



**Office of
General Services**

How to Use Our New Contracts

General Session

August 18, 2016

Agenda

- Welcome & kickoff
- Who we are & what we do
- How to use our contracts
- Using the Vehicle Marketplace
- Using the eMarketplace
- Helpful resources (including how to use our website)
- Questions & answers

Who We Are & What We Do

Who We Are

**Building
Administration**

**Real Estate
Services**

**Design &
Construction**

**Admin. &
Support
Services**

**Business
Services Center**

**Procurement
Services**

Established in 1960, the New York State Office of General Services provides essential support services for the operations of state and local government.

Overview of OGS Procurement Services



We are the state's central procurement office responsible for establishing and managing contracts for goods and services needed by government entities across New York.

Three Reasons to Use Our Contracts

1. You save time.

- We put together the solicitations and do all the contract administration for you.

2. You save money.

- We use different procurement strategies to get you competitive pricing (such as filed requirements, aggregate buys, and piggybacking).

3. We offer lots of choices.

- We have nearly 1,500 contracts for goods and services for you to use. From road salt to IT services, we have what you need.

Who Can Use Our Contracts?

Who's Eligible

- State agencies
- Local governments (counties, cities, towns, villages)
- Public and private schools and universities
- Charitable non-profit organizations
- Public authorities
- Public benefit corporations

How to Get Started

- To use our contracts you must complete an eligibility application to receive an authorized user number.

Where to find the eligibility application:
www.nyspro.ogs.ny.gov/content/using-ogs-centralized-contracts-0



Procurement 101: How to Use OGS Contracts

There Are Many Ways You Can Make Purchases

Buy from a Preferred Source

Use OGS centralized contracts

Piggyback off of other existing contracts

Conduct your own procurement

Use discretionary spending

Cooperative purchasing

Make sure to follow your purchasing guidelines!



Buying From a Preferred Source

What does this mean for me?

If you are a state agency, a public benefit corporation, public authorities, a municipality, or a school district you are required by law to purchase goods and services from Preferred Sources first if what they offer meets your needs (form, function, and utility).

The advantage is that you do not need to follow the competitive bid process!

Helpful Resources

1. Review Preferred Source offerings:
www.ogs.state.ny.us/procurecounc/pdfdoc/pslist.pdf
2. NYS Procurement Council Guidelines:
<http://ogs.ny.gov/BU/PC/Docs/Guidelines.pdf>

Who are the Preferred Sources?

1. Dept. of Corrections & Community Supervision | Corcraft
– www.corcraft.org
2. NYS Preferred Source Program for People Who are Blind
– www.nyspsp.org
3. NYS Industries for the Disabled
– www.nysid.org



Using OGS Centralized Contracts

- Many different government groups can use our contracts.
- Our contracts are competitively bid or negotiated for commodities, services, & technology.
- OGS or less pricing – What does that mean?

Remember

- To use our contracts you must complete an eligibility application to receive an authorized user number.

Where to learn more:
<https://nyspro.ogs.ny.gov/content/using-ogs-centralized-contracts-0>



Piggybacking Off of Other Existing Contracts

To use an existing contract to buy the same goods or services at the same or lower price from another public contract, such as contracts from federal or local governments.

Everyone

- Read the contract – Does it include language that allows you to use it?
- If you want to piggyback on OGS centralized contracts, no additional paperwork beyond your purchase order is needed (make sure you have an authorized user number!).

State Agencies & NYC

- Review the [piggybacking guide](#) and then complete the **Contract Use Request Form** on our website.
- Submit it along with a copy of the contract and other supporting documentation to customer.services@ogs.ny.gov for approval.



Using Discretionary Spending

Purchasing goods & services without a formal competitive process.

For State Agencies

- For most, this applies to purchases under \$50,000 (For OGS & SUNY it's higher).
- If you are purchasing from a certain type of business, the threshold is higher (up to \$200,000):
 - Minority & women owned businesses
 - Small businesses
 - Recycled & remanufactured businesses
 - NYS food
 - Service-Disabled Veteran-Owned Businesses

For Everyone Else

- Every local government and school district has their own policies and procedures for procurements that are not competitively bid.

Make sure to follow your purchasing guidelines!

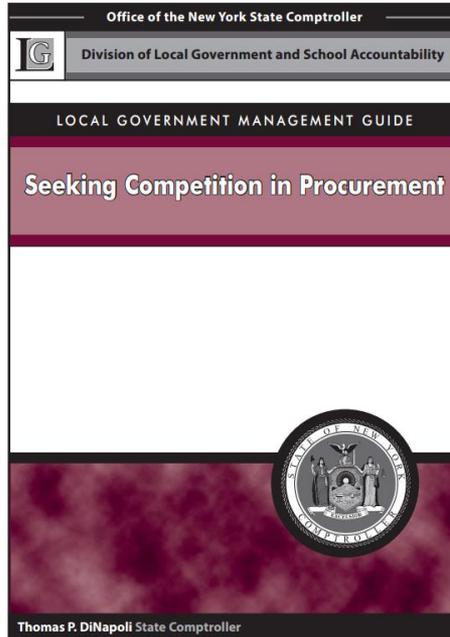


Where to Post Bid Opportunities

The screenshot shows the homepage of the New York State Contract Reporter. At the top left, there are three statistics: 'Opportunities posted today' (36), 'Opportunities posted in the last 7 days' (179), and 'Total available opportunities' (732). The main header features the NYS logo and the text 'The New York State Contract Reporter' with the tagline 'NYS' official source of contracting opportunities Bringing business and government together'. A navigation bar includes 'Log In', 'Sign up and register for your free account!', and 'Click here to get started!'. Below the header, there are four main navigation buttons: 'I want to find contracts to bid on', 'I want to advertise opportunities', 'Learn about the New York State Business Registry', and 'Learn about doing business with New York'. At the bottom, there is a 'Site Links' section with links to 'Find Contracts', 'Advertise Opportunities', 'NYS Business Registry', 'Doing Business with NYS', and 'Create/request an account'. Logos for Empire State Development, NEW YORK STATE Contract System, Sport Country, and STATEWIDE FINANCIAL SYSTEM are also visible.

