

Group 40625 Award PGB-23345 - Heavy Equipment ATTACHMENT 3 – REPORT OF CONTRACT USAGE

Enter the required information in the cells below.

Required Information	Response
Contractor Business Name:	
NYS Contract Number:	
Reporting Period (Dates):	

Contractor shall submit this Report of Contract Usage, including total sales to Authorized Users of this Contract by Contractor, and all authorized resellers, dealers and distributors, if any, no later than 15 days after the close of each calendar quarter. Calendar quarters are Q1: January 1 to March 31, Q2: April 1 to June 30, Q3: July 1 to September 30, and Q4: October 1 to December 31. Include sales for each quarter based on the date the invoice was issued, not the date of order. If the Contract period begins or ends in a fractional portion of a reporting period, only the actual Contract sales for this fractional period should be included in the quarterly report. Failure to submit reports on a timely basis may result in Contract cancellation and designation of Contractor as non-responsible.

The report is to be submitted electronically via email in Microsoft Excel to OGS Procurement Services, to the attention of the individual listed on the front page of the Contract Award Notification. Format the subject line of the email as follows: Sales Report_Sales Year_Sales Quarter_Contractor Business Name (e.g., Sales Report 2025 Q4 XYZ Business Name).

The chart below provides definitions and instructions, and example data, for the Columns listed in the Contract Usage tab.

Column	Definition / Instructions	Example
Vendor Business Name	Enter the business name of the entity, (i.e., the Contractor or an Authorized Reseller/Distributor/Dealer/etc. that has been approved by OGS to provide Product under the Contract), that sold the Contract item to the Authorized User.	ABC Company
Contractor or Reseller	Select "Contractor" or "Reseller" from the drop-down menu, as applicable, to indicate if the vendor identified in the Vendor Business Name Column is the Contractor or a Reseller. The term "Reseller" includes Distributor/Dealer/Subcontractor/etc.	Contractor
SB	Select "SB" or "N/A" from the drop-down menu, as applicable, to indicate if the vendor identified in the Vendor Business Name Column is a NYS Small Business. "Small Business" means a business which: (a) is resident in New York State, (b) is independently owned and operated, (c) is not dominant in its field and, (d) employs one hundred or fewer persons.	N/A
M/WBE	Select "MBE" "WBE" "MWBE" or "N/A" from the drop-down menu, as applicable, to indicate if the vendor identified in the Vendor Business Name Column is listed as a certified Minority- or Women-Owned Business Enterprise in the NYS Empire State Development Directory of Certified Minority- and Women-Owned Businesses, located at https://ny.newnycontracts.com (click on "Search the Directory" under "NYS Directory of Certified Firms").	MWBE
SDVOB	Select "SDVOB" or "N/A" from the drop-down menu, as applicable, to indicate if the vendor identified in the Vendor Business Name Column is listed in the Directory of New York State Service-Disabled Veteran-Owned Businesses located at https://online.ogs.ny.gov/sdvob/search .	SDVOB
Order Date	Date on ordering entity's purchase order or other document used to place the order	10/01/30
Purchase Order Number	Number on ordering entity's purchase order or other document used to place the order	0000035842
Invoice Date	Date on vendor's invoice to ordering entity	10/30/30
Invoice Number	Number on vendor's invoice to ordering entity	25-12345
Mini-Bid Number	Number that identifies the mini-bid issued and awarded by the Authorized User	PB-12345
State / Non-State	Select "State" or "Non-State" from the drop-down menu, as applicable, to indicate if the ordering entity is a State Agency (see "State Agency List" worksheet), or a Non-State entity (e.g., a county, town, school district)	State
Authorized User Entity Name	Name of the entity that placed the order. If "State" was selected in the State / Non-State Column, select the entity name from the drop-down. If "Non-State" was selected, manually enter the name of the entity.	Department of Transportation
Region / Facility / Location Name	Region / Facility / Location or other secondary name that identifies the ordering entity	Region 5
Authorized User Location (Ship to City)	City where the item was delivered. Enter "Multiple" if one order was placed for delivery to multiple locations.	Buffalo
Authorized User Location (Ship to County)	County where the item was delivered. Enter "Multiple" if one order was placed for delivery to multiple locations.	Erie
Contract Lot	The number, letter, or category of the Contract Lot for the item purchased, and description if applicable.	A - Tools
Item Number	Contractor's unique alphanumeric identifier assigned to the item. Examples of item numbers include Product Order Codes, ID Numbers, Model Numbers and Catalog Numbers.	A123
Item Name / Description	Description of the item	Claw Hammer
Manufacturer Name	Manufacturer business name of the item purchased	Acme Co.
Manufacturer's Item Number	The manufacturer's unique alphanumeric identifier assigned to the item. Examples of manufacturer's item numbers include Product Order Codes, ID Numbers, Model Numbers and Catalog Numbers.	4567B
GreenNY	Select "Yes" or "No" from the drop-down menu, as applicable, to indicate if the Item meets the GreenNY Specifications (https://ogs.ny.gov/greenny)	No
Unit of Measure	Packing size of product (e.g. each, per foot, etc.)	Each
Unit List Price	Published Contractor unit price for the item purchased	\$100.00
NYS Discount %	The percent difference between Unit List Price and NYS Contract Unit Price (automatically calculated)	10.00%
NYS Contract Unit Price	Unit Price that the Authorized User was invoiced for the item	\$90.00
Delivered Quantity	Quantity of the item purchased by the Authorized User	2
Total NYS Contract Price	The NYS Contract Unit Price multiplied by the Quantity (automatically calculated)	\$180.00

