

State of New York Executive Department
Office Of General Services
Procurement Services Group
Corning Tower Building - 38th Floor
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

CONTRACT AWARD NOTIFICATION

Title	:	Group 21400 - FLOOR MACHINES (Scrubbing & Polishing) (Statewide)
Award Number	:	01205 (Replaces 4193-G)
Contract Period	:	October 1, 2001 to September 30, 2002
Bid Opening Date	:	July 17, 2001
Date of Issue	:	August 29, 2001
Specification Reference:		As Incorporated in the Invitation for Bids

Address Inquiries To:

All State Agencies	Non-State Agencies
Name : Mike Boggs Title : Purchasing Officer I Phone : 518-473-1047 Fax : 518-473-4050 E-mail : mike.boggs@ogs.state.ny.us	Name : Judy Gibbons Title : Purchase Coordinator Phone : 518-474-6717 Fax : 518-474-2437 E-mail : customer.services@ogs.state.ny.us

Description

This contract provides standard and heavy duty floor scrubbing and polishing machines and high speed burnishers.

PR # 01205-G

(continued)

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC58245 SB	MASTERCRAFT INDUSTRIES, INC. 777 South Street Newburgh, NY 12550	800/835-7812 845/565-8850 Nancy Cardoza FAX #800/752-6883 FAX #845/565-9392 E-mail: mastercraft@floorcare.com Web Site: www.floorcare.com	131720036

This contractor will honor the NYS Purchasing Card for orders up to \$2,500.00.

PC58246	MERCURY FLOOR MACHINES, INC. 110 South Van Brunt Street Englewood, NJ 07631	888/568-4606 201/568-4606 Ray Herzog FAX #201/568-7462 E-mail: mercfloor@aol.com	221637564
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Note: This Contractor offers a 3% Cash Discount for payment within 15 days of delivery and/or receipt of voucher.
This Contractor offers a 1% Cash Discount for payment within 30 days of delivery and/or receipt of voucher.

PC58247	MINUTEMAN INTERNATIONAL, INC. 111 South Rohlwing Road Addison, IL 60101	800/323-9420, Ext. 210 630/627-6900, Ext. 210 Wendie G. Loosli FAX #630/627-1130 E-mail: Loosli.w@minutemanintl.com Web Site: www.minutemanintl.com	362262931
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This contractor will honor the NYS Purchasing Card for orders up to \$2,500.00.

PC58248	PULLMAN HOLT CORP. 10702 N. 46th St. Tampa, FL 33617	800/237-7582, Ext. 244 813/971-2223, Ext. 244 Theresa Tanksley FAX #800/833-8875 FAX #813/971-6090 E-mail: customerservice@white-pullmanholt.com Web Site: www.white-pullmanholt.com	061085278
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Cash Discount, If Shown, Should be Given Special Attention.

INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.

AGENCIES SHOULD NOTIFY THE PROCUREMENT SERVICES GROUP PROMPTLY IF THE CONTRACTOR FAILS TO MEET THE DELIVERY TERMS OF THIS CONTRACT. PRODUCT WHICH DOES NOT COMPLY WITH THE SPECIFICATIONS OR IS OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO THE PROCUREMENT SERVICES GROUP.

FOR TAX FREE TRANSACTIONS UNDER THE INTERNAL REVENUE CODE, THE NEW YORK STATE REGISTRATION NUMBER IS **14740026K**.

NOTE TO AGENCY:

The letters SB listed under the Contract Number indicate the contractor is a small business. Additionally, the letters MBE and WBE indicate the contractor is a Minority-owned Business Enterprise and/or Woman-owned Business Enterprise, respectively.

(continued)

NOTE TO ALL CONTRACT USERS:

The terms and conditions of the solicitation which apply to the award appear at the end of this document. We strongly advise all contract users to familiarize themselves with all terms and conditions before issuing a purchase order.

PRICE:

Price includes 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 tailgate delivery.

In addition, upon mutual agreement, delivery locations may be expanded per the "Extension of Use" clause.

