



Contract Award Notification

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|--------------------------------|---|---|
| Title | : | Group 79006- NASPO Discounted Airfare Classification Code(s): 78, 90 |
| Award Number | : | <u>PGB 22751</u> |
| Contract Period | : | January 1, 2014 – January 31, 2017 |
| Bid Opening Date | : | November 21, 2012 |
| Date of Issue | : | January 1, 2014 (Revised November 2, 2015) |
| Specification Reference | : | As Incorporated In The Piggyback Agreements |
| Contractor Information | : | Appears on Page 2 of this Award |

Address Inquiries To:

| State Agencies & Vendors | Political Subdivisions & Others |
|---|---|
| Name : Mark Milstein | Procurement Services |
| Title : Statewide Travel Coordinator | Customer Services |
| Phone : 518-402-5005 | Phone : 518-474-6717 |
| Fax : | Fax : 518-474-2437 |
| E-mail : travelcoordinator@ogs.ny.gov | E-mail : customer.services@ogs.ny.gov |

**Procurement Services values your input.
Complete and return "Contract Performance Report" at end of document.**

Description

The New York State Office of General Services, Procurement Services is piggybacking onto the National Association of State Procurement Officials (NASPO) ValuePoint Discount Airfare contract with Southwest Airlines established under NASPO ValuePoint Contract PA-2624.

NOTE: See individual contract items to determine actual awardees.

| <u>CONTRACT #</u> | <u>CONTRACTOR & ADDRESS</u> | <u>TELEPHONE #</u> | <u>FED.IDENT.#</u> | <u>VENDOR ID#</u> |
|-------------------|--|---|--------------------|-------------------|
| PS66212 | Southwest Airlines 2702 Love Field Drive Dallas, Texas 75235 | Steven Schaedel steven.schaedel@wnco.com 617-501-1321 | 74-1563240 | 1100100052 |

Cash Discount, If Shown, Should be Given Special Attention.

INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.
(See "Contract Payments" and "Electronic Payments" in this document.)

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.

SMALL, MINORITY AND WOMEN-OWNED BUSINESSES:

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

RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:

The Procurement Services Group supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

| | |
|----------|---------------------------|
| RS,RP,RA | Recycled |
| RM | Remanufactured |
| SW | Solid Waste Impact |
| EE | Energy Efficient |
| E* | EPA Energy Star |
| ES | Environmentally Sensitive |

NOTE TO AUTHORIZED USERS:

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

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. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), which 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).

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PROCUREMENT INSTRUCTIONS

A. Southwest Airlines will provide authorized users with a percentage discount off various commercial fares from the following airports to all Southwest Airline cities system wide.

- Albany, NY
- Buffalo, NY
- Newark, NJ
- New York (LaGuardia)
- Islip, NY
- Rochester, NY
- Midway, Illinois

B. All fares are available for business use only.

C. All authorized users must use the employee contracted travel card or Non - Employee Travel Account (NET-Card). The Net-Card is used for non-employee travel expenses. Personal credit cards or other means of reimbursement are not to be used. Non-state agencies may use the designated contracted procurement card for purchasing travel services.

D. **State authorized travel contractor must be used to reserve and purchase contracted airline tickets.** Travel contractor is listed in the TRAVEL MANAGEMENT SERVICES AWARD and is available at:
<http://www.ogs.ny.gov/purchase/snt/awardnotes/7900522536can.HTM>

E. Some metropolitan areas may have service from more than one airport at varying prices. For destinations where more than one airport is available, consideration should be given to using any of the alternate airports to make a best value determination. Travelers should take into consideration cost, total travel time and scheduling convenience when making their best value determination. Examples of cities with more than one airport include, but are not limited to:

Chicago - Served by Midway (MDW) & O'Hare (ORD)

New York City - served by Kennedy (JFK), LaGuardia (LGA) & Newark Liberty (EWR)

Washington DC - served by Dulles (IAD), Reagan National (DCA) & Baltimore (BWI)

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| State of New York Office of General Services Procurement Services Contract Performance Report |
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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: _____

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
 Customer Services, 38th Floor
 Corning 2nd Tower - Empire State Plaza
 Albany, New York 12242
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