Contractor Business Name: Enter on Instructions Sheet
NYS Contract Number: Enter on Instructions Sheet
Reporting Period (Dates): Enter on Instructions Sheet

DO NOT ADD, REMOVE OR REARRANGE ANY COLUMNS. ADDITIONAL ROWS MAY BE INSERTED IF NECESSARY.

Vendor Business Name	Contractor or Reseller	SB	M/WBE	SDVOB	Order Date	Purchase Order Number	Invoice Date	Invoice Number	Mini-Bid Number	State / Non-State	Authorized User Entity Name (Use drop-down for State Agencies)	Region/ Facility/ Location Name	Authorized User Location (Ship to City)	Authorized User Location (Ship to County)	Contract Lot	Item Number	Item Name / Description	Manufacturer Name	Manufacturer's Item Number	GreenNY	Unit of Measure	Unit List Price	NYS Discount %	NYS Contract Unit Price	Delivered Quantity	Total NYS Contract Price	
<i>Example: ABC Company</i>	Contractor	N/A	MWBE	SDVOB	10/01/30	0000035842	10/30/30	25-12345	PB-12345	State	Department of Transportation	Region 5	Buffalo	Erie	A - Tools	A1234	Claw Hammer	Acme Co.	4567B	No	Each	\$ 100.00	10.00%	\$ 90.00	2	\$ 180.00	
																										\$ -	
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -
																											\$ -

State Agency List

The following entities are considered NY State Agencies. When completing the Report of Contract Usage, indicate "State" in Column K for the entity type for Authorized Users with these entity names. *Note: Other entities (counties, towns, villages, etc.) may have divisions with similar names (e.g., Wayne County Department of Transportation), but are not considered "State" entities). To streamline completion of the Report of Contract Usage, it is recommended that Contractor/Resellers use the exact names in this list when processing orders for State Agencies. This list is provided as a courtesy and may not be up to date.*

State

Adirondack Park Agency
 Authorities Budget Office
 Battery Park City Authority
 Board of Elections
 Bridge Authority
 Canal Corporation
 Central Pine Barrens Joint Planning and Policy Commission
 Commission of Correction
 Commission on Ethics and Lobbying in Government
 Commission on Judicial Conduct
 Council on Children and Families
 Council on Developmental Disabilities
 Council on the Arts
 CUNY - City University of New York
 CUNY - Baccalaureate Degree
 CUNY - Baruch College
 CUNY - Borough of Manhattan Community College
 CUNY - Bronx Community College
 CUNY - Brooklyn College
 CUNY - City College
 CUNY - City University Accounting Office
 CUNY - City University Construction Fund
 CUNY - College of Staten Island
 CUNY - Graduate Center
 CUNY - Graduate School
 CUNY - Graduate School of Journalism
 CUNY - Guttman Community College
 CUNY - Hostos Community College
 CUNY - Hunter College
 CUNY - John Jay College
 CUNY - John Jay College of Criminal Justice
 CUNY - Kingsborough Community College
 CUNY - LaGuardia Community College
 CUNY - Lehman College
 CUNY - Macaulay Honors College
 CUNY - Medgar Evers College
 CUNY - New York City College of Technology
 CUNY - New York City Technical College
 CUNY - Online Baccalaureate Degree
 CUNY - Queens College
 CUNY - Queensborough Community College
 CUNY - School of Law
 CUNY - School of Professional Studies
 CUNY - School of Public Health