<u>Item No.</u>	<u>Floor Polishing & Scrubbing Machines</u> (as per Spec. Table I)	<u>Estimated Quantity</u>	<u>Unit Price</u>
1.	Single Speed - Standard duty, with 13" Nominal Diameter brush.	15	\$362.80/unit

Catalog Reference or Model Number: BDP 13A
Weight (with brush): 72 lbs.
Guaranteed Delivery: 14 Days A/R/O

Nominal Brush Diameter: 13" spread
Brush Speed: 175 RPM
Continuous Min. Hp. Rating: 1/3 HP
Cord Size AWG#: 14-3
Machine Wt. W/One Brush: 72 lbs.
Min. Wheel Dia.: 2-1/2 inches

CONTRACTOR & MANUFACTURER, ITEM 1 - MERCURY FLOOR MACHINES, INC.

2.	Single Speed - Standard duty, with 16"-17" Nominal Diameter brush.	15	\$396.00/unit
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Catalog Reference or Model Number: M17120-00 Front Runner 17" Floor Mch.
Weight (with brush): 91 lbs.
Guaranteed Delivery: 15 Days A/R/O

Nominal Brush Diameter: 17 inches
Brush Speed: 175 RPM
Continuous Min. Hp. Rating: 3/4 HP
Cord Size AWG#: 14-3
Machine Wt. W/One Brush: 91 lbs.
Min. Wheel Dia.: 4-1/2 inches

CONTRACTOR & MANUFACTURER, ITEM 2 - MINUTEMAN INTERNATIONAL INC.

(continued)

<u>Item No.</u>	<u>Floor Polishing & Scrubbing Machines (Cont'd)</u> (as per Spec. Table I)	<u>Estimated Quantity</u>	<u>Unit Price</u>
3.	Single Speed - Standard Heavy duty, with 19"-21" Nominal Diameter brush.	200	\$388.00/unit

Catalog Reference or Model Number: M20120-01 Front Runner 20" Floor Machine

Weight (with brush): 98 lbs.

Guaranteed Delivery: 15 Days A/R/O

Nominal Brush Diameter: 20 inches

Brush Speed: 175 RPM

Continuous Min. Hp. Rating: 1 HP

Cord Size AWG#: 14-3

Machine Wt. W/One Brush: 98 lbs.

Min. Wheel Dia.: 4 -1/2 inches

CONTRACTOR & MANUFACTURER, ITEM 3 - MINUTEMAN INTERNATIONAL INC.

ITEM NO. 4 - NO AWARD

ITEM NO. 5 - NO AWARD

6.	Single High Speed (Polishing Only) - Standard duty, with 17"-18" Nominal Diameter brush.	15	\$485.00/unit
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Catalog Reference or Model Number: M17120-02 Front Runner 17" 2 Speed FM

Weight (with brush): 100 lbs.

Guaranteed Delivery: 15 Days A/R/O

Nominal Brush Diameter: 17 inches

Brush Speed: 175/300 RPM

Continuous Min. Hp. Rating: 1-1/2 HP

Cord Size AWG#: 14-3

Machine Wt. W/One Brush: 100 lbs.

Min. Wheel Dia.: 4-1/2 inches

CONTRACTOR & MANUFACTURER, ITEM 6 - MINUTEMAN INTERNATIONAL INC.

(continued)

<u>Item No.</u>	<u>Floor Polishing & Scrubbing Machines (Cont'd)</u> (as per Spec. Table I)	<u>Estimated Quantity</u>	<u>Unit Price</u>
7.	Two Speed - Standard duty, with 20" Nominal Diameter brush.	130	\$469.00/unit

Catalog Reference or Model Number: M20120-02 Front Runner 20" 2 SP Floor Machine
Weight (with brush): 103 lbs.
Guaranteed Delivery: 15 Days A/R/O

Nominal Brush Diameter: 20 inches
Brush Speed: 175/300 RPM
Continuous Min. Hp. Rating: 1-1/2 HP
Cord Size AWG#: 14-3
Machine Wt. W/One Brush: 103 lbs.
Min. Wheel Dia.: 4-1/2 inches

CONTRACTOR & MANUFACTURER, ITEM 7 - MINUTEMAN INTERNATIONAL INC.