- On the NYS Contract Reporter: www.nyscr.ny.gov
- NYS agencies, public authorities, and public benefit corporations must advertise your procurements of \$50,000 or more (including discretionary purchases) when they solicit bids from the business community.
- Other government organizations are encouraged to post their opportunities as well.

Helpful Resource: OSC Seeking Competition in Procurement Guide



It provides for state and local organizations:

- Information on planning & promotion
- How to seek competition
- e-Procurement guidelines
- Policies & procedures
- Guidance on cooperative purchasing
- Ethics & conflicts of interest information

www.osc.state.ny.us/localgov/pubs/lgmg/seekingcompetition.pdf

Recent OGS Contract Updates

Recently Awarded Contracts

- Equipment Maintenance Program (EMP)
- Businesses, Transit (Adult Passenger)
- Recycling & Trash Removal Services
- Heavy Equipment Rental
- Garage Equipment/Vehicle Lifts/Hoists
- Industrial & Commercial Supplies & Equipment
- Hazardous Incident Response Equipment
- Fuel Card Services
- Pharmaceuticals (Individual Prescriptions)

Anticipated Contract Awards

- Books (50 awards made)
- Traffic Safety Products
- Security, Facility, Systems & Solutions

Grab our contract updates & brochures before you leave & sign-up for the Purchaser Notification System!



Helpful OGS Programs

Filed Requirements

- In some contracts, authorized users are required to submit filed requirements, which specifies how much of a commodity they expect to purchase.
- This lowers costs because suppliers can bid based on the volume we buy.

We use filed requirements for:

- Fuel
- Milk
- Road Salt

NEW! - 1122 Emergency Purchasing Program

- Purchase equipment for counter-drug, homeland security, and emergency response activities from federal sources.
- **The benefit:** Big savings!
- **Eligible organizations:** fire & police departments, medical emergency responders, public works departments, & emergency services
- **How to enroll:** Visit www.nyspro.ogs.ny.gov/content/1122-emergency-purchasing-program to learn how to get certified to make purchases.



We're Here to Help You

We're always look for ways to improve. Tell us how we can do better.

Contact us today

(518) 474-6717

customer.services@ogs.ny.gov

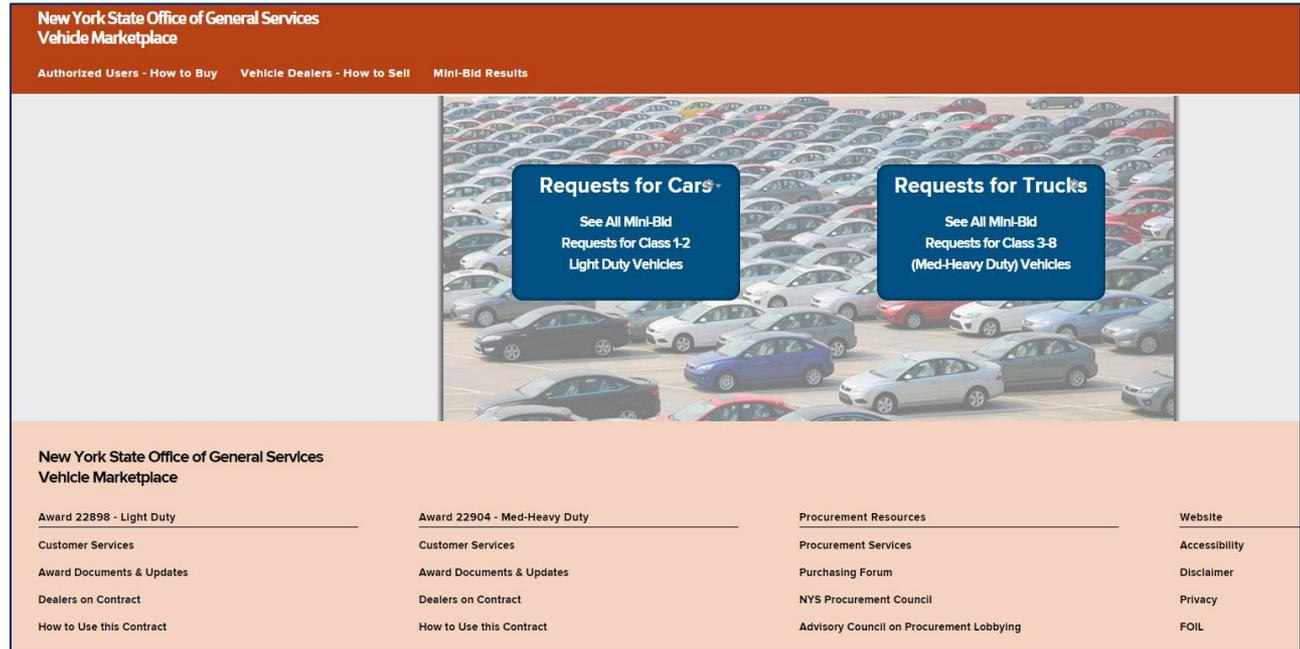


How to use the Vehicle Marketplace



The Website: www.vehicles.nyspro.ogs.ny.gov

- Making more vehicles from more dealers available.
- Easy online system.
- Competitive bidding.



How to Buy a Vehicle



Defining Car vs. Truck

Cars (Class 1-2) are light-duty vehicles used primarily to transport passengers and cargo (cars, vans, SUVs, pickup trucks), with a gross vehicle weight rating less than or equal to 10,000 pounds.

Trucks (Class 3-8) are chassis, bodies, or complete vehicles that have a gross vehicle weight rating of greater than 10,000 pounds (also known as medium-heavy duty vehicles).

Use this FHA chart to illustrate the differences:
<http://www.afdc.energy.gov/data/10381>



Don't know exactly what you want?

That's okay. We have a few recommendations for you...

- If it's a truck (Class 3-8), you can post a request for comment (RFC) instead. When you complete Form A, just indicate on the form that it's an RFC.
- For cars and trucks, don't be afraid to review the [mini-bid results page](#) to see what others have posted and review their mini-bid.



