CONTRACT AWARD NOTIFICATION

<table>
<thead>
<tr>
<th>Title</th>
<th>Group 40451 – Light Duty Vehicles up to 11,000 GVWR Including Law Enforcement (Model Year 2012 &amp; 2013) Statewide</th>
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<tbody>
<tr>
<td>Classification Codes:</td>
<td>25 and 46</td>
</tr>
<tr>
<td>Award Number</td>
<td>22539 (Replaces Awards 21895, 21890 &amp; 22006)</td>
</tr>
<tr>
<td>Contract Period</td>
<td>Model Years 2012 &amp; 2013</td>
</tr>
<tr>
<td>Bid Opening Date</td>
<td>May 11, 2012</td>
</tr>
<tr>
<td>Date of Issue</td>
<td>August 22, 2012 (Revised February 11, 2013)</td>
</tr>
<tr>
<td>Specification Reference</td>
<td>As Incorporated In The Contract</td>
</tr>
<tr>
<td>Contractor Information</td>
<td>Please see Page 2 of this Award</td>
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</tbody>
</table>

Address Inquiries To:

<table>
<thead>
<tr>
<th>State Agencies &amp; Vendors</th>
<th>Political Subdivisions &amp; Others</th>
</tr>
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<tbody>
<tr>
<td>Michael Riley</td>
<td>PSG Customer Services</td>
</tr>
<tr>
<td>Contract Management Specialist</td>
<td>Phone: 518-474-6717</td>
</tr>
<tr>
<td>Phone: 518-474-6716</td>
<td>Fax: 518-474-2437</td>
</tr>
<tr>
<td>Fax: 518-474-1160</td>
<td>E-mail: <a href="mailto:customer.services@ogs.ny.gov">customer.services@ogs.ny.gov</a></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:michael.riley@ogs.ny.gov">michael.riley@ogs.ny.gov</a></td>
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</tbody>
</table>

The Procurement Services Group values your input. Please complete and return the "Contract Performance Report" after use of the contract.

Description

This award includes Alternate Fuel Passenger Cars, Sport Utility Vehicles, Passenger and Cargo Vans, Pick-up Trucks and Law Enforcement Vehicles.

PR # 22539
<table>
<thead>
<tr>
<th>OGS CONTRACT NUMBER</th>
<th>CONTRACTOR INFORMATION</th>
<th>CONTRACT SPECIFICS</th>
</tr>
</thead>
</table>
| PC65853             | **Joe Basil Chevrolet, Inc.**  
5111 Transit Road  
Depew, NY 10443  
Fed ID #: 14-1554669  
NYS Vendor ID #: 1100005392  
Michael Hopkins  
Phone: 716-206-1746  
Toll Free: 800  
Fax: 716-685-1746  
Email: michaelh@joebasilchevrolet.com  
Website: www.joebasilchevrolet.com | **Pricing**  
**Executed Contract**  
Lot II – Item 13, Lot III – Item 3 and Lot IV – Item 5  
No prompt payment discount offered, P-Card allowed or electronic access ordering (EDI) |
| PC65854             | **Hoselton Chevrolet, Inc.**  
909 Fairport Road  
East Rochester, NY 14445  
Fed ID #: 16-0731157  
NYS Vendor ID #: 1000007470  
Marie Jeffers  
Phone: 585-586-7373 Ext. 2308  
Toll Free: 888-840-0456  
Fax: 585-586-8481  
Email: mariej@hoselton.com  
Website: www.nysfleet.com | **Pricing**  
**Executed Contract**  
Lot II – Items 5, 7, 10 & 12, Lot III - Items 1, 2 & 4 and Lot IV – Items 3 & 4  
No prompt payment discount offered, P-Card allowed or electronic access ordering (EDI) |
| PC65855             | **Van Bortel Ford Inc.**  
71 Marsh Road  
East Rochester, NY 12095  
Fed ID #: 16-1609363  
NYS Vendor ID #: 1000008473  
Joshua Relyea  
Joe Marchese  
Phone: 585-586-7705  
Toll Free: 888-826-2678  
Fax: 585-586-7706  
Email: jrelyea@vanbortelford.com  
jmarchese@vanbortelford.com  
Website: www.vanbortelford.com | **Pricing**  
**Executed Contract**  
Lot 1 – Items 1-17, Lot II – Items 2 & 4, Lot III 8-13 and Lot IV Items 1 & 2  
No prompt payment discount offered, P-Card allowed or electronic access ordering (EDI) |

AGENCIES SHOULD NOTIFY THE PROCUREMENT SERVICES GROUP 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 GROUP.

