Delivery, Price List Info, Payment Terms, MWBE status, etc.) may be found on a separate attachment titled "CONTRACTOR TERMS PAGE" which is housed on the Award Summary page.

SCOPE: It is the intent of this Award to establish a comprehensive multiple manufacturer's product line contract for NEW, unused and in current production commercial and institutional quality furniture in the following categories listed below. Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

**Product Category Matrix**

The following commercial and institutional quality furniture categories are available under Award No. 23109

**NOTE:** Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

- |  |                       |
|--|-----------------------|
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| 3. General Purpose Tables                    | 9. Specialty Seating  |
| 4. High Density Filing                       | 10. Systems Furniture |
| 5. Household Furniture                       |                       |
| 6. Library Furniture                         |                       |

**DESCRIPTION OF CATEGORIES:**

1. Encompasses all seating to go with Conference Tables, including stacking chairs. Includes tables of various styles and materials suitable for conference rooms or areas from basic to executive levels. May also include meeting room tables.
2. Includes Bedroom, Lounge, Dining Hall, in room Storage and Desks. Suitable for school dormitory generally more durable and versatile than household.
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10. Includes products and parts to build "Cubicles".

| Bidder                            | Cat.<br>1 | Cat.<br>2 | Cat.<br>3 | Cat.<br>4 | Cat.<br>5 | Cat.<br>6 | Cat.<br>7 | Cat.<br>8 | Cat.<br>9 | Cat.<br>10 |
|-----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| ADI Art Design International Inc. | X         | X         |           |           | X         | X         | X         | X         | X         |            |
| CBT Supply Inc.                   | X         | X         | X         |           |           | X         | X         | X         |           |            |
| Commercial Furniture Group Inc.   | X         |           | X         |           |           | X         | X         | X         | X         | X          |
| DCI Inc.                          |           | X         |           |           | X         |           |           |           |           |            |
| Diversified Woodcrafts Inc.       |           |           | X         |           |           |           |           | X         |           |            |
| Montel Aetnastak Inc.             |           |           |           | X         |           | X         | X         |           |           |            |
| Russ Bassett Corporation          | X         |           |           |           |           |           | X         |           |           | X          |
| Spectrum Industries Inc.          | X         |           | X         |           |           | X         |           | X         |           |            |
| Stance Healthcare Inc.            | X         | X         | X         |           |           |           | X         |           | X         |            |
| Wright Line LLC                   | X         |           |           | X         |           |           | X         |           |           | X          |
| Young Equipment Solutions Inc.    |           |           |           |           |           |           |           | X         |           |            |

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| E*       | EPA Energy Star           |
| ES       | Environmentally Sensitive |

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2091523109sa10.docx



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- B. The inside delivery fee may not be used to assemble furniture shipped KD ("Knocked Down")
- C. The inside delivery fee shall be based on the following conditions:
  1. Delivery location has a loading dock or off-street loading area;
  2. The delivery will be to the same floor as the loading dock or there is a freight elevator available;
  3. The delivery may be completed during regular working hours;
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- E. 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 agency including dock delivery and tailgating of load, which means bringing the truck to the loading dock or loading area and bringing the load to the tailgate of the truck for agency personnel to remove the load without entering the truck. In addition, upon agreement, delivery locations may be expanded per the "Extension of Use" clause.
- F. The Contractor may allow multiple delivery points from the same Authorized User, at their discretion, at the time the order is placed, and/or prior to delivery.

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A. Designation of Authorized Reseller(s): Contractor shall specify within Attachment 12- *Authorized Reseller List*, whether orders must be placed directly with Contractor, or may be placed directly with Authorized Reseller(s).

B. All Authorized Resellers chosen to fulfill orders to include, though not limited to, issuing invoices and receiving payments, must be authorized by OGS.

**INSTALLATION:** Installation is excluded from the scope of this Solicitation. Installation of products such as systems furniture, high density filing systems, etc. shall be handled by the ordering entity separately from this Solicitation and resultant Contract(s) according to the Purchasing Guidelines and discretionary limits, and shall comply with wage and labor rates, and all state and local codes and public works guidelines, if applicable.