State Agency List

CUNY - York College
Department of Agriculture and Markets
Department of Civil Service
DOCCS - Department of Corrections and Community Supervision
DOCCS - Adirondack Correctional Facility
DOCCS - Albion Correctional Facility
DOCCS - Altona Correctional Facility
DOCCS - Arthur Kill Correctional Facility
DOCCS - Attica Correctional Facility
DOCCS - Auburn Correctional Facility
DOCCS - Bare Hill Correctional Facility
DOCCS - Bayview Correctional Facility
DOCCS - Beacon Correctional Facility
DOCCS - Bedford Hills Correctional Facility
DOCCS - Butler Correctional Facility
DOCCS - Camp Georgetown Correctional Facility
DOCCS - Camp Pharsalia Correctional Facility
DOCCS - Cape Vincent Correctional Facility
DOCCS - Cayuga Correctional Facility
DOCCS - Central Office Medical Bill Paying Unit
DOCCS - Central Pharmacy
DOCCS - Chateaugay Alcohol Substance Abuse Correctional Treatment Center
DOCCS - Clinton Correctional Facility
DOCCS - Collins Correctional Facility
DOCCS - Corcraft - Division of Correctional Industries (within DOCCS)
DOCCS - Corcraft - Albion
DOCCS - Corcraft - Attica
DOCCS - Corcraft - Auburn
DOCCS - Corcraft - Central Office
DOCCS - Corcraft - Clinton
DOCCS - Corcraft - Coxsackie
DOCCS - Corcraft - Elmira
DOCCS - Corcraft - Fishkill
DOCCS - Corcraft - Great Meadow
DOCCS - Coxsackie Correctional Facility
DOCCS - Department of Correctional Services - Agencywide
DOCCS - Downstate Correctional Facility
DOCCS - Eastern Correctional Facility
DOCCS - Edgecombe Correctional Facility
DOCCS - Elmira Correctional Facility
DOCCS - Fishkill Correctional Facility
DOCCS - Five Points Correctional Facility
DOCCS - Franklin Correctional Facility
DOCCS - Fulton Correctional Facility
DOCCS - Gouverneur Correctional Facility
DOCCS - Gowanda Correctional Facility
DOCCS - Great Meadow Correctional Facility
DOCCS - Green Haven Correctional Facility
DOCCS - Greene Correctional Facility
DOCCS - Groveland Correctional Facility
DOCCS - Hale Creek Alcohol Substance Abuse Treatment Correctional Annex
DOCCS - Hudson Correctional Facility
DOCCS - Lakeview Shock Incarceration Correctional Facility

State Agency List

DOCCS - Lincoln Correctional Facility
DOCCS - Livingston Correctional Facility
DOCCS - Lyon Mountain Correctional Facility
DOCCS - Marcy Correctional Facility
DOCCS - Mid-Orange Correctional Facility
DOCCS - Mid-State Correctional Facility
DOCCS - Mohawk Correctional Facility
DOCCS - Monterey Shock Incarceration Correctional Facility
DOCCS - Moriah Shock Incarceration Correctional Facility
DOCCS - Mt. McGregor Correctional Facility
DOCCS - Ogdensburg Correctional Facility
DOCCS - Oneida Correctional Facility
DOCCS - Oneida Food Production Center
DOCCS - Operations - NYC Central Administration
DOCCS - Orleans Correctional Facility
DOCCS - Otisville Correctional Facility
DOCCS - Queensboro Correctional Facility
DOCCS - Riverview Correctional Facility
DOCCS - Shawangunk Correctional Facility
DOCCS - Sing Sing Correctional Facility
DOCCS - Southport Correctional Facility
DOCCS - Sullivan Correctional Facility
DOCCS - Summit Shock Incarceration Correctional Facility
DOCCS - Taconic Correctional Facility
DOCCS - Ulster Correctional Facility
DOCCS - Upstate Correctional Facility
DOCCS - Walkkill Correctional Facility
DOCCS - Washington Correctional Facility
DOCCS - Watertown Correctional Facility
DOCCS - Wende Correctional Facility
DOCCS - Willard Drug Treatment Center
DOCCS - Woodbourne Correctional Facility
DOCCS - Wyoming Correctional Facility
Department of Education
Department of Environmental Conservation
Department of Financial Services
DOH - Department of Health
DOH - Helen Hayes Hospital
DOH - Veterans' Home at Montrose
DOH - Veterans' Home at Oxford
DOH - Veterans' Home at Saint Albans
DOH - Western New York Veterans' Home at Batavia
Department of Labor
Department of Motor Vehicles
Department of Public Service
Department of State
Department of Taxation and Finance
Department of Transportation
Department of Veterans' Services
Division of Consumer Protection
Division of Criminal Justice Services
Division of Homeland Security and Emergency Services
Division of Human Rights

