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Contract Information

NY State OGS

Group 20915 – Furniture, ALL TYPES

Contract # PC68395

Contract Term

The contract term is 12/02/2018-12/01/2023.

Contract Pricing

The contract establishes a ceiling price for the purchasing agencies. Dealers may not sell above this price, but can always go lower if desired. The discount off list at which dealers sell to the purchasing agency is tiered as follows:

List Price Floor	List Price Ceiling	Discount	Freight Included
\$0	\$4,999.99	38%	Dock Delivery
\$5,000.00	\$9,999.99	40%	Dock Delivery
\$10,000.00		42%	Dock Delivery

Minimum Order - The sell price includes dock delivery, however there is a \$500 minimum order for free freight. Orders less than \$500 can have freight costs added to the invoice.

Inside Delivery (see page 2 for definition) - If inside delivery is requested, the following charges can be added to the invoice:
Downstate: 15% of final price | Upstate: 10% of final price

Restocking Fees – For returns, restocking fees can be applied as follows:
General Line Items: 25% of net price | Cafeteria Tables: 35% of final price

Current OGS Price List

OGS only allows price lists to be updated once per year around the contract start date. As such, dealers should be careful to always quote based off the price list posted on the Contractor Information page:

https://online.ogs.ny.gov/purchase/spg/pdfdocs/2091523109PL_NPS.pdf

Report of Contract Usage

NPS is required to send semi-annual sales reports to OGS in a specific format. Dealers are required to furnish NPS with their contract sales in the same format so that we can compile everything into a single report for OGS in a timely manner.

Additional Usage Reports

Additional reporting is required by OGS for certain business types (MWBE, SDVOB etc.). If your company falls into one of these categories, you may be asked to provide additional reports so that we stay compliant with OGS requirements.





OGS Definitions for Upstate/Downstate and Inside Delivery

- A. All Bidders will be required to offer inside delivery, which may be at an additional cost represented by a percentage above the net price charged, and may be charged at a different percentage rate for Downstate and Upstate. For this Solicitation, Downstate is defined as the Metropolitan NYC area, which includes the following nine (9) counties: Rockland, Westchester, Nassau, Suffolk, Queens, Kings, New York, Bronx and Richmond. Upstate is defined as the rest of New York State.
- B. Inside delivery is intended for essentially free-standing furniture when the Authorized User is unable to bring it from the dock to the point of use. It shall consist of removal from truck, bringing to point of use, uncrating, minor assembly (for example: attach hutch to desk or credenza, attach a return, set shelves in bookcase and leveling), removal of debris and leaving ready for use. Inside delivery cannot be applied to installation, such as systems furniture and high density filing, which is not included in the scope of this Solicitation. The inside delivery fee may not be used to assemble furniture shipped KD (“Knocked Down”). The inside delivery fee shall be based on the following conditions:
1. Delivery location has a loading dock or off-street loading area;
 2. The delivery will be to the same floor as the loading dock or there is a freight elevator available;
 3. The delivery may be completed during regular working hours;
 4. Delivery fee must be agreed to by the Authorized User and Contractor prior to delivery; and
 5. Deviations from the above shall require a separate non-contract negotiation by the Authorized User at the time of order.