WOMEN-OWNED BUSINESSES: The letters **WBE** indicate the contractor is a Woman-owned Business Enterprise.

NOTE TO AUTHORIZED USERS: To assist state agencies in fulfilling their requirements under Executive Orders 111 and 04, this Award provides alternative fueled vehicles as well as gas fueled vehicles for non-state contract users. Please refer to the index on the Vehicle List tab located in the Vehicle Catalog for a list of included vehicles to determine which one best meets your entities needs.
HOW TO USE THE CONTRACTS:

Authorized users should carefully consider all vehicles for the item of interest and select the most cost-effective one for their current and anticipated program needs. The authorized user should be familiar with and follow the terms and conditions governing its use which appear in the contract document. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

When placing orders under this contract, procurement records should include detail regarding how the vehicle being purchased has been determined to be the most cost effective for current and future needs. Upon selecting the vehicle that best meets your needs, contract users should document the selection. A procurement record 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).

If options other than those included in the vehicle base specification are required, catalogs and nationally published price lists are available from Contractors in either hard-copy or electronic format. If available in both formats, they shall be furnished in the format preferred by the requesting Authorized User. When necessary, the Contractor shall assist Authorized Users in the use of catalogs and nationally published price lists. Upon determining the options needed, please refer to the Vehicle tab for the applicable option discount. Apply that discount to the price of any option ordered. Your purchase order must include the part name, number, manufacturer’s suggested retail price (MSRP), discount and net price for each option ordered.

IMPORTANT NOTE Regarding the Purchase of Ford Police Vehicles

With respect to Lot III, Items 8 – 13 and Lot IV, Items 1 and 2, Van Bortel Ford’s price includes a Police ESP Purchase Incentive of a 5yr/100K mile ESP Powertrain CARE coverage (CARE coverage) at the cost of seven hundred and fifty (750) dollars. At time of purchase Authorized Users can decline the CARE coverage and reduce the purchase price by the amount seven hundred and fifty (750) dollars, being the cost of the CARE coverage. Please indicate your choice to either accept or decline the CARE Coverage on your purchase order.

It is strongly advised that all contract users FOLLOW-UP WITH THE CONTRACTOR after submitting their purchase order, whether it was submitted by mail, electronically or by fax. This is to insure that the contractor received and placed your order.

Upon receipt of your vehicle and processing payment, be sure to audit your invoice to ensure that correctly discounted option pricing was used. If itemized pricing is not included in your invoice, please contact the PSG Associate listed on the face of this Award. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes.

State agencies must forward a copy of each vehicle purchase order to NYS OGS Risk, Insurance and Fleet Management in order to facilitate the issuance of an OGS-Issued State identification number. Each vehicle on the purchase order must also identify if the agency is obtaining state or street plates. Purchase orders can be faxed, e-mailed, or mailed to:

NYS Office of General Services
Risk, Insurance and Fleet Management
Bldg. #18, State Campus
Albany, NY 12226
Fax: 518-457-7263 - E-mail: fleet.admin@ogs.ny.gov
"OGS OR LESS" GUIDELINES APPLY TO THIS CONTRACT

Purchases of the products included in the Contract are subject to the "OGS or Less" provisions of State Finance Law§ 163(3)(a)(v). This means that State agencies can purchase products from sources other than the Contractor provided that such products are substantially similar in form, function or utility to the products herein and are lower in price and/or available under terms which are more economically efficient to the State agency (e.g. delivery terms, warranty terms, etc.).