8.	Variable Speed - Standard duty, with 20"-21" Nominal Diameter brush.	20	\$514.00/unit
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Catalog Reference or Model Number: M20120-02A Front Runner 20" Variable SP Floor Machine
Weight (with brush): 103 lbs.
Guaranteed Delivery: 15 Days A/R/O

Nominal Brush Diameter: 20 inches
Brush Speed: 160-330 RPM
Continuous Min. Hp. Rating: 1-1/2 HP
Cord Size AWG#: 14-3
Machine Wt. W/One Brush: 103 lbs.
Min. Wheel Dia.: 4-1/2 inches

CONTRACTOR & MANUFACTURER, ITEM 8 - MINUTEMAN INTERNATIONAL INC.

(continued)

<u>Item No.</u>	<u>Floor Polishing & Scrubbing Machines (Cont'd)</u> (as per Spec. Table I)	<u>Estimated Quantity</u>	<u>Unit Price</u>
9.	Ultra-High Speed - (buffer/burnisher), with 20" Nominal Diameter pad driving disc.	120	\$506.00/unit

Catalog Reference or Model Number: GB1090
Weight (with disc): 109 lbs.
Guaranteed Delivery: 25 Days A/R/O

Nominal Pad Diameter: 20 inches
Pad Speed: 1090 RPM
Continuous Min. Hp. Rating: 1.5 HP
Cord Size AWG#: 14-3
Min. Wheel Dia.: 6 inches

CONTRACTOR & MANUFACTUER, ITEM 9 - PULLMAN HOLT CORP.

10.	Super/Ultra-High Speed burnisher, with 20" Nominal Diameter pad driving disc.	60	\$529.00/unit
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Catalog Reference or Model Number: M24000-00 2400 Biurnisher 20"
Weight (with disc): 102 lbs.
Guaranteed Delivery: 15 Days A/R/O

Nominal Pad Diameter: 20 inches
Pad Speed: 2400 RPM
Continuous Min. Hp. Rating: 1-1/2 HP
Cord Size AWG#: 14-3
Min. Wheel Dia.: 5 inches

CONTRACTOR & MANUFACTURER, ITEM 10 - MINUTEMAN INTERNATIONAL INC.

(continued)

<u>Item No.</u>	<u>Floor Polishing & Scrubbing Machines, Battery Powered</u> (as per Spec. Table II)	<u>Estimated Quantity</u>	<u>Unit Price</u>
11.	20"-21" nominal width	20	\$2335.00/unit

Catalog Reference or Model Number: MC20025QP 200 Auto Scrubber Complete
Guaranteed Delivery: 15 Days A/R/O

Manufacturer of Batteries: Trojan
Manufacturers Identification Number of Batteries: Private Label
Battery Type Number: 6 Volt
Battery Dimensions: 10-3/4 L x 7-1/8 W x 10-3/4 H
Battery Amp Hour Rating: 275

Scrubbing Width: 20 inches
Tank Capacities - Min.:
Solution: 13 gals.
Receiving: 13 gals.
Power Drive Motor HP (Min.): 3/4 HP
VAC-Motor HP (Min.): 3/4 HP
Battery Capacity, 20 HR. Rate Amp HR (Min.): 275 AMP
Brush Load, Lbs. (Min.): 75 lbs.

CONTRACTOR & MANUFACTURER, ITEM 11 - MINUTEMAN INTERNATIONAL INC.

<u>Item No.</u>	<u>Floor Polishing & Scrubbing Machines, Battery Powered</u> (as per Spec. Table II)	<u>Estimated Quantity</u>	<u>Unit Price</u>
12.	24"-26" nominal width	35	\$2,948.00/unit

Catalog Reference or Model Number: MC260026QP 260 Auto Scrubber Complete
Guaranteed Delivery: 15 Days A/R/O

Manufacturer of Batteries: Trojan
Manufacturers Identification Number of Batteries: Private Label
Battery Type Number: 6 Volt
Battery Dimensions: 10 3-4 L x 7-1/8 W x 10-3/4 H
Battery Amp Hour Rating: 275

Scrubbing Width: 26 inches
Tank Capacities - Min.:
Solution: 23 gals.
Receiving: 23 gals.
Power Drive Motor HP (Min.): 3/4 HP
VAC-Motor HP (Min.): 3/4 HP
Battery Capacity, 20 HR. Rate Amp HR (Min.): 275 AMP
Brush Load, Lbs. (Min.): 120- 220 lbs.

