



# Contract Award Notification

<b>Title</b>	:	<b>Group 39000 Environmentally Preferable Cleaning Products, Programs, Equipment &amp; Supplies – Statewide</b> Classification Code(s): <b>26, 27, 46</b>
<b>Award Number</b>	:	<b><u>PGB 22830-ES</u></b> (Replaces Award 22791) <b>(Statewide)</b>
<b>Contract Period</b>	:	<b>April 1, 2015 thru March 31, 2019</b>
<b>Bid Opening Date</b>	:	<b>January 9, 2015</b>
<b>Date of Issue</b>	:	<b>April 1, 2015 (Revised April 1, 2018)</b>
<b>Specification Reference</b>	:	<b>As Incorporated In The</b>
<b>Contractor Information</b>	:	<b>Appears on Page 2 of this Award</b>

## Address Inquiries To:

State Agencies & Vendors		Political Subdivisions & Others	
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Title:	Contract Management Specialist		Customer Services
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**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

## Description

This multi-state contract covers certain cleaning supplies that comply with the requirement of Chapter 584 of the Laws of 2005 directing state agencies to use environmentally preferred cleaning products; State Education Law 409-I, and State Finance Law 163-b directing public and non-public elementary and secondary schools in New York state to use environmentally sensitive cleaning and maintenance products. It is also consistent with Executive Order 4 directing agencies to green their procurements.

**NOTE: See individual contract items to determine actual awardees.**

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.# / NYS VENDOR#</u></b>
<b>PC66828 WBE SB</b>	CORR DISTRIBUTORS INC. 89 PEARCE AVENUE TONAWANDA, NY 14150	800-536-8323 716-873-8323 Edward C. Corr Fax No.: 716-873-2968 E-mail: ecorr@corr distributors.com Website: www.corr distributors.com	<b>FEDERAL ID #</b> 161117762 <b>VENDOR ID #</b> 1000007775
<b>PC66831</b>	HILLYARD, INC. 125 RAWSON ROAD VICTOR, NY 14564	800-695-5536 585-924-2820 Jay Jones Fax No.: 585-924-2829 E-mail: jjones@hillyard.com Website: http://ny.hillyard.com	<b>FEDERAL ID #</b> 440522196 <b>VENDOR ID #</b> 1000009363
<b>PC66833</b>	MD STETSON CO. INC. 92 YORK AVENUE RANDOLPH, MA 02093	781-986-6161 X 121 Michael Glass 800-255-8651 x121 Fax No.: 781-961-1764 E-mail: mike.glass@mdstetson.com	<b>FEDERAL ID #</b> 042039595 <b>VENDOR ID #</b> 1000049222
<b>PC66835</b>	STAPLES CONTRACT & COMMERCIAL INC. 50 Methodist Hill Drive Rochester, NY 14623	518-417-3884 James Morgan Fax No.: 845-463-6132 E-mail: james.morgan @ staples.com	<b>FEDERAL ID #</b> 043390816 <b>VENDOR ID #</b> 1000005286
<b>PC66836</b>	VERITIV OPERATING COMPANY 4501 Westport Dr. Mechanicsburg, PA 17055	717-215-4249 800-677-7273 Joseph Gurzenda Fax no.: 717-612-3105 E-mail: joseph.gurzenda@veritivcorp.com	<b>FEDERAL ID #</b> 135369500 <b>VENDOR ID #</b> 1000027102
<b>PC67690</b>	W.B. MASON CO., INC. 59 CENTRE STREET BROCKTON, MA 02301	888-926-2766 Christopher Szczesiul Fax No. 508-427-4460 E-mail: christopher.szczesiul @wbmason.com	<b>FEDERAL ID #</b> 04-2455641 <b>VENDOR ID #</b> 1000011030

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 NEW YORK STATE PROCUREMENT 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.

**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 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).

## **PURCHASING ORDER OF PRECEDENCE:**

To meet their varying needs and their form, function and utility requirements, authorized users must follow the following order of precedence when choosing the proper procurement vehicle:

1. Preferred source offerings;
2. OGS centralized commodity contracts including this contract and other OGS contracts listed in the Overlapping Contract Items clause;
3. Agency or multi-agency established contracts; and
4. OGS centralized service or technology contracts or an “open market” procurement that can either be discretionary or result from a formal, competitive bidding process based on the total value of the procurement.

Further details on the procurement process can be located at: <http://www.ogs.state.ny.us/procurecounc/pdfdoc/guidelines.pdf>

## **PREFERRED SOURCE PRODUCTS:**

Section 162 of the New York State Finance Law requires that New York State agencies afford first priority to the products of preferred source suppliers, such as Correctional Industries (Corcraft), Industries for the Blind of NYS, and NYS Industries for the Disabled, when such products meet the form, function and utility of the agency. Some products in the Master Contract and the resultant New York State Contract may be available from one or more preferred sources. Contractor understands and agrees that such products must be purchased from a preferred source in accordance with New York State Law.

## **NEW YORK STATE’S EXECUTIVE ORDER NO 4:**

EO 4 requires every State agency and authority to develop and implement a Sustainability and Environmental Stewardship Program, which must include projects, programs and policies designed to reduce the public health and environmental impacts of their operations, such as reduction or elimination of the use and generation of toxic substances, pollution and waste. OGS considers the continuation and enhancement of agency green cleaning programs to be part and parcel of compliance with EO 4. For these reasons, it is the opinion of OGS, those agencies and authorities must utilize green cleaning practices in complying with EO 4.

Pursuant to EO 4, janitorial paper and other paper supplies purchased by each State agency or authority shall be composed of 100% post-consumer recycled content to the maximum extent practicable and all copy paper and janitorial paper shall be process chlorine free to the extent practicable, unless such products do not meet required form, function or utility, or the cost of the product is not competitive.

<https://greencleaning.ny.gov/>

**To see the complete list of products and prices list go to:**

<http://www.ogs.ny.gov/purchase/spg/awards/3900022830CAN.HTM>

**To see the Master Contract FAC85 go to:**

<https://www.commbuys.com/bsa/external/purchaseorder/poSummary.sdo?docId=PO-15-1080-OSD01-OSD10-00000003619&releaseNbr=0&parentUrl=contract>

**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, 38th Floor  
 Corning Tower - Empire State Plaza  
 Albany, New York 12242  
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