**HOW TO USE:** A How to Use is provided by OGS, and is located on the OGS Furniture Website, here: <https://online.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

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 2<sup>nd</sup> Tower - Empire State Plaza  
Albany, New York 12242  
customer.service@ogs.ny.gov  
\* \* \* \* \*



## Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov) | 518-474-6717

# 11th Supplemental Contract Award Notification

PAGE 68

|                                  |  |
|----------------------------------|--|
| <b>Title :</b>                   | <b>GROUP 20915 – FURNITURE, ALL TYPES<br/>(except Hospital Room and Patient Handling)<br/>(STATEWIDE)<br/>Classification Code(s): 56</b> |
| <b>Award Number :</b>            | <b><u>23109</u> (Replaces 22398)</b>   |
| <b>Contract Period :</b>         | <b>December 2, 2018 – December 1, 2023</b>   |
| <b>Bid Opening Date :</b>        | <b>August 14, 2018</b>   |
| <b>Date of Issue :</b>           | <b>July 17, 2019</b>   |
| <b>Specification Reference :</b> | <b>As Incorporated In The Solicitation</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 : Matthew Jones<br>Title : Contract Management Specialist I<br>Phone : 518-474-4163<br>Fax : N/A<br>E-mail : <a href="mailto:matthew.jones@ogs.ny.gov">matthew.jones@ogs.ny.gov</a> | Procurement Services<br>Customer Services<br>Phone : 518-474-6717<br>Fax : 518-474-2437<br>E-mail : <a href="mailto:customer.services@ogs.ny.gov">customer.services@ogs.ny.gov</a> |

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

### Description

Furniture All Types Statewide: Conference Furniture (seating and tables), Dormitory Furniture, General Purpose Tables, High Density Filing, Household Furniture, Library Furniture, Office Furniture, School Furniture (found in classrooms for elementary schools through college), Specialty Seating (includes big and tall seating, bariatric, gang seating and laboratory stools), Systems Furniture. This Award excludes furniture specific to Hospital Room & Direct Patient Care.  
INSTALLATION IS NOT PART OF THIS AWARD.

PR #23109

(continued)

**NOTE: See individual contract items to determine actual awardees.**

Contractor information (i.e. Company Name, Address, Pricing Pages, Authorized Dealers) may be found on a separate attachment titled "CONTRACTOR INFORMATION PAGE" which is housed on the Award Summary page.

Contractor information (i.e. Discounts, Delivery, Price List Info, Payment Terms, MWBE status, etc.) may be found on a separate attachment titled "CONTRACTOR TERMS PAGE" which is housed on the Award Summary page.

SCOPE: It is the intent of this Award to establish a comprehensive multiple manufacturer's product line contract for NEW, unused and in current production commercial and institutional quality furniture in the following categories listed below. Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

**Product Category Matrix**

The following commercial and institutional quality furniture categories are available under Award No. 23109

**NOTE:** Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

- |  |                       |
|--|-----------------------|
| 1. Conference Furniture (seating and tables) | 7. Office Furniture   |
| 2. Dormitory Furniture                       | 8. School Furniture   |
| 3. General Purpose Tables                    | 9. Specialty Seating  |
| 4. High Density Filing                       | 10. Systems Furniture |
| 5. Household Furniture                       |                       |
| 6. Library Furniture                         |                       |