CONTRACTOR & MANUFACTURER, ITEM 12 - MINUTEMAN INTERNATIONAL, INC.

(continued)

<u>Item No.</u>	<u>Floor Polishing & Scrubbing Machines, Battery Powered</u> (Cont'd) (as per Spec. Table II)	<u>Estimated Quantity</u>	<u>Unit Price</u>
13.	30" - 32" nominal width	15	\$3,749.00/unit

Catalog Reference or Model Number: MC32039QP 320 Auto Scrubber Complete
Guaranteed Delivery: 15 Days A/R/O

Manufacturer of Batteries: Trojan
Manufacturers Identification Number of Batteries: Private Label
Battery Type Number: 6 Volt
Battery Dimensions: 10-3/4 L x 7-1/8 W x 10-3/4 H
Battery Amp Hour Rating: 275

Scrubbing Width: 32 inches
Tank Capacities - Min.:
Solution: 26 gals.
Receiving: 26 gals.
Power Drive Motor HP (Min.): 3/4 HP
VAC-Motor HP (Min.): 3/4 HP
Battery Capacity, 20 HR. Rate Amp HR (Min.): 275 AMP
Brush Load, Lbs. (Min.): Up to 350 lbs. Adjustable

CONTRACTOR & MANUFACTURER, ITEM 13 - MINUTEMAN INTERNATIONAL INC.

<u>Item No.</u>	<u>Floor Polishing & Scrubbing Machines, Battery Powered</u> (Cont'd) (as per Spec. Table II)	<u>Estimated Quantity</u>	<u>Unit Price</u>
14.	20"-21" nominal width Three-Brush Floating System	10	\$3,503.00/unit

Catalog Reference or Model Number: MSRC-21B
Guaranteed Delivery: 30 Days A/R/O

Manufacturer of Batteries: Trojean Manufacturing Co.
Manufacturers Identification Number of Batteries: SCS 225
Battery Type Number: 31
Battery Dimensions: 13 L x 7 W x 9 H
Battery Amp Hour Rating: 130 Amp Hours

Scrubbing Width: 21 inches
Tank Capacities - Min.:
Solution: 12 gals.
Receiving: 12 gals.
Power Drive Motor HP (Min.): NA
VAC-Motor HP (Min.): 0.6 HP
Battery Capacity, 20 HR. Rate Amp HR (Min.): 130 AMP
Brush Load, Lbs. (Min.): 70 lbs.

CONTRACTOR & MANUFACTURER, ITEM 14 - MASTERCRAFT INDUSTRIES

(continued)

<u>Item No.</u>	Floor Machine, Scrubber, Electric Powered, Manually <u>Propelled</u> (as per Spec. Table III)	<u>Estimated Quantity</u>	<u>Unit Price</u>
15.	20" nominal width	10	\$1,342.00/unit

Catalog Reference or Model Number: ES2000
Guaranteed Delivery: 25 Days A/R/O

Scrubbing Width: 20 Inches
Tank Capacities
Solution: 10 gals.
Recovery: 12 gals.
Brush Drive HP: .75 HP
Vacuum HP: 1 HP
Brush Load, Lbs.: 85 lbs.

CONTRACTOR & MANUFACTURER, ITEM 15 - PULLMAN-HOLT CORP.

<u>Item No.</u>	Floor Machine, Compact, Scrubber/Washer Electric Powered, Manually <u>Propelled</u> (as per Spec. Table IV)	<u>Estimated Quantity</u>	<u>Unit Price</u>
16.	14" nominal scrubbing width	10	\$949.80

Catalog Reference or Model Number: MSR-15E (CE listed)
Guaranteed Delivery: 30 Days A/R/O

Scrubbing Width: 14 Inches
Brush Power: 200 WATTS
Vacuum Power (min.): 850 WATTS
Brush RPM (min.): 200 RPM
3-Wire Grounded Cord Length: 25 FT