Agencies are reminded that they must provide the State Contractor an opportunity to match the non-contract savings at least two business days prior to purchase. In addition, purchases made under "OGS or Less" flexibility must meet all requirements of law including, but not limited to, advertising in the New York State Contract Reporter, prior approval of the Comptroller's Office and competitive bidding of requirements exceeding the discretionary bid limit. State agencies should refer to Procurement Council Bulletin "OGS or Less Purchases" for complete procedural and reporting requirements.

NON-STATE AGENCIES PARTICIPATION IN CENTRALIZED CONTRACTS

New York State political subdivisions and others authorized by New York State law may participate in contracts. These include, but are not limited to local governments, public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations. See "Participation in Centralized Contracts" in Appendix B, OGS General Specifications. For purchase orders issued by the Port Authority of New York and New Jersey (or any other authorized entity that may have delivery locations adjacent to New York State), the terms of the "Price" clause shall be modified to include delivery to locations adjacent to New York State.

Upon request, all eligible non-State agencies must furnish Contractors with the proper tax exemption certificates and documentation certifying eligibility to use State contracts. A list of categories of eligible entities is available on the OGS web site (http://www.ogs.ny.gov/purchase/snt/othersuse.asp). Questions regarding an organization's eligibility to purchase from New York State Contracts may also be directed to OGS Procurement Services Group's Customer Services at 518-474-6717.

EXTENSION OF USE

Contracts may be extended to additional States or governmental jurisdictions upon mutual written agreement between New York State (the lead contracting State) and the Contractor. Political subdivisions and other authorized entities within each participating State or governmental jurisdiction may also participate in any resultant contract if such State normally allows participation by such entities. New York State reserves the right to negotiate additional discounts based on any increased volume generated by such extensions.

EXTENSION OF USE COMMITMENT

The Contractor agrees to honor all orders from State Agencies, Political Subdivisions and others authorized by law (see "Extension of Use" clause) which are in compliance with the pricing, terms, and conditions set forth in the resulting contract document.

Any unilateral limitations/restrictions imposed by the Contractor and/or manufacturer on eligible Authorized Users will be grounds for cancellation of the contract. If a contract, or any portion thereof, is canceled for this reason, any additional costs incurred by the eligible purchaser will be borne by the Contractor.
CONTRACT PERIOD AND RENEWALS

The contract shall commence with the date of award and shall terminate upon the manufacturer's production build-out date or depletion of all stocks, whichever occurs last for the 2013 model year of this contract. OGS will notify Authorized Users of the manufacturer’s production build-out date upon notification from the contractors. Such notification must be submitted immediately upon the Contractor being notified by the manufacturer.

Contractors may supply next Model Year (MY) vehicle if build-out date has occurred for the item they hold and no new MY has yet been awarded. Prices must be held to current (awarded) prices and all terms and conditions remain in effect. Once the next MY has been awarded, no further sales may take place. If no new MY has been awarded, Contractor may continue to supply current and next model year vehicles until depletion of stock or manufacturer’s production build-out. The State reserves the right to terminate this contract with cancellation terms of this IFB.

POOR PERFORMANCE

Authorized Users should notify Procurement Services' Customer Services promptly if the Contractor fails to meet the requirements of this contract. Performance which does not comply with requirements or is otherwise unsatisfactory to the Authorized User should also be reported to Customer Services:

NYS OGS Procurement Services Group
Customer Services Coordination
38th Floor Corning Tower
Empire State Plaza
Albany, NY 12242
E-mail: customer.services@ogs.ny.gov
Tel: 518-474-6717
Fax: 518-474-2437

BASIC WARRANTY

See “Additional Warranties” in Appendix B, OGS General Specifications, Section 72.

Normal wear and tear items will be warranted in accordance with Manufacturer’s Standard Warranty.

The Contractor shall warrant the vehicle and furnished equipment against parts failure or malfunction due to design, construction or installation errors, defective workmanship, and missing or incorrect parts. Where accessories are to be supplied, they must be compatible with the rest of the product.

The manufacturer’s standard warranty will apply.

Warranties shall be honored by all the manufacturer's dealers in New York State.

The warranty period for all coverage shall begin on the date vehicle is accepted or put in service, whichever occurs last.

Where cars develop chronic failures during the warranty period, Contractor shall extend the warranty period for an equal period of time following correction of such failures, as indicated in the original warranty.