**DESCRIPTION OF CATEGORIES:**

1. Encompasses all seating to go with Conference Tables, including stacking chairs. Includes tables of various styles and materials suitable for conference rooms or areas from basic to executive levels. May also include meeting room tables.
2. Includes Bedroom, Lounge, Dining Hall, in room Storage and Desks. Suitable for school dormitory generally more durable and versatile than household.
3. Includes work tables, occasional tables and folding tables.
4. Includes manual or powered shelving designed to take as little space as possible also includes retrieval systems.
5. Includes Living Room, Dining Room and Bedroom furniture suitable for Community residence programs. Some of the upholstered Seating and cross over to Dormitory or office Lounge.
6. Includes bookcases, display cases, tables, chairs, lounge seating carts and circulation desks.
7. Includes desks, files credenzas, and storage for use in office environments made of metal and/or wood. Bookcases for office and library application furniture include case goods, filing, storage and seating for upper level Executive offices also usable for courtrooms. This category consists of upholstered seating (chairs, loveseats and sofas) and occasional tables as would be found in a waiting area and includes Ergonomic Task, and Managerial chairs and Side chairs.

8. Consists of student desks, tables and seating for elementary schools through college found in classrooms.
9. This includes big and tall seating, bariatric, gang seating such as that found in public transportation terminals and laboratory stools.
10. Includes products and parts to build "Cubicles".

| Bidder                            | Cat.<br>1 | Cat.<br>2 | Cat.<br>3 | Cat.<br>4 | Cat.<br>5 | Cat.<br>6 | Cat.<br>7 | Cat.<br>8 | Cat.<br>9 | Cat.<br>10 |
|-----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Alumni Classroom Furniture Inc.   |           |           | X         |           |           | X         |           | X         |           |            |
| Endura LLC                        |           |           |           |           |           |           |           |           | X         |            |
| Leeder Furniture LLC              |           | X         |           |           |           |           |           |           |           |            |
| Leland International Inc.         | X         | X         | X         |           | X         | X         | X         | X         | X         |            |
| MiEN Company                      | X         | X         | X         |           | X         | X         | X         | X         | X         |            |
| Neutral Posture Inc.              | X         |           | X         |           |           | X         | X         |           | X         | X          |
| TAB Products Co LLC               |           |           |           | X         |           |           |           |           |           |            |
| Tristate Apartment Furnishers LLC | X         | X         | X         |           | X         | X         | X         |           |           |            |

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 PROCUREMENT SERVICES.

**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.

**RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:**

The Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

|          |                           |
|----------|---------------------------|
| RS,RP,RA | Recycled                  |
| RM       | Remanufactured            |
| SW       | Solid Waste Impact        |
| EE       | Energy Efficient          |
| E*       | EPA Energy Star           |
| ES       | Environmentally Sensitive |

**NOTE TO AUTHORIZED USERS:**

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), 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 the basis for 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).

**PRICE:**

Price shall include all customs duties and charges and be net, F.O.B. destination any point in New York State.

Pricelists containing Not-To-Exceed prices can be found on the OGS Website at:

<https://online.ogs.ny.gov/purchase/spg/awards/2091523109ContractorInformation.pdf>

**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.  
(See "Contract Payments" and "Electronic Payments" in this document.)**

**DISCOUNTS:** Prices are discount from Manufacturer's List Price. All discounts, to include applicable volume discounts, are available on each Contractor's Attachment 10 – Contact Information and Terms and Conditions, located on their respective Contact Information Page and/or on the Terms and Conditions page on the OGS website: <https://online.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

**DELIVERY:** All Contractors will be required to offer inside delivery, which may be at an additional cost represented by a percentage above the net price charged, and may be charged at a different percentage rate for Downstate and Upstate. For this Solicitation, Downstate is defined as the Metropolitan NYC area, which includes the following nine (9) counties: Rockland, Westchester, Nassau, Suffolk, Queens, Kings, New York, Bronx and Richmond. Upstate is defined as the rest of New York State.