CONTRACTOR & MANUFACTURER, ITEM 16 - MASTERCRAFT INDUSTRIES

(continued)

<u>Item No.</u>	Floor Machine, Scrubber/Edger, Electric Powered, Manually <u>Propelled</u> (as per Spec. Table V)	<u>Estimated Quantity</u>	<u>Unit Price</u>
17.	8" nominal scrubbing height	20	\$247.50/unit

Catalog Reference or Model Number: MWB-90
Guaranteed Delivery: 30 Days A/R/O

Scrubbing Height: 8 Inches
Brush Power: 1/4 HP
Drive Amps (min.): 1.6 AMPS
Brush RPM (min.): 1075 RPM
3-Wire Grounded Cord Length: 25 FT

CONTRACTOR & MANUFACTURER, ITEM 17 - MASTERCRAFT INDUSTRIES

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ADDITIONAL VENDOR INFORMATION
FOR ACCESSORIES AND OUT OF WARRANTY REPAIR PARTS

ITEM	DISCOUNT FROM LIST PRICE FOR ACCESSORIES	NAME, NUMBER & DATE OF PRICE LIST FOR ACCESSORIES
1.	40%	All Mercury Floormachine Brushes and Drivers
2.	20%	Minuteman International, Inc. Replacement Parts Price List dated 2/15/01
3.	20%	Minuteman International, Inc. Replacement Parts Price List dated 2/15/01
4.	NO AWARD	
5.	NO AWARD	
6.	20%	Minuteman International, Inc. Replacement Parts Price List dated 2/15/01
7.	20%	Minuteman International, Inc. Replacement Parts Price List dated 2/15/01
8.	20%	Minuteman International, Inc. Replacement Parts Price List dated 2/15/01
9.	25%	Pullman-Holt Replacement Parts Price List dated 4/20/99
10.	20%	Minuteman International, Inc. Replacement Parts Price List dated 2/15/01
11.	20% Accessories, 15% Batteries and Chargers	Minuteman International, Inc. Replacement Parts Price List dated 2/15/01
12.	20% Accessories, 15% Batteries and Chargers	Minuteman International, Inc. Replacement Parts Price List dated 2/15/01
13.	20% Accessories, 15% Batteries and Chargers	Minuteman International, Inc. Replacement Parts Price List dated 2/15/01
14.	15%	Mastercraft, Inc. Parts & Accessories 10/1/00, Commercial Price List 421758 dated 1/1/01
15.	25%	Pullman-Holt Replacement Parts Price List dated 4/20/99
16.	15%	Mastercraft, Inc. Parts & Accessories 10/1/00, Commercial Price List 421758 dated 1/1/01
17.	15%	Mastercraft, Inc. Parts & Accessories 10/1/00, Commercial Price List 421758 dated 1/1/01

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MASTERCRAFT INDUSTRIES
WARRANTY AND REPAIR FACILITIES

The following are authorized service stations in New York State that are capable of performing under the "GUARANTEE CLAUSE" of the specification.

FIRM NAME	STREET ADDRESS, CITY AND ZIP CODE	TELEPHONE	NAME OF PERSON TO CONTACT
Amity Vac & Supply Inc.	272 Broadway Amityville, NY 11701	516/789-0998	Dan Wolfe
Corr Distributors, Inc.	33 Chandler Street Buffalo, NY 14207	716/873-8323	Ed Corr
Kew Forest Maint. Supply	6890 Austin St. Forest Hills, NY 11375	718/268-0040	Jerry Blumberg
Leo Leviton	602 S. Main St. N. Syracuse, NY 13212	315/458-5264	Pat Jock
Mastercraft Industries, Inc.	777 South St. Newburgh, NY 12550	845/565-8850	Nancy Cardoza
Strauss Paper Co.	10 Slater St. Port Chester, NY 10573	914/937-0004	Bob Manilo
Vasco Brands Inc.	511 Budd St. Elmira, NY 14904	607/733-5566	Lee Peters

MERCURY FLOOR MACHINE
WARRANTY AND REPAIR INFORMATION

Names, Address and Telephone Numbers of authorized service stations capable of performing warranty and repair work under the "GUARANTEE CLAUSE" of the specification.