State Agency List

Division of Military and Naval Affairs
Division of State Police
Division of Tax Appeals and Tax Appeals Tribunal
Division of the Budget
Dormitory Authority
Empire State Development
Energy Research and Development Authority
Environmental Facilities Corporation
Financial Control Board
Gaming Commission
Geographic Information Systems
Governor's Traffic Safety Committee
Higher Education Services Corporation
Homes and Community Renewal
Housing Finance Agency/ State of NY Mortgage Agency
Hudson River Park Trust
Hudson River Valley Greenway
Jacob K. Javits Convention Center
Justice Center for the Protection of People with Special Needs
Liquidation Bureau
Liquor Authority, Division of Alcoholic Beverage Control
Long Island Power Authority
Metropolitan Transportation Authority
MTA Inspector General
New York Assembly
New York State Insurance Fund
New York State Law Revision Commission
New York State Senate
Niagara Frontier Transportation Authority
NYC311
Office for New Americans
OPWDD - Office for People With Developmental Disabilities
OPWDD - Bernard M. Fineson Developmental Disabilities Service Office
OPWDD - Brooklyn Developmental Disabilities Service Office
OPWDD - Broome Developmental Disabilities Service Office
OPWDD - Capital District Developmental Disabilities Service Office
OPWDD - Central New York Developmental Disabilities Service Office
OPWDD - Finger Lakes Developmental Disabilities Service Office
OPWDD - Hudson Valley Developmental Disabilities Service Office
OPWDD - Institute for Basic Research
OPWDD - Long Island Developmental Disabilities Service Office
OPWDD - Metro New York Developmental Disabilities Service Office
OPWDD - Office For People with Developmental Disabilities
OPWDD - Staten Island Developmental Disabilities Service Office
OPWDD - Sunmount Developmental Disabilities Service Office
OPWDD - Taconic Developmental Disabilities Service Office
OPWDD - Western New York Developmental Disabilities Service Office
Office for the Aging
Office for the Prevention of Domestic Violence
Office of Addiction Services and Supports
Office of Attorney General
Office of Cannabis Management
Office of Children and Family Services

State Agency List

Office of Counter Terrorism
Office of Emergency Management
Office of Employee Relations
Office of Fire Prevention and Control
Office of General Services
Office of Information Technology Services
Office of Interoperable and Emergency Communications
OMH - Office of Mental Health
OMH - Binghamton Psychiatric Center
OMH - Bronx Psychiatric Center
OMH - Brooklyn Children's Center
OMH - Buffalo Psychiatric Center
OMH - Capital District Psychiatric Center
OMH - Central New York Psychiatric Center
OMH - Creedmoor Psychiatric Center
OMH - Elmira Psychiatric Center
OMH - Hudson River Psychiatric Center
OMH - Hutchings Psychiatric Center
OMH - Kingsboro Psychiatric Center
OMH - Kirby Forensic Psychiatric Center
OMH - Manhattan Psychiatric Center
OMH - Mid-Hudson Forensic Psychiatric Center
OMH - Mohawk Valley Psychiatric Center
OMH - Nathan S. Kline Institute
OMH - New York Psychiatric Institute
OMH - Office of Mental Health
OMH - Pilgrim Psychiatric Center
OMH - Rochester Psychiatric Center
OMH - Rockland Psychiatric Center
OMH - South Beach Psychiatric Center
OMH - St. Lawrence Psychiatric Center
OMH - Western New York Psychiatric Center
Office of Parks, Recreation and Historic Preservation
Office of State Comptroller
Office of Temporary and Disability Assistance
Office of the Governor
Office of the Inspector General
Office of the Medicaid Inspector General
Office of Victim Services
Olympic Regional Development Authority
Port Authority of New York and New Jersey
Power Authority
Roosevelt Island Operating Corporation of the State of New York
South Shore Estuary Council
State Employees Federated Appeal
State University Construction Fund
SUNY - State University of New York
SUNY - Adirondack Community College
SUNY - Albany
SUNY - Alfred State
SUNY - Alfred State - College of Ceramics
SUNY - Alfred State - College of Technology
SUNY - Alfred University - College of Ceramics