- A. Inside delivery is intended for essentially free-standing furniture when the Authorized User is unable to bring it from the dock to the point of use. It shall consist of removal from truck, bringing to point of use, uncrating, minor assembly (for example: attach hutch to desk or credenza, attach a return, set shelves in bookcase and leveling), removal of debris and leaving ready for use. Inside delivery cannot be applied to installation, such as systems furniture and high-density filing, which is not included in the scope of this Solicitation.
- B. The inside delivery fee may not be used to assemble furniture shipped KD ("Knocked Down")
- C. The inside delivery fee shall be based on the following conditions:
  1. Delivery location has a loading dock or off-street loading area;
  2. The delivery will be to the same floor as the loading dock or there is a freight elevator available;
  3. The delivery may be completed during regular working hours;
  4. Delivery fee must be agreed to by the Authorized User and Contractor prior to delivery; and
  5. Deviations from the above shall require a separate non-contract negotiation by the Authorized User at the time of order.
- D. Delivery shall be expressed in number of calendar days required to make delivery after receipt of a Purchase Order. Product is required as soon as possible and guaranteed delivery may be considered in making award. Delivery shall be made in accordance with instructions from the Authorized User included on the Purchase Order. If there is a discrepancy between the Purchase

Order and what is listed on the Contract, it is the Contractor's obligation to seek clarification from the Authorized User and, if applicable, from OGS Procurement Services.

- E. 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 agency including dock delivery and tailgating of load, which means bringing the truck to the loading dock or loading area and bringing the load to the tailgate of the truck for agency personnel to remove the load without entering the truck. In addition, upon agreement, delivery locations may be expanded per the "Extension of Use" clause.
- F. The Contractor may allow multiple delivery points from the same Authorized User, at their discretion, at the time the order is placed, and/or prior to delivery.

**AUTHORIZED RESELLERS:** OGS agrees to permit Bidders to utilize approved Authorized Resellers to participate as alternate distribution sources pertaining to this Solicitation. Authorized Resellers may be added quarterly during the Contract term, or extension, provided that the Awarded Bidder complies with all of the Reseller Requirements set forth below. There are no set minimum or maximum number of Authorized Resellers who may be used; however, such participation is subject to the following conditions:

A. Designation of Authorized Reseller(s): Contractor shall specify within Attachment 12- *Authorized Reseller List*, whether orders must be placed directly with Contractor, or may be placed directly with Authorized Reseller(s).

B. All Authorized Resellers chosen to fulfill orders to include, though not limited to, issuing invoices and receiving payments, must be authorized by OGS.

**INSTALLATION:** Installation is excluded from the scope of this Solicitation. Installation of products such as systems furniture, high density filing systems, etc. shall be handled by the ordering entity separately from this Solicitation and resultant Contract(s) according to the Purchasing Guidelines and discretionary limits, and shall comply with wage and labor rates, and all state and local codes and public works guidelines, if applicable.

**HOW TO USE:** A How to Use is provided by OGS, and is located on the OGS Furniture Website, here: <https://online.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>



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 2<sup>nd</sup> Tower - Empire State Plaza  
Albany, New York 12242  
customer.service@ogs.ny.gov  
\* \* \* \* \*



## Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov) | 518-474-6717

# 12th Supplemental Contract Award Notification

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|                                  |  |
|----------------------------------|--|
| <b>Title :</b>                   | <b>GROUP 20915 – FURNITURE, ALL TYPES<br/>(except Hospital Room and Patient Handling)<br/>(STATEWIDE)<br/>Classification Code(s): 56</b> |
| <b>Award Number :</b>            | <b><u>23109</u> (Replaces 22398)</b>   |
| <b>Contract Period :</b>         | <b>December 2, 2018 – December 1, 2023</b>   |
| <b>Bid Opening Date :</b>        | <b>August 14, 2018</b>   |
| <b>Date of Issue :</b>           | <b>July 31, 2019</b>   |
| <b>Specification Reference :</b> | <b>As Incorporated In The Solicitation</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 : Matthew Jones<br>Title : Contract Management Specialist I<br>Phone : 518-474-4163<br>Fax : N/A<br>E-mail : <a href="mailto:matthew.jones@ogs.ny.gov">matthew.jones@ogs.ny.gov</a> | Procurement Services<br>Customer Services<br>Phone : 518-474-6717<br>Fax : 518-474-2437<br>E-mail : <a href="mailto:customer.services@ogs.ny.gov">customer.services@ogs.ny.gov</a> |

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

### Description

Furniture All Types Statewide: Conference Furniture (seating and tables), Dormitory Furniture, General Purpose Tables, High Density Filing, Household Furniture, Library Furniture, Office Furniture, School Furniture (found in classrooms for elementary schools through college), Specialty Seating (includes big and tall seating, bariatric, gang seating and laboratory stools), Systems Furniture. This Award excludes furniture specific to Hospital Room & Direct Patient Care.  
INSTALLATION IS NOT PART OF THIS AWARD.

