



Group 40061 – Award 23361
Protective Outerwear (Firefighting, Emergency/Rescue, and Safety) (Statewide)
How-to-Use for Authorized Users

Date of Issue: September 12, 2025

- Some of the information in this How-to-Use for Authorized Users has been simplified from the official contract language set forth in Invitation for Bids 23361 (IFB 23361). In the case of a discrepancy between this How-to-Use for Authorized Users and IFB 23361, IFB 23361 Section 1.12 Conflict of Terms will determine which document shall prevail.
Authorized Users are encouraged to review IFB 23361 and the associated Attachments and Appendices before using this Contract and are required to make purchases in accordance with the terms and conditions set forth in therein.
Authorized Users must consult each Contractor's Pricelist posted on the OGS website to verify products and prices quoted at the time of order. OGS Procurement Services and the Contractors will make every effort to ensure pricelists include only in-scope items.
OGS reserves the right to change the instructions in the stand-alone document, once published, in non-material and substantive ways without seeking a Contract amendment.
The Contract Manager will update this How-to-Use for Authorized Users throughout the term of the Award; always refer to the Award webpage for the most current How-to-Use for Authorized Users.

Scope:

Per IFB 23361, Section 1.2 Scope: This Award provides Authorized Users with a means of acquiring outerwear Products of demonstrated protective value for use in firefighting, emergency/rescue, and safety in hazardous work environments ("Protective Outerwear"). Products bid shall be capable of withstanding such hazardous work environments and meet all necessary Federal standards applicable to the Products' intended usage.

The Award consists of nine (9) Lots of Protective Outerwear:

Table with 2 columns: LOTS, DESCRIPTION. Rows include Lot 1 (EMS/Search & Rescue Clothing), Lot 2 (Firefighting Boots), Lot 3 (Firefighting Proximity Clothing), Lot 4 (Firefighting Turnout Gear), Lot 5 (Gloves (Firefighting/Rescue)), Lot 6 (Helmets (Firefighting/Rescue)), Lot 7 (Safety Shoes (various)), Lot 8 (Specialty Boots (EMS/Rescue)), Lot 9 (Wildland Clothing).

The following Products are EXCLUDED from the scope of this Award, and were not considered for award:

- EMS/Rescue/Fire station uniforms;
Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Protective Products;
Assault Clothing;
Law Enforcement Protective Clothing/Products;
General use items such as standard work gloves, hard hats, protective glasses/goggles, and reflective vests; and
Outerwear predominantly used for leisure, recreation, or sports.

Non-State Agencies Participation in Centralized Contracts:

New York State political subdivisions and others authorized by New York State law may participate in centralized contracts. Questions regarding an organization's eligibility to purchase from New York State Contracts may also be directed to OGS Procurement Services - Customer Services at (518) 474-6717.

Alternative Sources:

- Some Products within the Scope of this Award may also be available from one or more Preferred Sources. Authorized Users must determine if a particular Product is approved for a Preferred Source and follow the requirements of State Finance Law §162(3) or (4)(b), respectively, before engaging a Contractor.
Some Products available under the Contracts may also be available from other New York State Contracts. Authorized Users are advised to select the most cost-effective procurement alternative that meets their form, function, and utility and to maintain a procurement record documenting the basis for their selection.

**Price:**

- Price shall include all customs duties and charges and be net, F.O.B. destination any point in New York State, for orders, as designated by the ordering agency including inside delivery.
- Purchases under Lot 7 - *Safety Shoes (various)* may be made at 'brick and mortar' stores operated by the Contractor or a Reseller, or from a truck or 'shoe mobile' operated by the Contractor or by a Reseller, at no additional cost.
- The Percentage Discount offered to Authorized Users may, at the Contractor's option, be increased based on individual orders. Percentage Discounts may be greater, but in no instance may they be lower, than the Percentage Discount listed in the Contract Pricelist. All Contract List Prices and Net Prices shall be rounded to two decimals in the resultant Contract. Authorized Users are strongly encouraged to negotiate more attractive pricing based on volume purchases.

**Procurement Instructions:**

Authorized Users should follow the following procurement instructions when purchasing Protective Outerwear under the Award.

- When utilizing the Award, the Authorized User should be familiar with and follow the terms and conditions governing its use. The Authorized User is accountable and responsible for compliance with the requirements of public procurement processes. 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.
- Each Contractor's approved *Pricing*, and *Contractor and Reseller/Distributor Information* will be posted on the OGS website so that Authorized Users can find Contract pricing information, Contractor and Reseller/Distributor contact information, prompt payment discounts, and NYS Purchasing Card information.
- Orders can be made by phone, fax, or by email. Some contractors will take orders in person, at a brick-and-mortar store, or at a "shoemobile" as described in IFB 23361.
- Authorized Users shall issue Purchase Orders, in accordance with the terms set forth in Appendix B *Purchase Orders*, directly to the Contractor or the Contractor's Authorized Reseller (if applicable), and specify any shipping/delivery requirements, including inside delivery and/or installation. Inside delivery and installation terms must be agreed upon at time of order and prior to delivery. All orders should clearly note the OGS Contract Name and Award Number, Contract Number, and Contractor Name. Authorized users should follow up with Contractor if they do not receive order acknowledgement within five (5) days.
- Order confirmation should be sufficiently detailed, and include, at a minimum, Net Price, date of order, delivery information (if applicable), Authorized Username, and sales representative (if applicable).
- For all orders that cannot be fully delivered in compliance with the terms of IFB Section titled, Product Delivery, the Contractor (and any approved Resellers) shall inform the ordering Authorized User, within 48 hours (excluding Saturday, Sunday and NYS legal holidays) after receipt of the order(s), of the date when such order(s) will be fully delivered.
- Upon Authorized User acceptance of Products itemized on the Purchase Order, Contractor will invoice Authorized User for any portion of Products accepted, and accordingly, Authorized User will arrange for payment. Contractor shall provide itemized invoicing for all Products.
- Authorized Users are not required to conduct a second-tier competition when they use this Award. We strongly suggest that Authorized Users obtain quotes from multiple Contractors when purchasing large quantities or when similar items are available from more than one Contractor.
- Contractor documents which contain additional terms or conditions must receive pre-approval by the Authorized User, in accordance with Appendix B Section 26 – *Modification of Contract Terms*.

**Performance:**

- Worked with a great vendor on one of our centralized contracts? Had an issue? We would love to hear your feedback, please tell us by writing a review on: [OGS Vendor Feedback System](#).
- Authorized Users should notify OGS Procurement Services promptly if the Contractor fails to meet the requirements of the Contract. Performance which does not comply with requirements or is otherwise unsatisfactory to the Authorized User should also be reported to the Contract Manager listed on the Contract Award Notification:  
Office of General Services – Procurement Services – Security Team  
[ogs.sm.sst\\_safety\\_security@ogs.ny.gov](mailto:ogs.sm.sst_safety_security@ogs.ny.gov)