

STATE OF NEW YORK

<u>Contracting Officer Name, Contact Info, Website</u>	Matthew Jones, Contract Manager 518-474-4163 Matthew.jones@ogs.ny.gov Website: www.ogs.ny.gov/purchase/spg/awards/2091522398CAN.HTM 2018 Q&A https://www.ogs.ny.gov/purchase/biddocument/23109bid_QnA.pdf
<u>Contract Number</u>	PC66446 Contract Info: http://www.ogs.ny.gov/purchase/spg/pdfdocs/2091522398ContractorInfo.pdf Vendor Profile https://esupplier.sfs.ny.gov/psp/fscm/SUPPLIER/?cmd=login&languageCd=ENG& Vendor Portal https://esupplier.sfs.ny.gov/psp/fscm/SUPPLIER/?cmd=login
<u>Vendor Number</u> <u>Contract Assignment:</u>	1100157766 NEW 1000009505 OLD http://www.osc.state.ny.us/vendors/vendorguide/guide.htm#address Group #20915 Award #22398
<u>Effective Date</u>	12/02/2013 - 12/01/2018
<u>Discount/ Price List</u>	51% off 2017 price list-(freight is included in this discount)-Install is additional Inside Delivery 15% of product only
<u>Dealer Commission</u>	10% less freight <i>Freight is deducted from total sale before figuring comm. Do not deduct total freight amount from commission.</i>
<u>Rep Commission</u>	6.2527%

<u>Reporting</u>	Semi Annual 12-1-16–5-30-17 (June 15, 2017) 6-1-17–11-30-17 (Dec. 15, 2017) 12-01-17–05-30-18 (June 15, 2018) 6-1-18–11-30-18 (Dec. 15, 2018) If the dealer received payment from the agency, they must report the sale. Prime Contractors must request each subContractor to submit the EEO-101 form. The prime Contractor can choose to either submit the form on behalf of the subContractor or have the subContractor submit it directly to OGS, in either electronic or hard copy.
<u>Remit To</u>	Christen Hall Christen.Hall@ogs.ny.gov p. (518) 486-1900 Template under State of NY files in My documents
<u>Additional Fees</u>	N/A
<u>Warranty</u>	10 years
<u>Price Increase Before Renewal</u> Y or N	Y-Only once a year. Date determined by OGS. Usually around August
<u>Product Offered Off Contract:</u> Y or N	No. Items off contract cannot be entered and reported to the state, however we can quote and sell as open market to the dealer. **No Customs are Allowed (p.6). Every Item Must Have an Approved Sku**
<u>Dealers Added/Deleted</u>	N-Only three times a year. March, June, and December New contract>Jan.,Apr.,Aug.,Dec. <i>Note: Dealers must provide a NYS Vendor ID and W-9 in order to be added</i>

Agency submits purchase order to Cabot Wrenn, along with dealer proposal Bill to agency. If agency wants to make PO out to dealer for minority credits, this is acceptable. We would then invoice the dealer, subtracting out the commission. However, the dealer must report the sale to OGS.

Freight is keyed at \$0 added unless under \$1300, however, we back out what the freight amount would have been on last line: F7 key on comment line- this will cause a popup asking for the CW freight amount. After entering the amount, it will auto format the comment. Entering E at the

amount will abort and close the popup. The amount will be editable via comments. Entering F7 a second time would cause multiple comment lines.

Frequently Asked Questions

<https://www.ogs.ny.gov/purchase/spg/pdfdocs/2091522398FAQ.pdf>

Contractors are not required to allow Resellers to accept Purchase Orders and direct payment. Per Section 3.3 New York State Vendor File, Authorized Reseller(s) who accept payment directly from the State, must be registered in the New York State Vendor File (Vendor File) administered by the Office of the State Comptroller (OSC).