PR #23109

(continued)

**NOTE: See individual contract items to determine actual awardees.**

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Contractor information (i.e. Discounts, Delivery, Price List Info, Payment Terms, MWBE status, etc.) may be found on a separate attachment titled "CONTRACTOR TERMS PAGE" which is housed on the Award Summary page.

SCOPE: It is the intent of this Award to establish a comprehensive multiple manufacturer's product line contract for NEW, unused and in current production commercial and institutional quality furniture in the following categories listed below. Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

**Product Category Matrix**

The following commercial and institutional quality furniture categories are available under Award No. 23109

**NOTE:** Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

- |  |                       |
|--|-----------------------|
| 1. Conference Furniture (seating and tables) | 7. Office Furniture   |
| 2. Dormitory Furniture                       | 8. School Furniture   |
| 3. General Purpose Tables                    | 9. Specialty Seating  |
| 4. High Density Filing                       | 10. Systems Furniture |
| 5. Household Furniture                       |                       |
| 6. Library Furniture                         |                       |

**DESCRIPTION OF CATEGORIES:**

1. Encompasses all seating to go with Conference Tables, including stacking chairs. Includes tables of various styles and materials suitable for conference rooms or areas from basic to executive levels. May also include meeting room tables.
2. Includes Bedroom, Lounge, Dining Hall, in room Storage and Desks. Suitable for school dormitory generally more durable and versatile than household.
3. Includes work tables, occasional tables and folding tables.
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5. Includes Living Room, Dining Room and Bedroom furniture suitable for Community residence programs. Some of the upholstered Seating and cross over to Dormitory or office Lounge.
6. Includes bookcases, display cases, tables, chairs, lounge seating carts and circulation desks.
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| Bidder                        | Cat.<br>1 | Cat.<br>2 | Cat.<br>3 | Cat.<br>4 | Cat.<br>5 | Cat.<br>6 | Cat.<br>7 | Cat.<br>8 | Cat.<br>9 | Cat.<br>10 |
|-------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Foliot Furniture Pacific Inc. |           | X         |           |           |           |           |           |           |           |            |

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 PROCUREMENT SERVICES.

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The Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

|          |                           |
|----------|---------------------------|
| RS,RP,RA | Recycled                  |
| RM       | Remanufactured            |
| SW       | Solid Waste Impact        |
| EE       | Energy Efficient          |
| E*       | EPA Energy Star           |
| ES       | Environmentally Sensitive |

**NOTE TO AUTHORIZED USERS:**

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- a summary of the contract alternatives considered for the purchase,
- the reason(s) supporting the resulting purchase (e.g., show the basis for 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).

**PRICE:**

Price shall include all customs duties and charges and be net, F.O.B. destination any point in New York State.

Pricelists containing Not-To-Exceed prices can be found on the OGS Website at:

<https://online.ogs.ny.gov/purchase/spg/awards/2091523109ContractorInformation.pdf>

**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.  
(See "Contract Payments" and "Electronic Payments" in this document.)**

**DISCOUNTS:** Prices are discount from Manufacturer's List Price. All discounts, to include applicable volume discounts, are available on each Contractor's Attachment 10 – Contact Information and Terms and Conditions, located on their respective Contact Information Page and/or on the Terms and Conditions page on the OGS website: <https://online.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

