

## **Frequently Asked Questions Award 22962 – Advanced Scientific Equipment & Instruments**

NOTICE: CONTRACTS RESULTING FROM THIS SOLICITATION CONTAINING COMPLETE TERMS AND CONDITIONS, INCLUDING AN ORDER OF PRECEDENCE, HAVE BEEN FULLY EXECUTED. COMPLETE CONTRACT DETAILS INCLUDING TERMS AND CONDITIONS CAN BE FOUND IN THE EXECUTED CONTRACTS AVAILABLE THROUGH THE CONTRACTOR INFORMATION PAGE.

Authorized users of this award are strongly encouraged to read the contract terms and conditions in their entirety to gain an understanding of requirements for both the contractors and authorized users. Below is a brief listing of Questions & Answers (Q&A's) to facilitate the use of Award 22962 – Advanced Scientific Equipment & Instruments.

**Question 1:** Who can supply an authorized user with additional information about this award?

**Answer:** The contract manager named on the award is the best resource for information. Authorized users can also reach out to OGS Customer Service at 518-474-6717 or [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov).

**Question:** Is this contract restricted to specific authorized users?

**Answer:** No. Any authorized user of NYS contracts is eligible to use this contract.

**Question:** How are contract prices determined?

**Answer:** Contractors offer a discount off of their published price list, resulting in a New York State net price.

**Question:** Are New York State net prices final?

**Answer:** NO - Prices listed are “not to exceed”. Authorized users are encouraged to negotiate lower prices/greater discounts whenever possible.

**Question:** What are the shipping terms?

**Answer:** All pricing includes all customs, duties, and charges and is net FOB destination for delivery to any location designated by the authorized user within New York State.

Special handling and expedited delivery charges may apply as detailed in section 2.12 of the executed contracts.

**Question:** How do authorized users report problems?

**Answer:** Authorized users may email the contract manager listed for this award or complete the last page of the Contract Award Notification and submit it to the contract manager.

**Question:** How do authorized users find out about updates to this award?

**Answer:** Authorized users should enroll in the OGS Purchaser Notification System (PNS) to receive email notifications. <http://www.ogs.ny.gov/PNS/default.asp>  
Enroll using codes 41 and 42.

**Question:** How do authorized users place an order from this award?

**Answer:** Before proceeding with any purchase, authorized users shall check the list of Preferred Source offerings and are reminded that they must comply with State Finance Law, particularly §162, regarding commodities/services provided by Preferred Source suppliers.

At the time of purchase, authorized users must base their selection from ALL contracts under this award to procure products that best meet their form, function, and utility requirements at the best possible price.

Products offered under this award have been divided into five lots: Equipment & Instruments, Consumables & Supplies, Accessories & Peripherals, Maintenance & Warranties, and Miscellaneous.

When ready to make a purchase, authorized users shall:

1. Determine the appropriate lot for the product they wish to purchase;
2. Review the charts below to determine which vendors offer products in that lot;
3. Search all vendors' price lists in the determined lot for the product desired;
4. Contact all vendors who have the desired product and see if a greater discount/lower price can be negotiated;
5. Purchases may be made from the vendor offering the lowest price for the product(s) that meet your form, function and utility requirements; and
6. Authorized users may submit orders over the phone, or as otherwise stated in contract section 2.6 – Ordering.

Lot 1 – Equipment & Instruments  
ALL contractors offer Products in this lot

	Lot 2 Consumables & Supplies	Lot 3 Accessories & Peripherals	Lot 4* Maintenance & Warranties	Lot 5* Miscellaneous
Advanced Measurement Technology	X	X	-	-
Agilent Technologies	X	X	X	X
Beckman Coulter	X	-	X	-
Hach Company	X	X	X	X
Life Technologies Corporation	X	X	X	X
Markes International	X	X	-	X
PASCO Scientific	-	X	-	-
PerkinElmer Health Sciences	X	X	X	X
Shimadzu Scientific Instruments	X	X	X	X
Thermo Electron North America	-	-	-	-
Waters Technologies Corporation	X	X	X	X

\*For Lots 4 and 5 ONLY:

Additional terms and conditions, if any, must be provided to all authorized users at the time of inquiry. Authorized users and contractors may negotiate terms and conditions, but MUST reach final agreement prior to placing/accepting any order.

**Question:** What are the packaging requirements?

**Answer:** All products must be in the original, standard packaging, clearly marked with part number and contents.

**Question:** What is the procedure for updating price lists?

**Answer:** Price lists may be modified annually, on the anniversary date of the award. Contractors will submit a completed contract Attachment 5 – Price List Modifications (revised solicitation Attachment 1 – Price Pages) to the contract manager listed for this award. Update requests are to be submitted 30 to 60 days prior to the anniversary date of the award.

**Question:** What information must be included on an invoice?

**Answer:** Invoicing must include, at a minimum:

- Vendor billing address
- Vendor Federal ID number
- NYS Vendor ID number
- Account number
- NYS contract number
- Order date
- Authorized user's order number
- Manufacturer part numbers
- Vendor part numbers
- Product descriptions
- Price
- Quantity
- Unit of measure

**Question:** What sales reporting information is required?

**Answer:** Contractors shall submit a completed contract Attachment 4 – Report of Contract Purchases no later than thirty (30) days after the close of each calendar quarter to the contract manager listed for this award.

**Question:** Does OGS intend to conduct continuous recruitment of additional contractors?

**Answer:** There will be no continuous recruitment. However, OGS reserves the right to conduct additional periodic recruitment periods. Contracts awarded under any additional periodic recruitment periods will have a lesser initial Contract term so that the Contracts from all periodic recruitments end on the same date, regardless of start date.