

Price List Update Guide Instructions

Award #23295 - Furniture, All Types (Except Hospital Room and Patient Handling) (Statewide)

Please do not alter the format or content of any tabs. Any alterations made may result in your Price List Update being rejected.

Contractors must answer YES to all questions on the Checklist tab. Failure to do so may result in your Price List Update being rejected.

New Product Line Tab-

Contractors may add New Product Lines that fall within one of the categories originally awarded. New Product Lines that are in a category that was not originally awarded will not be considered. Please complete all entries in Column B on the New Product Line tab. Please add a new tab for each New Product Line you intend to add. Please rename the tab to include the name of the New Product Line. **Contractor's must submit new Manufacturer's Price List(s) via email to OGS.sm.PS.Furniture@ogs.ny.gov.** Contractors must exclude from their Price Lists items not fitting the scope of the Award or categories originally awarded.

Contractors may offer discounts for the entire price list or breakdown by style, function, etc. from the Manufacturer's Price List. If the discount percentage is the same or greater than existing product lines, then no Proof of Reasonableness is required. The Contractor is required to provide Proof of Reasonableness for a new product line if the discount offered is less than existing product lines. Proof of Reasonableness may be in the form of a contract held with another public entity, invoices from sales to public entities less than 12 months old, or sales reports less than 12 months old on the product line offered. Volume Discounts will be allowed and should be noted on New Product Line tab.

Price List Update(s) Tab-

Contractors may submit updated Manufacturer's Price Lists for the product lines they have already been awarded. Please complete Columns A, B, and C on the Price List Update(s) Tab. Please add additional rows as necessary. Discounts may not be reduced. Discounts may be increased but you will not be permitted to reduce your discount once it has been increased. Inside Delivery, Installation, and California 133 Flammability percentages may not be increased. Contractors must exclude from their Price Lists items not fitting the scope of the Award or categories originally awarded. **Contractors must submit updated Manufacturer's Price Lists via email to OGS.sm.PS.Furniture@ogs.ny.gov.**

Unchanged Price List(s) Tab-

The combined Price List that is currently posted on the Furniture Award 23295 website will be REPLACED with the Price Lists submitted. It is imperative that you include unchanged price list(s) with your Price List Update submission. Please complete Columns A, B, and C on the Unchanged Price List(s) Tab.

Checklist Tab-

The Checklist tab is included to ensure that Price List Update Submissions submitted by Contractors are completed in full. Contractors must abide by the Instructions in order for their Price List Update request to be considered. Submitting an incomplete Checklist will lead to a Contractor's Price List Update request being denied.

Price List Update Submission-

A completed Appendix C - *Contract Modification Procedure* and an updated Attachment 10 - *Contact and Supplemental Information* must be included in your update submission. Appendix C can be found on the OGS Furniture Award (23295) website. Appendix C, Attachment 10, Attachment 11(this document), Discount Proof of Reasonableness (if applicable), and **Manufacturer's Price List(s) must be submitted via email to OGS.sm.PS.Furniture@ogs.ny.gov.** If your submission is too large to submit via email then please use a file sharing application. Please clearly title each document.

OGS reserves the right to give first consideration to substantially complete submissions, as determined solely by OGS Procurement, as well as to deny price adjustments to Contractors that are delinquent regarding administrative requirements, including, but not limited to, the submission of Attachment 8 - Report of Contract Usage, and/or proof of insurance requirements. In addition, OGS reserves the right to deny price adjustments during the last twelve (12) months of the Contract term, without prior notice.

Price List Updates will be allowed twice per year following the one year anniversary of the Bid Opening. Revised pricing is effective upon the date OGS approves the request. Revised price lists shall be posted by OGS on the contract website within five (5) Business Days after approval, or as soon as possible thereafter.

New Product Line

Contractor Name:	
Contract #:	PC

New Product Line(s)	
Category(ies) for Product Line Note: New Categories cannot be added.	
Name of New Price List:	
Date of New Price List:	XX/XX/XXXX
Discount for New Product Line(s):	
Volume Discounts (if applicable):	

**Contractors must complete all sections of Column B. If Column A does not apply then please type "N/A" in Column B.
Please add a new tab for each new product line being requested for addition.**

Price List Update(s)

Contractor Name:	
Contract #:	PC

Name of Updated Price List(s)	Date of New Price List(s)	Category(ies) The Update Applies To (new categories not permitted)
	XX/XX/XXXX	

Add additional rows as needed

Unchanged Price List(s)

Contractor Name:	
Contract #:	PC

Unchanged Price List(s)	Date of Price List(s)	Category(ies)
	XX/XX/XXXX	

Add additional rows as needed

Price List Update Guide Checklist

CONTRACTOR NAME - as listed on Contractor Information Page:	
Date of Submission:	XX/XX/XXXX
<u>QUESTIONS:</u>	Select Answer from Drop Down Box
<p>Did Contractor open and complete "Price List Update(s)" tab?</p> <p style="text-align: center;"><u>OR</u></p> <p>Did Contractor open and complete "New Product Line" tab and then rename it to match NEW product line being requested? (One tab for each NEW product line must be created.)</p>	
Did Contractor open and complete "Unchanged Price List(s)" tab to list all Price Lists that remain unchanged? See "Instructions" tab for more information.	
Did Contractor send Appendix C, Attachment 10, Attachment 11 (this document), Discount Proof of Reasonableness(if applicable), and Manufacturer's Price Lists to OGS.sm.PS.Furniture@ogs.ny.gov? See "Instructions" tab.	
For each new Product Line being requested for addition, are the discounts offered equal to or greater than discounts offered for other product lines? If discounts are not, did Contractor include Proof of Reasonableness of discount? See "Instructions" tab for more information.	
Did Contractor verify that the Discounts offered to NYS for NEW product lines are as good as or better than what was originally awarded? See "Instructions" tab for more information.	
Did Contractor provide discounts for each NEW product line requested in accordance with the "Instructions" tab?	
Did Contractor provide Volume discounts (if applicable) for each NEW product line requested in accordance with the "Instructions" tab?	
Did Contractor review new and/or updated Price List(s) and where appropriate EXCLUDE products that were not awarded to the Contractor or are out of scope of the contract? See "Instructions" tab for more information.	
Has Contractor provided ALL sales reports that are due to the Office of General Services? See "Instructions" tab for more information.	

In addition to answering "YES" to all of the questions above, Contractor must also have completed the action they confirmed "YES" to. If Contractor answers "YES" to any of the questions above and did NOT perform the action indicated or did NOT submit the required documentation as indicated, Contractor's request for Price List Update or Addition may not be completed at this time. OGS reserves the right to give first consideration to substantially complete submissions, as determined solely by OGS Procurement.