DEFAULT ON DELIVERY

If during the contract period, the vehicles become unavailable or cannot be supplied for any reason (except as provided for in Appendix B §61 Savings/Force Majeure), a vehicle deemed by OGS PSG to be equal, must be supplied by Contractor. If a substitute is not available or acceptable, then a similar vehicle from the next model year must be supplied at the same price. In addition, the order may be canceled and the vehicle purchased from other sources, and the Contractor will reimburse the Authorized User for all excess costs over the contract price.
LIQUIDATED DAMAGES

In the event of a delay or default in any delivery the Authorized User shall be entitled to and shall assess against the Contractor as liquidated damages and not by way of penalty, a sum calculated as follows:

Ten dollars per day per vehicle to compensate for delay, and other loses, detriments and inconveniences attendant upon such delay from the end of the grace period commencing from the time delivery was due under the contract. A grace period of seven calendar days commencing on and including the contract date for delivery shall be extended to the vendor prior to the assessment of such liquidated damages. Notice is hereby given to the vendor that despite the extensions of the grace period herein specified - TIME SHALL BE AND IS OF THE ESSENCE IN REGARD TO DELIVERY OF THE VEHICLES.

Liquidated damages, if assessed, shall be deducted from the purchase order price for each vehicle delivered against such purchase order.

EQUIPMENT

All items of standard equipment which are provided by the manufacturer shall be furnished unless such items are expressly deleted by OGS or are specified to be other than standard. When optional equipment is specified, all components listed in the manufacturer's data book as being included with the option shall be furnished.

When a Bidder offers any type of Preferred Equipment Group option (examples: ISA, ISB, ISC, Fleet, Work Truck Group, etc.) in the bid price, it must be listed along with the Make & Model number of the vehicle on the Price Page. However, if any of these options are included in the bid price and the Bidder deletes any standard items or substitutes an item for an item of lesser value, (example: steel wheels replaces chrome wheels) the Bidder's offer for that item will not be considered and the bid will be rejected.

Everything that is provided as standard by the manufacturer with the make and model bid must be included, regardless of whether the specification calls for the item or not.

EXAMPLE:

All standard equipment provided by the manufacturer as standard on the vehicle must be included. If the vehicle comes with air conditioning, then it must be included with the bid. Air conditioning cannot be deleted because it was not identified as required by the specifications.

NOTE:

All items required by this solicitation must be factory installed. In the event an item is unavailable from the factory, OGS must be notified and approval of a non-factory item must be requested.

INSTRUCTION MANUALS

Simultaneous with delivery, the Contractor(s) shall furnish to the Authorized User, upon request, a complete instruction manual for the product and for each component supplied. The manual shall include complete instructions for unpacking, inspecting, installing, adjusting, aligning, and operating the product, together with layout and interconnection diagrams, schematic and wiring diagrams, preventive and corrective maintenance procedures, and complete parts lists, manufacturer's catalog numbers, and ordering information, if applicable.

OPERATOR’S MANUAL

The Contractor shall furnish one operator’s manual with each vehicle.
MOTOR VEHICLE REGULATIONS

Each vehicle delivered shall comply with all applicable laws and regulations of the New York State and the Federal Government in effect on the date of manufacture.

DMV INSPECTION

All vehicles in LOTS I, II and III only, must be delivered with complete NYS Inspections. In the event that a vehicle is delivered uninspected, $250 will be deducted from the invoice by the Authorized User to cover the cost of the inspection and to compensate for time. The State reserves the right to cancel a contract and/or take other action if vehicles are not properly inspected or if the New York State Department of Motor Vehicles inspection sticker is not properly affixed to vehicle. This section does not apply to Lot IV vehicles.

EMISSIONS CONTROLS

Vehicles and engines shall comply with all applicable Federal, State and Local laws and regulations in effect on the date of manufacture.

