

Contract Information

NYS Office of General Services

Group 20915 – Furniture, All Types (Except Hospital Room and Patient Handling) (Statewide)

Contract # PC70251

Contract Term

The contract term is 5/02/2024-12/01/2028.

Contract Pricing

List Price Range	Discount
< \$25,000.00	41%
\$25,000.00 - \$49,999.99	43%
\$50,000.00 >	45%

Minimum Order - The discounts above include free freight, however there is a \$2,000 (list price) minimum order. Orders less than \$2,000 list price can have freight costs added to the invoice.

Inside Delivery (see page 2 for definition) – 20% of final price

Installation (see page 2 for definition) – 40% of final price

Restocking Fees – For returns, restocking fees can be applied as follows:

Cafeteria Tables: 35% of final price | All other items: 25% of final price

This contract has a not-to-exceed pricing structure. Dealers may offer additional discounts to customers if they see fit on a given project.

Current OGS Price List

Dealers may only quote based on the price list posted on the Contractor Information page:

<https://online.ogs.ny.gov/purchase/spg/awards/2091523295CAN.HTM>

Sales Reports

Dealers are required to furnish NPS with copies of all end user purchase orders sold under the contract for reporting purposes. Dealers are also required to write the contract number on their own PO's.

Definitions

Inside delivery

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.

Installation

Includes inside delivery as described above; however, it is intended for the additional work involved with regard to assembly of other than free-standing furniture, such as systems furniture, high density filing, and furniture shipped KD ("Knocked Down"), and any other assembly not considered minor assembly as described above. Installation does not include repairs or moving. The Authorized User must specify at time of order, and prior to delivery, if installation is required.

Installation shall include the following:

1. Inside delivery to the pre-agreed upon building location;
2. Unpacking boxes;
3. Checking parts for damage;
4. Assembly utilizing the installers own tools;
5. Disposal of boxes and packing materials; and
6. Clean up after completion.

Note: Any deviations from the above installation requirements are outside the scope of this contract and may require the Authorized User to make a separate, non-contract purchase in accordance with the Authorized User's standard purchasing rules and procedures.