FIRM NAME	STREET ADDRESS, CITY AND ZIP CODE	TELEPHONE	NAME OF PERSON TO CONTACT
Mercury Floor Machine	110 South Van Brunt Street Englewood, NJ 07631	888/568-4606	Alan Diaz

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MINUTEMAN INTERNATIONAL, INC.
WARRANTY AND REPAIR INFORMATION

Names, Address and Telephone Numbers of authorized service stations capable of performing warranty and repair work under the GUARANTEE CLAUSE” of the specification.

FIRM NAME	STREET ADDRESS, CITY AND ZIP CODE	TELEPHONE
Center Moriches Paper	26 Frowein Road Center Moriches, NY 11934	631/878-1200
Cole Industrial Supply	99 Freemans Bridge Road Scotia, NY 12302	518/372-7292
E.A. Morse	11-25 Harding Middletown, NY 10940	845/342-5454
Hillyard Floor Care	159 La Grange Avenue Rochester, NY 14623	716/719-9750
Jalex Enterprises, Inc.	3535 Hargale Road Oceanside, NY 11572	516/763-1144
J.D. Brophy, Inc.	P.O. Box 247, 65 Purdy Street Harrison, NY 10528	914/835-1222
MikeCo. Service Corp.	6700 Thompson Road Syracuse, NY 13211	315/432-0101
Rochester Janitor Supply	196 North Water Street Rochester, NY 14604	716/454-1378
Sidahl Chemical	176 Front Street Hempstead, NY 11550	516/292-6061
Vacuum Cleaner Corp.	116-24 Queens Blvd. Forest Hills, NY 11375	718/261-6830
Zimmons Industrial Equipment	14 Interstate Avenue Albany, NY 12205	518/346-7391

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PULLMAN-HOLT
WARRANTY AND REPAIR INFORMATION

Names, Address and Telephone Numbers of all authorized service stations in New York State who are capable of performing warranty and repair work under the "GUARANTEE CLAUSE" of the specification.

FIRM NAME	STREET ADDRESS, CITY AND ZIP CODE	TELEPHONE
AAA Supplies, Inc.	50 Jeanne Drive Newburgh, NY 12550	845/566-4200 Fax 845/566-4545
Adirondack Janitorial Supply	P.O. Box 83 Alplaus, NY 12008	518/792-9009 Fax 518/792-4868
Aspenleiters Vac Cleaner Sales & Service	516 Monroe Ave. Rochester, NY 14607	716/442-0640
Black River Paper Co. – DBA/Blue Diamond Hardware	P.O. Box 809 Watertown, NY 13601	315/782-0920 Fax 315/782-7678
Buds Sew & Vac	4267 Merrick Road Massapequa, NY 11758	516/798-7694
Bunzl-Rochester RMA	P.O. Box 24740 Rochester, NY 14624	716/279-0080 Fax 716/279-0092
Capitaland Material Handling	420 Western Turnpike Altamont, NY 12009	518/357-2320 Fax 518/356-7282
E. A. Morse & Company	11-25 Harding Street, P.O. Box 728 Middletown, NY 10940	845/342-5454 Fax 845/342-3381
EBCO Chemical Stores, Inc.	951 South Second Street Ronkonkoma, NY 11779	516/471-9600
Edmar Cleaning Corp.	50-05 47 th Avenue Woodside, NY 11377	718/779-7900 Fax 718/779-7033
Edmer Sanitary Supply Co., Inc.	519 East Meadow Avenue East Meadow, NY 11554	516/794-2000
Emerald Island Supply Co., Inc.	500 W. Main Street Patchogue, NY 11772	631/475-3311 Fax 631/475-3350
Goodman Janitorial Supply	355 North Street Rochester, NY 14605	716/546-6993 Fax 716/546-7017
Industrial Distributors	P.O. Box 67189 Flushing, NY 11367	631/421-4182 Fax 631/421-4179
J & A Repair Shop	6206 20 th Avenue Brooklyn, NY 11204	718/232-5746
JD Brophy, Inc.	PO Box 247 Harrison, NY 10528	914/835-1222 Fax 914/835-1326
Jemco	160 Denton Avenue Lynbrook, NY 11563	516/593-8023
Keeler Sales & Service	1400 Hudson Avenue Rochester, NY 14621	716/467-3100
Kew Forest Lumber	68-90 Austin Street Forest Hills, NY 11375	718/268-0040
Leo Leviton Company, Inc.	602 S. Main St. - Rt. 11 N. Syracuse, NY 13212	315/458-5264 Fax 315/452-1476
Lex-Vac	379 3rd Ave. New York, NY 10016	212/679-3770 Fax 212/629-3301
Maines Paper & Food Service, Inc.	P.O. Box 555, Vendor #777475 Conklin, NY 13748	607/779-1328 Fax 607/723-7728
NTL Appliance Repair	316 Factory Street Watertown, NY 13601	315/788-8752