State Agency List

SUNY - Binghamton
SUNY - Brockport
SUNY - Brooklyn - Educational Opportunity Center
SUNY - Brooklyn - Health Science Center
SUNY - Broome Community College
SUNY - Buffalo State College
SUNY - Buffalo, University of
SUNY - Buffalo, University of - Research Institute on Addictions
SUNY - Canton - College of Technology
SUNY - Capital District Opportunity Center
SUNY - Cayuga Community College
SUNY - Clinton Community College
SUNY - Cobleskill - College of Agriculture and Technology
SUNY - College of Environmental Science and Forestry - ESF
SUNY - College of Optometry
SUNY - Columbia-Greene Community College
SUNY - Cornell University
SUNY - Cornell University - College of Agriculture & Life Sciences
SUNY - Cornell University - College of Human Ecology
SUNY - Cornell University - College of Veterinary Medicine
SUNY - Cornell University - New York State Statutory College
SUNY - Cornell University - NYS School of Industrial & Labor Relations
SUNY - Corning Community College
SUNY - Corning Community College
SUNY - Cortland
SUNY - Delhi - College of Technology
SUNY - Downstate Medical Center
SUNY - Dutchess Community College
SUNY - Empire State College
SUNY - Erie Community College
SUNY - Farmingdale - College of Technology
SUNY - Farmingdale State College
SUNY - Fashion Institute of Technology
SUNY - Fiduciary Student Loan - Federal and State
SUNY - Finger Lakes Community College
SUNY - Fredonia
SUNY - Fulton-Montgomery Community College
SUNY - General State Charges
SUNY - Genesee Community College
SUNY - Geneseo
SUNY - Herkimer County Community College
SUNY - Hudson Valley Community College
SUNY - Jamestown Community College
SUNY - Jefferson Community College
SUNY - Kingston - Small Business Development Corporation
SUNY - Manhattan Educational Opportunity Center - EOC
SUNY - Maritime College
SUNY - Mohawk Valley Community College
SUNY - Monroe Community College
SUNY - Morrisville
SUNY - Nassau Community College
SUNY - New Paltz
SUNY - Niagara County Community College

State Agency List

SUNY - North Country Community College
SUNY - Old Westbury
SUNY - Oneonta
SUNY - Onondaga Community College
SUNY - Orange County Community College
SUNY - Oswego
SUNY - Plattsburgh
SUNY - Polytechnical Institute - SUNY CNSE
SUNY - Polytechnical Institute - SUNY IT
SUNY - Potsdam
SUNY - Purchase
SUNY - Rockland Community College
SUNY - Schenectady County Community College
SUNY - State University Construction Fund
SUNY - State University Plaza - System Administration
SUNY - Stony Brook
SUNY - Stony Brook - Long Island State Veterans Home
SUNY - Stony Brook - University Hospital
SUNY - Suffolk County Community College
SUNY - Sullivan County Community College
SUNY - System Administration
SUNY - Tompkins Cortland Community College
SUNY - Ulster County Community College
SUNY - Upstate Medical University
SUNY - Upstate Medical University - Health Sciences Center
SUNY - Upstate Medical University - Hospital Purchasing
SUNY - Utica/Rome - Institute of Technology - Union
SUNY - Westchester Community College
Teachers' Retirement System
Thruway Authority
Workers Compensation Board
Unified Court System