



CONTRACT AWARD LETTER

[DATE]

[Contact Name]
[Company Name]
[Company Address]

Dear [REDACTED]:

Re: IFB # 23227
Bid Opening: 3/9/2021
PC [REDACTED]

The New York State Office of General Services (OGS) provides this contract award letter as confirmation of the Products Lines OGS is awarding to your company. In addition, this contract award letter identifies and sets forth the order of precedence of the documents that comprise the contract being awarded to your company under **Group 35205 – Body Armor, Law Enforcement (Soft Body Armor or Hard Body Armor) (Statewide)**.

The Product Lines awarded to your company under the above-referenced contract number are:

By signing this contract award letter, you agree that your contract is comprised of the following documents (Contract Documents), in order of precedence:

1. Appendix A (*October 2019*), Standard Clauses for NYS Contracts (previously provided);
2. This Contract Award Letter
3. Revisions and Clarifications to Bid Specifications dated January 20th, 2021, February 3rd, 2021, and February 19th, 2021 (previously provided).
4. Invitation for Bids # 23227 including all Appendices and Attachments referenced therein (previously provided).
5. Your bid Prices for [REDACTED].
6. [Company name]'s Bid

We request that you print out **three copies** of this contract award letter and that you sign all three copies before a notary public and return all three originals to OGS at:

**NYS Office of General Services
Neilene Rabideau
Procurement Services
38th Floor Corning Tower, ESP
Albany, NY 12242**

[Company Name - PC _____]
[Date]

We request that these letters be signed by the same person who signed the original bid if possible and if they are not available another authorized company representative may sign before a notary. We request that the letters and acknowledgments be delivered to OGS **no later than close of business on []**.

Upon receipt of the original signed contract award letters, OGS will sign the letters and forward the letters and referenced Contract Documents to the Office of the State Comptroller for approval. Following approval by the Office of the State Comptroller, a fully executed copy of the contract award letter will be sent to you.

The mutual execution of this contract award letter does not constitute a purchase from the contract. Your contract start date will be upon Office of the State Comptroller approval. Your contract term Your Contract Term ends September 30th, 2026.

Please contact OGS.sm.SSTSafetySecurity@ogs.ny.gov or 518-474-3562 if you have any questions.

IN WITNESS WHEREOF, the parties hereto have executed this contract award letter as of the day and year written below.

Agency Certification

"In addition to the acceptance of this Contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract."

(Company Name)

THE PEOPLE OF THE STATE OF NEW YORK

By: _____
Print Name: _____

By: _____
Office of General Services

Title: _____

Print Name: _____

Federal I.D. No.: _____

Title: _____

Date: _____

Date: _____

APPROVED

Thomas P. DiNapoli
State Comptroller

[Company Name - PC _____]

[Date]

INDIVIDUAL, CORPORATION, PARTNERSHIP, OR LLC ACKNOWLEDGMENT

STATE OF _____ }
: **Sworn Statement:**
COUNTY OF _____ }

On the _____ day of _____ in the year 20__, before me personally appeared _____, known to me to be the person who executed the foregoing instrument, who, being duly sworn by me did depose and say that _he maintains an office at Town of _____ County of _____, State of _____; and further that:

[Check One]

If a corporation): _____ he is the of _____, the corporation described in said instrument; that, by authority of the Board of Directors of said corporation, _he is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.

If a partnership): _____ he is the of _____, the partnership described in said instrument; that, by the terms of said partnership, _he is authorized to execute the foregoing instrument on behalf of the partnership for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said partnership as the act and deed of said partnership.

If a limited liability company): _he is a duly authorized member of _____, LLC, the limited liability company described in said instrument; that, _he is authorized to execute the foregoing instrument on behalf of the limited liability company for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said limited liability company as the act and deed of said limited liability company.

Signature of Notary Public

Notary Public
Registration No. _____ State _____