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PULLMAN-HOLT (Cont'd)

FIRM NAME	STREET ADDRESS, CITY AND ZIP CODE	TELEPHONE
NLB Production	720 16th Avenue Sylvan Beach, NY 13157	315/762-9959
Ocean Janitorial Supply	2775 Sunrise Hwy. Islip Terrace, NY 11752	631/581-4276 Fax 631/581-4286
Rappaport/Rousso Ind.	4419 Third Avenue, P.O. Box 835 Bronx, NY 10457	718/295-0100 Fax 718/733-1289
Rochester Janitor Supply	196 North Water Street Rochester, NY 14604	716/454-1378 Fax 716/454-1131
Sheen and Shine, Inc.	224 West Main Street Rochester, NY 14611	716/423-2282
Strauss Paper Company	10 Slater Street Port Chester, NY 10573	914/937-0004 Fax 914/937-0257
TP Rental Services, Inc.	417 W. 50th Street New York, NY 10019	212/713-1999 Fax 212/713-1752
Unisource-Roberts Supply	19 Avenue D Johnson City, NY 13790	607/729-2276 Fax 607/770-8800
Vacuum Cleaner Maintenance	116-24 Queens Blvd. Forest Hills, NY 11375	718/261-6830 Fax 718/261-6832
Valpro Sanitary Supplies	255 Blackstone Ave. Jamestown, NY 14701	716/665-2118 Fax 716/665-2129

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REQUEST FOR CHANGE:

Any request by the agency or contractor regarding changes in any part of the contract must be made in writing to the Office of General Services, Procurement Services Group, prior to effectuation.

CONTRACT PAYMENTS:

Payments cannot be processed by State facilities until the contract products have been delivered in satisfactory condition. Payment will be based on any invoice used in the supplier's normal course of business. However, such invoice must contain sufficient data including but not limited to Contract No., description of product, quantity, unit and price per unit as well as Federal Identification Number.

State facilities are required to forward properly completed vouchers to the Office of the State Comptroller for audit and payment. All facilities are urged to process every completed voucher expeditiously giving particular attention to those involving cash discounts.

If the contract terms indicate political subdivisions and others authorized by law are allowed to participate, they are required to make payments directly to the contractor. Prior to processing such payment the contractor may be required to complete the ordering non-State agency's own voucher form.

NON-STATE AGENCIES PARTICIPATION IN CENTRALIZED CONTRACTS:

Political subdivisions and others authorized by law may participate in contracts resulting from this bid opening. These include, but are not limited to local governments, public school and fire districts and certain nonpublic/nonprofit organizations. See "Participation in Centralized Contracts" in Appendix B, OGS General Specifications for Procurement Contracts.

Upon request, all eligible non-State agencies must furnish contractors with the proper tax exemption certificates.

EXTENSION OF USE:

Any contract resulting from this bid solicitation 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.

DELIVERY:

Delivery is expressed in number of calendar days required to make delivery after receipt of a purchase order.

Delivery shall be made in accordance with instructions on Purchase Order from each agency. 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 ordering agency and, if applicable, from the Office of General Services, Procurement Services Group.

ESTIMATED QUANTITIES:

The quantities or dollar values listed are estimated only. See "Estimated Quantity Contracts" and "Participation in Centralized Contracts" in Appendix B, OGS General Specifications for Procurement Contracts.