Your First Stop: The Vehicle Buyer Page

Vehicle Buyer Information

Welcome to the New York State Vehicle Marketplace. It's where authorized users can purchase cars (Class 1-2) and trucks (Class 3-8) from a variety of vehicle dealers on contract (under awards [22898](#) and [22906](#)) by having OGS post their vehicle needs (a mini-bid) for vehicle dealers on contract to respond to. This means there are more types of vehicles and manufacturers available on contract to compete for your business resulting in competitive pricing.

Don't know exactly what you want? That's okay. We have a few recommendations for you:

- If it's a truck (Class 3-8), you can post a request for comment (RFC) instead. When you complete Form A, just indicate on the form that it's an RFC.
- For cars and trucks, don't be afraid to review the [mini-bid results page](#) to see what others have posted and review their mini-bids.

How to Buy Vehicles

Buying your vehicle is easy by following these steps. For questions, contact nypro.vehiclemarketplace@ogs.ny.gov.

1. Identify your vehicle needs and develop specifications for your request. The request may be for either specific vehicles or for any vehicles that meet the specifications provided. Not sure where to start? Review existing [mini-bid results](#) to find past specifications.
2. Obtain all necessary internal approvals. If you are not already an authorized user for OGS centralized contracts, complete the eligibility application to receive your authorized user number.
3. Next prepare your mini-bid by determining if your vehicle request is for a car (Class 1-2) or truck (Class 3-8). If your request is for a Class 3-8 vehicle, determine if you would like OGS to post your request as a request for comment (RFC) prior to issuing a mini-bid so that you can receive comments and suggestions from contractors regarding your request.
 - **Cars (Class 1-2)** are light-duty vehicles used primarily to transport passengers and cargo (cars, vans, SUVs, pickup trucks), with a gross vehicle weight rating less than or equal to 10,000 pounds.
 - **Trucks (Class 3-8)** are chassis, bodies, or complete vehicles that have a gross vehicle weight rating of greater than 10,000 pounds (also known as medium-heavy duty vehicles).
 - For more information, see the [types of vehicles by class weight chart](#).
4. Complete Form A for your request and submit it to nypro.vehiclemarketplace@ogs.ny.gov.
 - Use this form for cars (Class 1-2): [Form A \(Class 1-2\) Mini-Bid Request \(xlsx\)](#)
 - Use this form for trucks (Class 3-8): [Form A \(Class 3-8\) Mini-Bid Request \(xlsx\)](#)
5. We will post your request on our website. For mini-bids, we will collect responses for you. If it is a request for comment (RFC), contractor responses will be sent directly to the identified contacts from Form A.
6. After the closing date, we will email you all mini-bid responses we have received. Evaluate the responses and determine if you are going to award the mini-bid or not.
7. Communicate your decision to all the dealers on contract who responded using the templates provided.
 - For cars (Class 1-2): [template award / non-award](#) and [award not made](#) (docx)
 - For trucks (Class 3-8): [template award / non-award](#) and [award not made](#) (docx)
8. Submit your report of contract use by completing Form C and submitting it to nypro.vehiclemarketplace@ogs.ny.gov.

Exclusions

The following vehicles and equipment can't be purchased through the Vehicle Marketplace.

Heavy Construction Equipment: Equipment which is intended for heavy work including earthmoving, construction, lifting containers or materials, drilling holes in earth or rock, concrete or paving application or street sweeping (aerial lifts, large towable air compressors, generators, light towers, concrete saws, earth compactors, rollers, backhoes, motor graders, skid-steer loaders, bulldozers, wheel loaders, trenchers, utility tractors, excavators, forklifts, and sweepers), as well as other related attachments and equipment. If you are interested in heavy construction equipment use [Award 22762](#).

School Bus: Every motor vehicle owned, leased or contracted for by a school and operated for the transportation of pupils under the age of 21 years, children of pupils, teachers and other persons acting in the supervisory capacity, to or from school or school activities. If you are interested in school buses use [Award 22081](#) or [Award 22331](#).

Taxit Bus: A rubber-tired automotive vehicle used for the provision of public transportation service. If you are interested in transit buses use [Award 22925](#).

- Find Vehicle Buyer Information
- Overview of the buying process.
- Find essential forms.
- Retrieve other resources and how-to guides.



Office of
General Services

Complete Form A: Mini-Bid Request

- Completed by you, Form A provides the information needed by the fleet team to complete your request.
- The Form A is different if you are buying a car vs. a truck – make sure to use the right form!
- Email as an attachment to:
nyspro.vehiclemarketplace@ogs.ny.gov
- Make sure to include specifications as a separate attachment.



The Fleet Team Will...

- Review your submission
- Contact you for clarification
- Post your request on the website

Posting Your Mini-Bid Vehicle Request

Vehicle Marketplace Mini-Bid Opening Results

[Mini-Bid #16020188](#): (1) Ram Promaster 1500 Window Van, NYS Thruway Authority

Bid Opening Date: February 26, 2016

Bid Opening Results:  [22898_Mini-Bid_Results_16020188-2016-02-26.pdf](#)

[Mini-Bid #16020187](#): (1) Ram Promaster 1500 Window Van, NYS Thruway Authority

Bid Opening Date: February 26, 2016

Bid Opening Results:  [22898_Mini-Bid_Results_16020187-2016-02-26.pdf](#)

[Mini-Bid #16020186](#): (1) Dodge Charger PPV, Town of Vestal Police Department

Bid Opening Date: February 26, 2016

Bid Opening Results:  [22898_Mini-Bid_Results_16020186-2016-02-26.pdf](#)

[Mini-Bid #16020185](#): (1) Dodge Charger PPV, Town of Vestal Police Department

Bid Opening Date: February 26, 2016

Bid Opening Results:  [22898_Mini-Bid_Results_16020185-2016-02-26.pdf](#)

[Mini-Bid #16020184](#): (1) Chevrolet Tahoe PPV, Town Of Vestal Police Department

Bid Opening Date: February 26, 2016

Bid Opening Results:  [22898_Mini-Bid_Results_16020184-2016-02-26.pdf](#)