OPTIONS, ACCESSORIES, EQUIPMENT, ETC., TO BE ADDED OR DELETED FROM SPECIFIED VEHICLE FOR LOTS I, II, III and IV

General - The contractor must offer the vehicle specified with all the features, options, accessories, equipment, specified by the solicitation. Subsequently, after award, Authorized Users may purchase the specified vehicle and choose to have options, accessories, equipment, features, products, etc., (hereafter referred to as “options”) added or deleted. Such options will generally be considered “OEM” (original equipment manufacturer), but may be from other suppliers that the OEM may utilize and/or may be considered part of the OEM’s standard line of products for the vehicle involved. The options would normally be readily available from the “factory” when the OEM is building the vehicle and would normally be expected to be listed in the OEM’s offering of options. Such options would be expected to be listed in vehicle publications such as the “PC Car Book”.

Deletions - It is anticipated that Authorized Users may delete options that have been required by the solicitation’s specifications for the base vehicle involved. Contractors will be required to honor all such deletions. When an option is being deleted, the Contractor must give the Authorized User proof of the Contractor’s full cost (invoice price from manufacturer) of the option, as shown in the PC Car Book. If the option is not in the PC Car Book, the Contractor must provide documentation showing the Contractor’s cost for the option. Any deletion must clearly be shown on invoice and clearly show cost deduction.

Additions - It is anticipated that Authorized Users may add options above and beyond that which have been required by the solicitation’s specifications for the vehicle involved. Contractor shall be required to honor all such additions. When an option is being added, the Contractor must give the Authorized User proof of the MSRP Price of the option, as shown in the PC Car Book. If the option is not in the PC Car Book, the Contractor must provide documentation showing the Contractor’s price for the option from the vendor’s catalog. The percent discount bid and shown in the contract shall be applied to the MSRP to yield a net/contract price for the option. The percent discount shall be understood to include and account for any and all labor, installation, fittings, connections, etc., that might be needed to attach the option to the vehicle so that it operates to its full design capabilities; there shall be no additional up-charges, fees, etc., for adding OEM options.

Any addition must clearly show on invoice and clearly show the MSRP price, the application of the percent discount and the resultant net contract price.
**Upgraded Models** - Upgrades will not be allowed.

**SERVICE - PRIOR DELIVERY SERVICING**

Prior service by authorized representatives of the vehicle and equipment manufacturers must be available within New York State.

**For Lot I, II and III Items only,** prior to delivery, each vehicle shall be completely serviced by the Contractor or by an authorized dealer of the manufacturer in a modern, properly equipped service shop. Service shall include not less than the following:

- Lubrication,
- Wash,
- Engine tune-up,
- Wheel alignment,
- NY State Inspection,
- Body condition,
- and all other checks and adjustments required for proper complete servicing of a new vehicle.

Particular attention shall be given to door alignment, weather stripping, hardware, paint condition and tagging of cooling system. It shall be the Contractor’s responsibility to ensure at that time that all components and accessories specified have been properly installed.

If the New York State service shop where the vehicles are to be serviced and prepped is other than the Bidder’s service shop, the Bidder shall provide a letter indicating the name, address, and telephone number of the authorized dealer(s) of the manufacturer where the pre-delivery service will be performed. In addition, a letter from the authorized dealer(s) agreeing to perform this service must be provided.

**Lot IV** vehicles do NOT require prior-delivery servicing.

**POST DELIVERY SERVICING**

Post delivery service by authorized representatives of the vehicle and equipment manufacturers must be available within New York State for all Lots. Post delivery service shall be performed in a modern, properly equipped service shop.

**AVAILABILITY**

Vehicles may be sold from existing stock if they are in compliance with the contract specifications and pricing. In no way should options be added to these vehicles without the consent of the ordering Authorized User. In all cases option pricing should be in accordance with contract requirements.

"Demos," "Used" or prior model year vehicles shall not be sold without the prior written approval of the OGS Procurement Services Group.

Contractors should not pre-order vehicles for the contract with options or option packages not typically purchased under this contract. Authorized Users are encouraged to contact the Office of General Services, Procurement Services Group if they are being asked to purchase vehicles from pre-existing stock that contain numerous options in lieu of normal contract vehicles.