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- B. The inside delivery fee may not be used to assemble furniture shipped KD ("Knocked Down")
- C. The inside delivery fee shall be based on the following conditions:
  1. Delivery location has a loading dock or off-street loading area;
  2. The delivery will be to the same floor as the loading dock or there is a freight elevator available;
  3. The delivery may be completed during regular working hours;
  4. Delivery fee must be agreed to by the Authorized User and Contractor prior to delivery; and
  5. Deviations from the above shall require a separate non-contract negotiation by the Authorized User at the time of order.
- D. Delivery shall be expressed in number of calendar days required to make delivery after receipt of a Purchase Order. Product is required as soon as possible and guaranteed delivery may be considered in making award. Delivery shall be made in accordance with instructions from the Authorized User included on the Purchase Order. If there is a discrepancy between the Purchase Order and what is listed on the Contract, it is the Contractor's obligation to seek clarification from the Authorized User and, if applicable, from OGS Procurement Services.
- E. 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 agency including dock delivery and tailgating of load, which means bringing the truck to the loading dock or loading area and bringing the load to the tailgate of the truck for agency personnel to remove the load without entering the truck. In addition, upon agreement, delivery locations may be expanded per the "Extension of Use" clause.
- F. The Contractor may allow multiple delivery points from the same Authorized User, at their discretion, at the time the order is placed, and/or prior to delivery.

AUTHORIZED RESELLERS: OGS agrees to permit Bidders to utilize approved Authorized Resellers to participate as alternate distribution sources pertaining to this Solicitation. Authorized Resellers may be added quarterly during the Contract term, or extension, provided that the Awarded Bidder complies with all of the Reseller Requirements set forth below. There are no set minimum or maximum number of Authorized Resellers who may be used; however, such participation is subject to the following conditions:

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B. All Authorized Resellers chosen to fulfill orders to include, though not limited to, issuing invoices and receiving payments, must be authorized by OGS.

INSTALLATION: Installation is excluded from the scope of this Solicitation. Installation of products such as systems furniture, high density filing systems, etc. shall be handled by the ordering entity separately from this Solicitation and resultant Contract(s) according to the Purchasing Guidelines and discretionary limits, and shall comply with wage and labor rates, and all state and local codes and public works guidelines, if applicable.

HOW TO USE: A How to Use is provided by OGS, and is located on the OGS Furniture Website, here: <https://online.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

**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 2<sup>nd</sup> Tower - Empire State Plaza  
Albany, New York 12242  
customer.service@ogs.ny.gov  
\* \* \* \* \*



## Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov) | 518-474-6717

# 13th Supplemental Contract Award Notification

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|----------------------------------|--|
| <b>Title</b> :                   | <b>GROUP 20915 – FURNITURE, ALL TYPES<br/>(except Hospital Room and Patient Handling)<br/>(STATEWIDE)<br/>Classification Code(s): 56</b> |
| <b>Award Number</b> :            | <b><u>23109</u> (Replaces 22398)</b>   |
| <b>Contract Period</b> :         | <b>December 2, 2018 – December 1, 2023</b>   |
| <b>Bid Opening Date</b> :        | <b>August 14, 2018</b>   |
| <b>Date of Issue</b> :           | <b>October 1, 2019</b>   |
| <b>Specification Reference</b> : | <b>As Incorporated In The Solicitation</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 : Matthew Jones<br>Title : Contract Management Specialist I<br>Phone : 518-474-4163<br>Fax : N/A<br>E-mail : matthew.jones@ogs.ny.gov | Procurement Services<br>Customer Services<br>Phone : 518-474-6717<br>Fax : 518-474-2437<br>E-mail : customer.services@ogs.ny.gov |

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

### Description

Furniture All Types Statewide: Conference Furniture (seating and tables), Dormitory Furniture, General Purpose Tables, High Density Filing, Household Furniture, Library Furniture, Office Furniture, School Furniture (found in classrooms for elementary schools through college), Specialty Seating (includes big and tall seating, bariatric, gang seating and laboratory stools), Systems Furniture. This Award excludes furniture specific to Hospital Room & Direct Patient Care.  
INSTALLATION IS NOT PART OF THIS AWARD.