You will be able to see:

- Mini-bid #
- Closing date & time
- Vehicle type & make
- Quantity
- Delivery location(s)



Posting Your Mini-Bid Vehicle Request

Mini-Bid #16020188

Form A: Mini-Bid Request

Mini-Bid Description: (1) Ram Promaster 1500 Window Van, NYS Thruway Authority

Bid Due Date: Thursday, February 25, 2016 - 5:00 pm EST

Type of Entity: State Agency

Authorized User Entity Name: NYS Thruway Authority

Primary Contact Name: Suzanne Nye

Primary Contact Title: Purchasing Officer 1

Primary Contact Email: suzanne.nye@thruway.ny.gov

Primary Contact Phone: 518-436-2753

Secondary Contact Name: Wendy Clark

Secondary Contact Title: Purchasing Officer 2

Secondary Contact Email: wendy.clark@thruway.ny.gov

Secondary Contact Phone: 518-436-2711

Types of Vehicle(s) Requested: Specific vehicle(s) (i.e. year/make/model/model number)

Type of Vehicle Order: Vehicle(s) built to specifications at the OEM factory

VEHICLE REQUEST INFORMATION:

Number of Vehicles:	1
Make:	Ram
Model:	Promaster 1500
Vehicle Type:	Other (Specify)
Specifications Document:	22898-FormA-16020188-NYS-Thruway-Auth-Specs.pdf
Other Vehicle Type:	Window Van
Model Year:	2016
Will other model years be considered?:	Yes
Drive Type:	FWD
Fuel Type:	Flex Fuel Vehicle (Gasoline/E85)
Interior/Exterior Color:	See attached specifications
Seat Fabric:	See attached specifications

DELIVERY LOCATION:

# Vehicles Delivered at this Location:	1
Address 1:	200 Southern Blvd Rt.9W
City:	Albany
State:	New York
Zip Code:	12209
County:	Albany
Region:	
Region 3 (Albany, Columbia, Fulton, Greene, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington)	
Last Possible Delivery Date:	Thursday, February 25, 2016

Click on the mini-bid request to get more detail:

- Mini-bid description
- Primary & secondary contact information
- Vehicle request info (make, model, year, etc.)
- Attachments
- Delivery location specifications



Office of
General Services

Example Vehicle Specifications

2015 Chevrolet Silverado 2500 HD

Vehicle Specifications:

Exterior paint, code 9W3, Wheatland Yellow only

Manufacturer's standard seating surfaces at no additional cost; vinyl, no color preference

Regular cab

Back Rack brand window guard only

Light bracket for Back Rack with 7100 LED lighting system installed

PM87 Slide and pintle ball combination by Western only

Western MVP-3 only (no substitutions) 8 ½' plow with stainless steel moldboard

Spray-on bed liner, no preference

Let the Bidding Begin!

- The bidding period is 5 business days (or fewer if urgent).
- On 6th business day, bids are opened, tabulated, and sent to you via email.
- After that, you evaluate the responses to make your final business decision.
- You may contact the bidders for clarification and additional information at any time.



Form B Summary: What to Expect

When you receive the responses, it will include a summary tab of information.

Mini-Bid #15030023 Response Opening Results

Bidder (#)	Mini-Bid #	Contractor	Contract #	Model Year	Make	Model	Total # of Vehicles	Total NYS Contract Price for Mini-Bid
Bidder	15030023	BEYER OF MORRISTOWN LLC	PC66677	2015	RAM	3500 PROMASTER HIGH ROOF CARGO VAN	1	\$30,108.26
Bidder (2)	15030023	ROBERT GREEN AUTO & TRUCK INC	PC66686	2015	DODGE RAM	PROMASTER	1	\$30,198.98

Late Bid (#)	Mini-Bid #	Contractor	Contract #	Date/Time Bid Arrived

No Bid (#)	Mini-Bid #	Contractor	Contract #	Reason for No Bid
No Bid	15030023	Eagle Auto Mall Sales, Inc.	PC66678	GM/Chevrolet does not offer a similar high roof design cargo van.



Remember Form C: Report of Contract Usage

- When PO is issued or if you decided not to make a purchase, complete Form C and return via email to: nyspro.vehiclemarketplace@ogs.ny.gov
- We use this information to track contract usage and report out on how the contracts are being used.



We are here to help!

- Your feedback also plays an important role in the success of this program.
- The Vehicle Marketplace Fleet Team is available Monday-Friday 8:00am-5:00pm.
- Be sure to email us at:
nyspro.vehiclemarketplace@ogs.ny.gov
- www.vehicles.nyspro.ogs.ny.gov



Using the eMarketplace

What is the eMarketplace?

An online “Amazon.com-like” shopping site for NYS agencies, municipalities, and all authorized users to buy goods from centralized contracts and Preferred Sources.

Who can use it?

- All authorized users of NYS centralized contracts can shop for products off contract and from Preferred Sources.
- Enables electronic purchase order payment and direct credit card (P-Card) payment

How do I get started?

- Register on our web page to receive your login – make sure to have your authorized user number!
- The eMarketplace can be accessed through the Statewide Financial System (SFS) or directly through Perfect Commerce.

What Can I Buy?

At this time...

- Environmentally Preferable Cleaning *Products* , Programs, Equipment & Supplies: [Award 22830](#)
- NYS Preferred Source Providers
- Recycled Copy Paper: [Award 22478](#)
- Recycled Copy Paper, Truckload Lots: [Award 22446](#)
- Industrial & Commercial Supplies: [Award 22918](#)
- Lamps, Ballasts, and Lighting Equipment: [Award PGB 22788-E](#)

In the future...