WARRANTIES AND GUARANTEES:

See "Warranties and Guarantees" and "Year 2000 Warranty" in Appendix B, OGS General Specifications for Procurement Contracts.

In addition, transportation charges to and from repair station, cost of repair parts, cost of labor and any incidental expenses, shall be the contractor's expense, within 1 year from date of Agency acceptance of delivery.

Equipment offered shall comply with all applicable requirements as set forth by the Occupational Safety & Health Administration (OSHA).

Where accessories are to be supplied, they must be compatible with the rest of the product.

(continued)

PRICE SHEETS AND CATALOGS:

Contractor is required to furnish, without charge, catalog and price lists identical to those accepted with their bid, including any changes (additions, deletions, etc.) pursuant to the contract, to authorized users which request them. Catalogs and price lists provided must reflect all products excluded from the resultant contract either through the omission of those portions or by obvious indications within the catalogs and price lists.

Upon request the contractor shall assist authorized users in the use of catalogs and price lists.

INSTRUCTION OF PERSONNEL:

Upon request of the using agency, and within five business days of delivery of product, the contractor shall provide instruction by qualified personnel sufficient to ensure that the product is operated and operator maintained so as to perform to the full extent of its design capabilities. Agency shall designate personnel which are to receive instruction.

INSTRUCTION MANUALS:

Simultaneous with delivery of the first component of the equipment or system specified, the contractor(s) shall furnish to the authorized user a complete instruction manual for the equipment (system) and for each component supplied. The manual shall include complete instructions for unpacking, inspecting, installing, adjusting, aligning, and operating the equipment and the system, together with system layout and interconnection diagrams, schematic and wiring diagrams, comprehensive preventive and corrective maintenance procedures, and complete parts lists, manufacturer's catalog numbers, and ordering information.

ATTACHMENTS & REPLACEMENT PARTS:

The State reserves the right, with the agreement of the contractor, to purchase attachments, and repair parts directly from authorized service stations at the discount from list price as noted in his bid. All replacement parts and related accessories listed in the manufacturer's catalog shall be available.

REPORT OF CONTRACT PURCHASES:

Contractor shall furnish report of purchases made from contract the fifteenth of the month following the end of each six month period. The reports shall be in the following format:

<u>Item/ SubItem Number</u>	<u>Product Description</u> (Size, Stock No., etc.)	<u>Total Quantity Shipped</u> (To be in Units listed in the Invitation for Bids)	<u>Total \$ Value</u>
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The report is to be submitted to the Office of General Services, Procurement Services Group, Tower Bldg., Empire State Plaza, Albany, NY 12242, to the attention of the individual shown on the front page of the Contract Award Notification and shall reference the commodity group number, the Invitation for Bids number, contract number, sales period, and contractor's name.

Failure to submit the required report may be cause for disqualification of contractor for future contracts.

(continued)

**IMPORTANT NOTICE TO BIDDERS/RESULTANT CONTRACTORS AND STATE AGENCIES -
"OGS OR LESS" GUIDELINES APPLY TO THIS CONTRACT:**

Purchases of the product(s) included in the Invitation For Bids and related Contract Award Notification are subject to the "OGS or Less" provisions of Section 163.3.a.v., Article XI, of the New York State Finance Law. This means that State agencies can purchase product(s) from sources other than the contractor provided that such product(s) are substantially similar in function, form or utility to the product(s) herein and are:

1. lower in price
-and/or-
2. 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 (currently for transactions in excess of \$10,000) and competitive bidding of requirements exceeding the discretionary bid limit (currently at \$15,000). State agencies should refer to CL-135 dated October 7, 1994 for complete procedural and reporting requirements under the "OGS or Less" Guidelines.

OVERLAPPING CONTRACT ITEMS:

Products available in this contract may also be available from other State contracts. Agencies should select the most cost effective procurement alternative that meets their program requirements and maintain a procurement record documenting the basis for this selection.

(continued)

**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.

	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 & return by FAX to 518/474-2437 or mail to:

OGS PROCUREMENT SERVICES GROUP
Customer Services, Room 3711
Corning 2nd Tower - Empire State Plaza
Albany, New York 12242
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