PR #23109

(continued)



**NOTE: See individual contract items to determine actual awardees.**

Contractor information (i.e. Company Name, Address, Pricing Pages, Authorized Dealers) may be found on a separate attachment titled "CONTRACTOR INFORMATION PAGE" which is housed on the Award Summary page.

Contractor information (i.e. Discounts, Delivery, Price List Info, Payment Terms, MWBE status, etc.) may be found on a separate attachment titled "CONTRACTOR TERMS PAGE" which is housed on the Award Summary page.

SCOPE: It is the intent of this Award to establish a comprehensive multiple manufacturer's product line contract for NEW, unused and in current production commercial and institutional quality furniture in the following categories listed below. Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

**Product Category Matrix**

The following commercial and institutional quality furniture categories are available under Award No. 23109

**NOTE:** Direct patient care medical furniture (for example, exam tables, wheel chairs, geriatric chairs, over bed tables, etc.) and remanufactured or refurbished furniture products are NOT a part of this Award.

- |  |                       |
|--|-----------------------|
| 1. Conference Furniture (seating and tables) | 7. Office Furniture   |
| 2. Dormitory Furniture                       | 8. School Furniture   |
| 3. General Purpose Tables                    | 9. Specialty Seating  |
| 4. High Density Filing                       | 10. Systems Furniture |
| 5. Household Furniture                       |                       |
| 6. Library Furniture                         |                       |

**DESCRIPTION OF CATEGORIES:**

1. Encompasses all seating to go with Conference Tables, including stacking chairs. Includes tables of various styles and materials suitable for conference rooms or areas from basic to executive levels. May also include meeting room tables.
2. Includes Bedroom, Lounge, Dining Hall, in room Storage and Desks. Suitable for school dormitory generally more durable and versatile than household.
3. Includes work tables, occasional tables and folding tables.
4. Includes manual or powered shelving designed to take as little space as possible also includes retrieval systems.
5. Includes Living Room, Dining Room and Bedroom furniture suitable for Community residence programs. Some of the upholstered Seating and cross over to Dormitory or office Lounge.
6. Includes bookcases, display cases, tables, chairs, lounge seating carts and circulation desks.
7. Includes desks, files credenzas, and storage for use in office environments made of metal and/or wood. Bookcases for office and library application furniture include case goods, filing, storage and seating for upper level Executive offices also usable for courtrooms. This category consists of upholstered seating (chairs, loveseats and sofas) and occasional tables as would be found in a waiting area and includes Ergonomic Task, and Managerial chairs and Side chairs.

8. Consists of student desks, tables and seating for elementary schools through college found in classrooms.
9. This includes big and tall seating, bariatric, gang seating such as that found in public transportation terminals and laboratory stools.
10. Includes products and parts to build "Cubicles".

| Bidder           | Cat.<br>1 | Cat.<br>2 | Cat.<br>3 | Cat.<br>4 | Cat.<br>5 | Cat.<br>6 | Cat.<br>7 | Cat.<br>8 | Cat.<br>9 | Cat.<br>10 |
|------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Jonti-Craft Inc. |           |           |           |           |           |           |           | X         |           |            |

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 PROCUREMENT SERVICES.

**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.

**RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:**

The Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

|          |                           |
|----------|---------------------------|
| RS,RP,RA | Recycled                  |
| RM       | Remanufactured            |
| SW       | Solid Waste Impact        |
| EE       | Energy Efficient          |
| E*       | EPA Energy Star           |
| ES       | Environmentally Sensitive |

**NOTE TO AUTHORIZED USERS:**

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), 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 the basis for 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).

**PRICE:**

Price shall include all customs duties and charges and be net, F.O.B. destination any point in New York State.