**SAFETY ADVISORY REGARDING 15 PASSENGER VANS**

Be advised that all vehicles operated in New York State for transporting passengers under the age of 21 to and/or from school (public or private) with a passenger capacity of greater than ten must be manufactured to meet Federal school bus safety standards. School Service includes day care, day camp, religious services or instruction. It does not include post secondary education. For further information you can contact the Passenger Carrier Safety Bureau within DOT at (518) 485-2449.
PRICE SHEETS AND CATALOGS

Contractor shall be required to furnish, without charge, catalog and nationally published price list identical to those accepted with their bid, including any changes (additions, deletions, etc.) pursuant to the contract, to Authorized Users who request them.

Catalogs and nationally published price lists may be furnished to Authorized Users in either hard-copy or electronic format. If available in both formats, they shall be furnished in the format preferred by the requesting Authorized User. Upon request the Contractor shall assist Authorized Users in the use of catalogs and nationally published price lists.

DOT OPTIONAL PACKAGE

The DOT Optional Package shall meet the following requirements:

1. Dupont Chrome Yellow 6578X, School Bus Yellow or manufacturer’s equal.

2. Cab Protector Screen:
   a. Pick up - WeatherGuard No. 1 906-X or equal painted to match the truck cab.
   b. Cargo Van Bulkhead - WeatherGuard No.86000-X (full size van)/87000-X (mini van) or equal.
      No bulkhead required for Passenger van unless specified.

3. LED Amber Flashing Beacons - Federal Signal Model Federal Signal flashing light part #252650-02NYSDOT or Star Warning Systems flashing part #255HTCL-A-NY or Whelen flashing part #L21-NYS.
   LED Amber Flashing Beacons shall be controlled by a fused/breakered, pilot lighted and labeled (no Dymo tape) switch mounted in the dash.

   Pick-up Trucks/Suburban’s/Large Vans:
   Dual flashing LED beacons affixed to the vehicle roof.

   Mounting specifics:
   a. Pick-up truck: left & right side mounted, if so equipped cab shield/protector mounted.
   b. Suburban’s / Large vans: forward & rear roof mounted.

   Minivans (Passenger Vehicles):
   Single flashing LED beacon center mounted on the forward top of the cab.
   a. Stripping on the Front Bumper (if painted) and Rear Doors or tailgate –
   b. DuPont DuLux Blue - Six (6) inch wide, eighteen (18) inch on center at 45 degrees with a minimum of four (4) stripes DuPont DuLux 6014 Blue. See diagram on next page.
   c. 3M Blue Tape - As 4a except utilizing retro-reflective blue, yellow or blue and yellow stripes (3M 580-75 /Scotchlite 680-75 or equal) six (6) inch wide reflective tape/sheeting.

4. Fire Extinguisher - 2.5 pound dry chemical ABC rated with mounting bracket.

5. Three-piece Triangle "Flare" kit with storage box for roadside emergency use.
VEHICLE PAINT STRIPING: NYS DEPARTMENT OF TRANSPORTATION

FRONT VIEW (Bumper)

(Curb side) (Street side)

Units shall have 6" Wide Stripes (minimum) at 18" On Center

Door-Panel/s shall have (a minimum of) Four Stripes
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State of New York  
Office of General Services  
PROCUREMENT SERVICES GROUP 
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.  

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<th>Excellent</th>
<th>Good</th>
<th>Acceptable</th>
<th>Unacceptable</th>
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<td>• Product meets your needs</td>
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<td>• Product meets contract specifications</td>
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<td>• Pricing</td>
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CONTRACTOR  

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<th>Excellent</th>
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<td>• Timeliness of delivery</td>
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<td>• Completeness of order (fill rate)</td>
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<td>• Employee courtesy</td>
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<td>• Problem resolution</td>
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Comments: ____________________________________________ 

(over)  

Agency: ____________________________  
Prepared by: ____________________________  

Address: ____________________________  
Title: ____________________________  

Date: ____________________________  
Phone: ____________________________  

E-mail: ____________________________  

Please detach or photocopy this form & return by FAX to 518/474-2437, email to customer.services@ogs.ny.gov or mail to:  

OGS PROCUREMENT SERVICES GROUP  
Customer Services, 38th Floor  
Corning Tower - Empire State Plaza  
Albany, New York 12242  

* * * * *  

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