- Automated External Defibrillators: [Award PGB-22835](#)
- Outdoor and Site Furniture Including Picnic Tables: [Award 22984](#)

Find eMarketplace Information

From the Procurement Services website,
<https://nyspro.ogs.ny.gov>

Click on NYS eMarketplace to:

- Create an account
- Log into the eMarketplace
- Get updates on content
- Access user guides & FAQs

The screenshot shows the New York State Procurement website. At the top, it says "NEW YORK STATE PROCUREMENT" with a search bar on the right. Below this is a navigation bar with "Information for Buyers" and "Information for Businesses". On the left side, there is a menu with several options: "Find Contracts", "Purchasing Forum & Trade Show", "Announcements", "Bid Calendar & Notifications", "Restricted Periods List", "Bid Opening Results", "NYS eMarketplace" (highlighted with a red circle), "Tentative Award Updates", "Resources for Emergencies", "Vehicle Marketplace", and "1122 Emergency Program". At the bottom of the menu, it provides the email "customer.services@ogs.ny.gov" and the phone number "(518) 474-6717". The main content area features a "Welcome to the NYS eMarketplace" message, a text box explaining that this is the new online shopping site, and a "Go to the NYS eMarketplace" button. Below this, there is a section titled "Using the eMarketplace" with instructions for SFS Users.

NEW YORK STATE PROCUREMENT

Search

▶ Information for Buyers ▶ Information for Businesses

Find Contracts

- Purchasing Forum & Trade Show
- Announcements
- Bid Calendar & Notifications
- Restricted Periods List
- Bid Opening Results
- NYS eMarketplace**
- Tentative Award Updates
- Resources for Emergencies
- Vehicle Marketplace
- 1122 Emergency Program

customer.services@ogs.ny.gov
 (518) 474-6717

Welcome to the NYS eMarketplace

This is New York State's new online shopping site. State agencies and authorized users are just a click away from a quick and easy way to buy items from Preferred Sources and OGS centralized contracts.

Go to the NYS eMarketplace →

Using the eMarketplace

SFS Users: SFS now includes a connection to the eMarketplace. You select the eMarketplace, add items to your cart, and have the cart populate your SFS requisition. For purchases outside of SFS, go directly to the eMarketplace and use a Procurement Card (p-card). Complete the [registration form](#) to

How to Create Your eMarketplace Account

eMarketplace Registration Form [Go →](#)

- From the Procurement Services website, click on the eMarketplace registration form.
- Complete the form and click submit.
- Your User ID and Password will be emailed to you within 1 business day.
- Don't know your authorized user number? Contact OGS Customer Services for assistance!

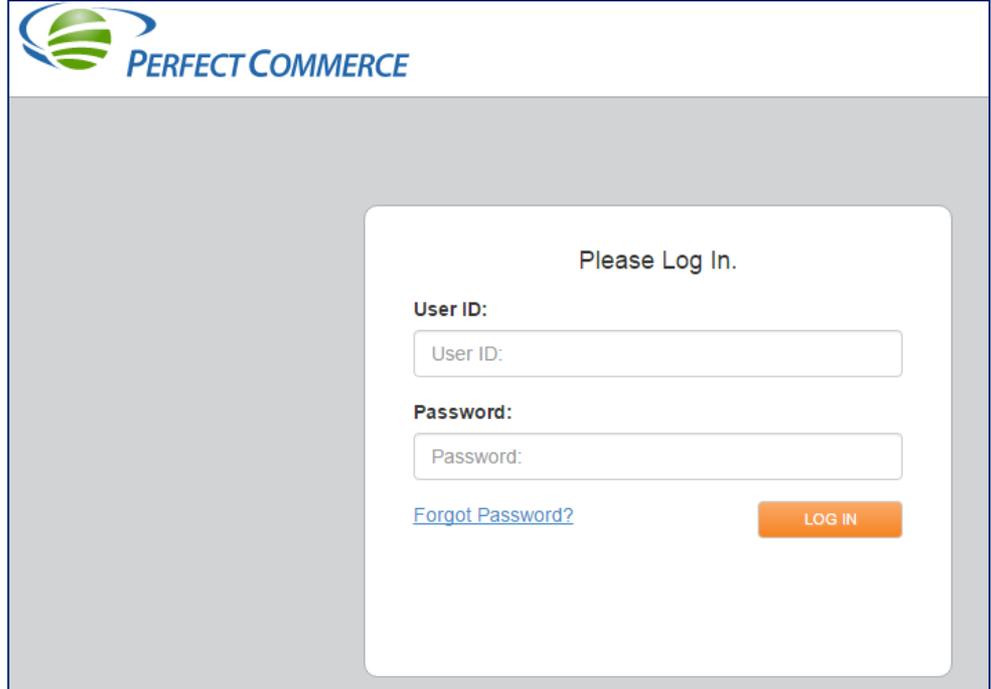
Authorized User Number *	<input type="text"/>
Company/Organization Name *	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Phone Number *	<input type="text"/>
Email *	<input type="text"/>
Billing Address 1 *	<input type="text"/>
Billing Address 2	<input type="text"/>

How to Login to the eMarketplace

This is New York State's new online shopping site. State agencies and authorized users are just a click away from a quick and easy way to buy items from Preferred Sources and OGS centralized contracts.



[Go to the NYS eMarketplace →](#)



 PERFECT COMMERCE

Please Log In.

User ID:

Password:

[Forgot Password?](#)

How to Use the Search Manager



Office of General Services eMarketplace

Search Cart Quick Entry Shopping Lists

[Cart \(0 items, 0 USD\)](#) | [Settings](#) | [Help](#)

12 products in 14 ms found

Supplier

[NYS Preferred Source f... \(6\)](#)

[NYSID \(6\)](#)

Manufacturer

[Bullard \(4\)](#)

[Elvex \(2\)](#)

[nvspd \(6\)](#)

Groups

[Global Attribute Library](#)

[UNSPSCv131201](#)

Price Range

from: to: »

Attributes

Brand ▼

Compare Products
Sort by: Relevance

< 1 2 >

	Preview	Item Description	Lead Time	Order quantity	Price/PU	Buy
<input type="checkbox"/>		<div style="display: flex; align-items: center;">  PS </div> <p>● Dielectric Classic Cap-Style Hard Hat, No Logo</p> <p>NYSID</p> <p>Product ID: A1563-0000-000</p> <p>Manufacturer Name: Bullard</p> <p>Manufacturer PN: C30R</p>	4	<input style="width: 40px;" type="text" value="1.00"/>	195.30 USD	Add to cart
<input type="checkbox"/>		<div style="display: flex; align-items: center;">  PS </div> <p>● Dielectric Classic Cap-Style Hard Hat, DOT Logo</p> <p>NYSID</p> <p>Product ID: A1563-LOGO-DOT</p> <p>Manufacturer Name: Bullard</p> <p>Manufacturer PN: C30R</p>	4	<input style="width: 40px;" type="text" value="1.00"/>	195.30 USD	Add to cart

Using the Search Manager

- Search results can be filtered by the following:
 - Supplier
 - Manufacturer
 - Price Range
 - Attributes

More specific searches can be done by using the 'Advanced Search' option next to the search bar.