Pricelists containing Not-To-Exceed prices can be found on the OGS Website at:

<https://online.ogs.ny.gov/purchase/spg/awards/2091523109ContractorInformation.pdf>

**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.  
(See "Contract Payments" and "Electronic Payments" in this document.)**

**DISCOUNTS:** Prices are discount from Manufacturer's List Price. All discounts, to include applicable volume discounts, are available on each Contractor's Attachment 10 – Contact Information and Terms and Conditions, located on their respective Contact Information Page and/or on the Terms and Conditions page on the OGS website: <https://online.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

**DELIVERY:** All Contractors will be required to offer inside delivery, which may be at an additional cost represented by a percentage above the net price charged, and may be charged at a different percentage rate for Downstate and Upstate. For this Solicitation, Downstate is defined as the Metropolitan NYC area, which includes the following nine (9) counties: Rockland, Westchester, Nassau, Suffolk, Queens, Kings, New York, Bronx and Richmond. Upstate is defined as the rest of New York State.

- A. Inside delivery is intended for essentially free-standing furniture when the Authorized User is unable to bring it from the dock to the point of use. It shall consist of removal from truck, bringing to point of use, uncrating, minor assembly (for example: attach hutch to desk or credenza, attach a return, set shelves in bookcase and leveling), removal of debris and leaving ready for use. Inside delivery cannot be applied to installation, such as systems furniture and high-density filing, which is not included in the scope of this Solicitation.
- B. The inside delivery fee may not be used to assemble furniture shipped KD ("Knocked Down")
- C. The inside delivery fee shall be based on the following conditions:
  1. Delivery location has a loading dock or off-street loading area;
  2. The delivery will be to the same floor as the loading dock or there is a freight elevator available;
  3. The delivery may be completed during regular working hours;
  4. Delivery fee must be agreed to by the Authorized User and Contractor prior to delivery; and
  5. Deviations from the above shall require a separate non-contract negotiation by the Authorized User at the time of order.
- D. Delivery shall be expressed in number of calendar days required to make delivery after receipt of a Purchase Order. Product is required as soon as possible and guaranteed delivery may be considered in making award. Delivery shall be made in accordance with instructions from the Authorized User included on the Purchase Order. If there is a discrepancy between the Purchase Order and what is listed on the Contract, it is the Contractor's obligation to seek clarification from the Authorized User and, if applicable, from OGS Procurement Services.
- E. 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 agency including dock delivery and tailgating of load, which means bringing the truck to the loading dock or loading area and bringing the load to the tailgate of the truck for agency personnel to remove the load without entering the truck. In addition, upon agreement, delivery locations may be expanded per the "Extension of Use" clause.
- F. The Contractor may allow multiple delivery points from the same Authorized User, at their discretion, at the time the order is placed, and/or prior to delivery.

AUTHORIZED RESELLERS: OGS agrees to permit Bidders to utilize approved Authorized Resellers to participate as alternate distribution sources pertaining to this Solicitation. Authorized Resellers may be added quarterly during the Contract term, or extension, provided that the Awarded Bidder complies with all of the Reseller Requirements set forth below. There are no set minimum or maximum number of Authorized Resellers who may be used; however, such participation is subject to the following conditions:

A. Designation of Authorized Reseller(s): Contractor shall specify within Attachment 12- *Authorized Reseller List*, whether orders must be placed directly with Contractor, or may be placed directly with Authorized Reseller(s).

B. All Authorized Resellers chosen to fulfill orders to include, though not limited to, issuing invoices and receiving payments, must be authorized by OGS.

INSTALLATION: Installation is excluded from the scope of this Solicitation. Installation of products such as systems furniture, high density filing systems, etc. shall be handled by the ordering entity separately from this Solicitation and resultant Contract(s) according to the Purchasing Guidelines and discretionary limits, and shall comply with wage and labor rates, and all state and local codes and public works guidelines, if applicable.

HOW TO USE: A How to Use is provided by OGS, and is located on the OGS Furniture Website, here: <https://online.ogs.ny.gov/purchase/spg/awards/2091523109Can.htm>

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 2<sup>nd</sup> Tower - Empire State Plaza  
Albany, New York 12242  
customer.service@ogs.ny.gov  
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