Supplier

- [New York State Preferr... \(1337\)](#)
- [NYSID \(1136\)](#)
- [more...](#)

Manufacturer

- [3M \(1079\)](#)
- [ACME ELECTRIC \(92\)](#)
- [more...](#)

Price Range

from: to: [>>](#)

Attributes

- Color
- Material
- [less...](#)

Search View All Catalogs **Advanced Search**

Advanced Search ▾

with all of the words Product ID

with the exact phrase Manufacturer [Add](#)

with at least one of the words Manufacturer product no.

without the words Customer product no.

Fuzzy search Supplier: [Add](#)

Preferred items

[Clear all](#)

Product Groups, Classifications and Attributes ▾

[Clear](#) [Search](#)

Search Results

		Hosted Supplier		
<input type="checkbox"/>	 <p>    ● zep tnt -20 gallon drum New York State Preferred Source Program- (Blind an Product ID: 657.2 Manufacturer Name: ZEP Manufacturer PN: 657.2 </p>	5	1.00 each	267.52 USD <input type="button" value="Add to cart"/>
<input type="checkbox"/>	 <p>    ● zep tnt -55 gallon drum New York State Preferred Source Program- (Blind an Product ID: 657.55 Manufacturer Name: ZEP Manufacturer PN: 657.55 </p>	5	1.00 each	668.01 USD <input type="button" value="Add to cart"/>
		Round Trip Supplier		
<input type="checkbox"/>	 <p> Bug Tar Remover 8 Oz. WW Grainger - 3.5 xCBL Integration Product ID: 36G627 Manufacturer Name: BLUE MAGIC Manufacturer PN: 87506 </p>			5.24 USD 
<input type="checkbox"/>	 <p> Bug/Tar Remover 16 Oz Bottle Clear WW Grainger - 3.5 xCBL Integration Product ID: 1UER9 Manufacturer Name: TURTLE WAX Manufacturer PN: T520A </p>			7.97 USD 



Forms for Additional Information

<input type="checkbox"/>		<p>5395105 - 8-1/2 x 11 3 hole punched Rolland Enviro100 Recycled Copy Paper - <u>Must order a truckload of 840 CT</u> <i>Unisource Worldwide, Inc</i> Product ID: <u>5395105</u> Manufacturer Name: Rolland Enterprises Manufacturer PN: 5102NY</p>	3	<input type="text" value="1.00"/> carton	N/A	<input type="button" value="Fill in form"/> 
<input type="checkbox"/>		<p> 2255601 - 8-1/2 x 11 20# Hammermill Great White Recycled Copy Paper <i>Unisource Worldwide, Inc</i> Product ID: <u>2255601</u> Manufacturer Name: International Paper Manufacturer PN: 086700</p>		<input type="text" value="1.00"/> carton	0.00 USD	

Products that require additional information from the user will have a 'Fill in Form' button or a gear icon. These are used for contracts with zone and/or tiered pricing, shipping discounts, or multiple selections (such as color, fabric type, etc).

How to View Your Cart & Submit a Requisition

Search Manager Favorite Items View Requisition

 **Office of General Services eMarketplace**

Search Cart Quick Entry Shopping Lists

Cart (1 items, 1208.68 USD) | Settings | Help

Search View All Catalogs Advanced Search

Back to search result

Save as Shopping List Delete Selected Submit

All	Manufacturer Manufact. prod. no.	Supplier	Item Description Product No.	Quantity	Unit Price	Total price	
<input type="checkbox"/>	International Paper 086700	uni865_nyspro Unisource Worldwide, Inc	2255601 - 8-1/2 x 11 20# Hammermill Great White Recycled Copy Paper 40 to 199 CT 2255601CENT2	41.00 carton	29.48 USD	1208.68 USD	
<input type="checkbox"/>	BLUE MAGIC 875-06	wwg355 WW Grainger - 3.5 xCBL Integration	BugTar Remover Gel Formula 8 oz. Bottle Blue White Viscous Liquid pH 5 to 6 For Use With All finishes. 36G627	5.00 each	5.24 USD	26.20 USD	
						Total price: 1234.88 USD	

Save as Shopping List Delete Selected Submit

What Will the Requisition Screen Look Like?

Select the magnifying glass to access line item details

Search Manager Favorite Items **View Requisition**

attachments notes to approver approval preview

Close Update Total Delete Print View Export Submit

All Rush	Item Number	Item Description	Quantity	Unit	Actions	Manufacturer	Supplier	Supplier Part Number	Manufacturer Part Number	Unit Price(USD)/Price Unit	
<input type="checkbox"/>	1	2255601 - 8-1/2 x 11 20# Hammermill Great White Recycled Copy Paper 40 to 199 CT	41	CT	  	International Paper	Unisource	2255601CENT2	086700	\$29.48 / 1	
<p>Ship To Address: OGS Procurement Services 38th Floor Corning Tower Empire State Plaza Albany, NY 12242 </p> <p>Ship To Contact: Bixby,Susan-z395246, susan.bixby@ogs.ny.gov, 999-999-9999, ,</p> <p>Supplemental Data</p>											
<input type="checkbox"/>	2	BugTar Remover Gel Fomula 8 oz. Bottle Blue White Viscous Liquid pH 5 to 6 For Use With All finishes	5	EA	  	BLUE MAGIC	WW Grainger - 3.5 xCBL Integration	36G627	875-06	\$5.24 / 1	
<p>Ship To Address: OGS Procurement Services 38th Floor Corning Tower Empire State Plaza Albany, NY 12242 </p> <p>Ship To Contact: Bixby,Susan-z395246, susan.bixby@ogs.ny.gov, 999-999-9999, ,</p> <p>Supplemental Data</p>											
									Subtotal (USD)		\$1,234.88
									Estimated Tax (USD)		\$0.00
									Total (USD)		\$1,234.88

Supplemental Data

SFS Agency - Business Unit

Required fields are indicated by an asterisk (*).

Save

PERFECT COMMERCE

New York State Market Place Wayne Roberts

Attachments rts

Item Attachments Item Cost Distribution Item Details

Save

Save Cancel

Quantity	Unit	Item Description	Manufacturer	Supplier	Supplier Part Number	Unit Price (USD)/Price Unit
1	DZN	PFE, Rendezvous® Eye Protection		AWAYID	A1517-BLMR-000	\$46.64 / 1

Shipping Details

Bill To Address Apply to all items

Umbrella Corporation

No Contact specified
Spencer Mansion
Raccoon City, MO 65721

Contact: Use default Override

No Contact specified
Email: noma@perfect.com
Phone
Fax
Mail Stop

Ship To Address Apply to all items

Ship To Address Standard Address Address Address

NY State Office of General Services

Roberts, Wayne-233637
Umbrella Corporation
Spencer Mansion
Raccoon City, MO 65721

Contact: Use default Override

Roberts, Wayne-233637
Email: Wayne.Roberts@usa.ny.gov
Phone: 800-867-5309
Fax
Mail Stop

Apply to All Items

Requested Delivery Date Apply to all items

July 22 2015

Ship Via Apply to all items from the same supplier

Standard Delivery

Usage Code Apply to all items

Unknown

Payment Method

Payment Method Apply to all items from the same supplier

Enter PCard

Name on Credit Card
Credit Card Number
Credit Card Expiration
January 2015

Special Instructions

Special Instructions Apply to all items

Shipping Instructions

Taxable Apply to all items

Yes No

Shipping Instructions Apply to all items

Requisition Name: Roberts,Wayne-2336 Item Count: 1 Total (USD): \$46.64
Creation Date: July 10, 2015

Complete applicable fields in item details and click 'Save'.

How to Submit Your Requisition

When you are done with the requisition screen, click 'Submit' to send the PO to the supplier(s).

Search Manager Favorite Items **View Requisition**

attachments notes to approver approval preview

Close Update Total Delete Print View Export **Submit**

All Rush	Item Number	Item Description	Quantity	Unit	Actions	Manufacturer	Supplier	Supplier Part Number	Manufacturer Part Number	Unit Price(USD)/Price Unit						
<input type="checkbox"/>	1	2255601 - 8-1/2 x 11 20# Hammermill Great White Recycled Copy Paper 40 to 199 CT	<input type="text" value="41"/>	CT	International Paper	International Paper	Unisource	2255601CENT2	086700	\$29.48 / 1						
<p>Ship To Address: OGS Procurement Services 38th Floor Corning Tower Empire State Plaza Albany, NY 12242 </p> <p>Ship To Contact: Bixby,Susan-z395246, susan.bixby@ogs.ny.gov, 999-999-9999, ,</p> <p>↳ Supplemental Data</p>																
<input type="checkbox"/>	2	BugTar Remover Gel Fomula 8 oz. Bottle Blue White Viscous Liquid pH 5 to 6 For Use With All finishes	<input type="text" value="5"/>	EA	BLUE MAGIC	BLUE MAGIC	WW Grainger - 3.5 xCBL Integration	36G627	875-06	\$5.24 / 1						
<p>Ship To Address: OGS Procurement Services 38th Floor Corning Tower Empire State Plaza Albany, NY 12242 </p> <p>Ship To Contact: Bixby,Susan-z395246, susan.bixby@ogs.ny.gov, 999-999-9999, ,</p> <p>↳ Supplemental Data</p>																
										<table border="1"> <tr> <td>Subtotal (USD)</td> <td>\$1,234.88</td> </tr> <tr> <td>Estimated Tax (USD)</td> <td>\$0.00</td> </tr> <tr> <td>Total (USD)</td> <td>\$1,234.88</td> </tr> </table>	Subtotal (USD)	\$1,234.88	Estimated Tax (USD)	\$0.00	Total (USD)	\$1,234.88
Subtotal (USD)	\$1,234.88															
Estimated Tax (USD)	\$0.00															
Total (USD)	\$1,234.88															
<p>Supplemental Data</p> <p>SFS Agency - Business Unit <input type="text" value="OGS01"/></p> <p>Required fields are indicated by an asterisk (*).</p> <p><input type="button" value="Save"/></p>																



Resources

- www.nyspro.ogs.ny.gov/content/nys-emarketplace-1
 - User guide for SFS/non-SFS users
 - Quick reference guide for SFS/non-SFS users
 - What is available to purchase on the eMarketplace
 - FAQs
- Still have questions?
 - Contact customer.services@ogs.ny.gov or 518-474-6717



Helpful Resources

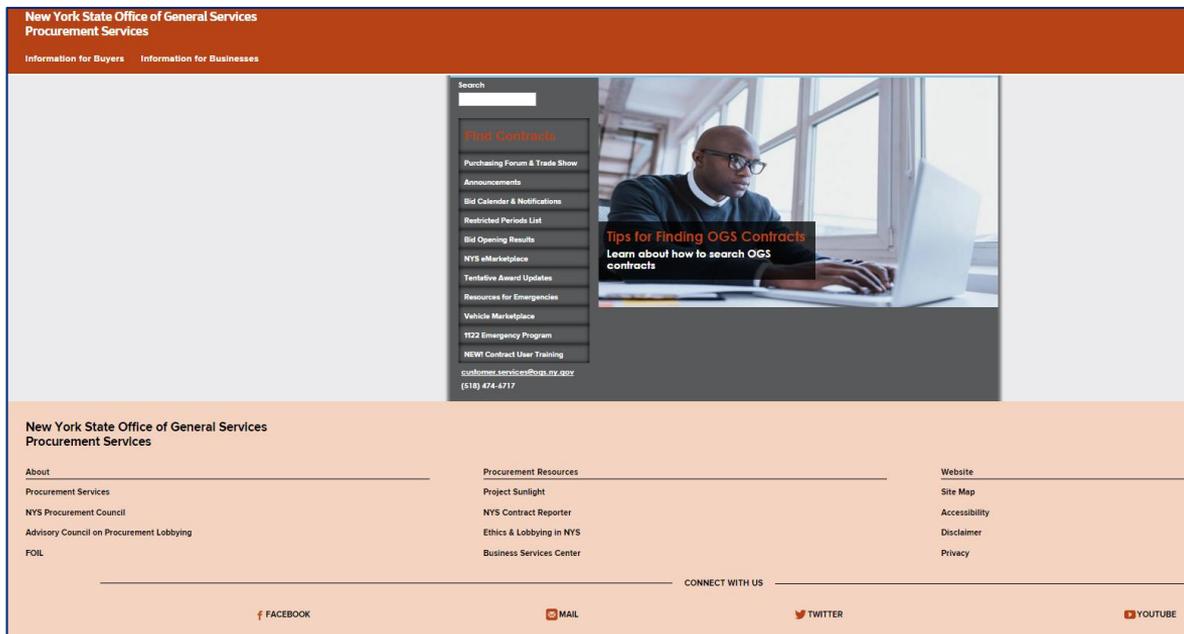
Procurement Services Website

Where to find it:

- www.ogs.ny.gov
- www.nyspro.ogs.ny.gov

What it offers:

- Information for buyers
- Information for business
- Contracts portal
- Contact information
- Links to other websites



How to Search Our Contracts

Search

Find Contracts

Purchasing Forum & Trade Show

Announcements

Bid Calendar & Notifications

Restricted Periods List

Bid Opening Results

NYS eMarketplace

Tentative Award Updates

Resources for Emergencies

Vehicle Marketplace

1122 Emergency Program

NEW! Contract User Training

customer.services@ogs.ny.gov
(518) 474-6717

Procurement Services Contract Portal

Welcome to the Procurement Services centralized contracts portal that gives you access to our directory of contracts and direct links to the most requested contract pages. Be sure to visit [Buying 101](#) and [Using Centralized Contracts](#) to learn how to use these purchasing tools.

Check out our [tips for searching](#) OGS centralized contracts .

Commodity Contracts
Service Contracts
Technology Contracts

Search All Centralized Contracts
Go →

Quick Links to Frequently Requested Contracts

- [IT Services \(HBITS\) Contracts](#)
- [Fuel Contracts & Pricing](#)
- [Salt Contracts, Delivery Schedules & Pricing](#)
- [Electronic Value Transfer \(EVT\) Service Contract](#)
- [Complete Listing of all Statewide Contracts \(PDF\)](#)
- [Alphabetical Listing of all OGS Procurement Services Contracts \(PDF\)](#)

More Buying Resources

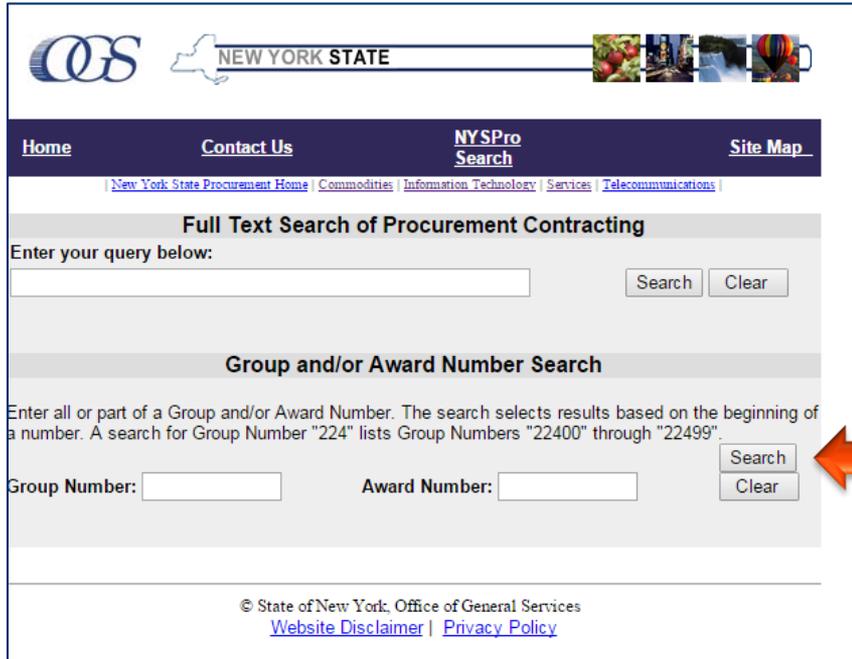
- [Buying Green](#)
- [Educational Buying Programs](#)
- [Buying from Preferred Sources](#)
- [Purchasing with a Procurement Card](#) (for state agencies)

Click “Find Contracts” to:

- Search contracts by text and group or award number.
- Quick links to frequently requested contracts like HBITS, road salt, and green cleaning.



Did You Know...



The screenshot shows the top navigation bar with the OGS logo, a map of New York State, and a horizontal menu with links for Home, Contact Us, NYSPro Search, and Site Map. Below this is a secondary menu with links for New York State Procurement Home, Commodities, Information Technology, Services, and Telecommunications. The main content area is divided into two search sections. The first section is titled "Full Text Search of Procurement Contracting" and includes a text input field, a "Search" button, and a "Clear" button. The second section is titled "Group and/or Award Number Search" and includes a descriptive paragraph, two text input fields labeled "Group Number:" and "Award Number:", and "Search" and "Clear" buttons. An orange arrow points from the "Search" button in the second section towards the right. At the bottom of the page, there is a copyright notice for the State of New York, Office of General Services, with links to the Website Disclaimer and Privacy Policy.

- If you click “Search All Contracts” and then click “Search” you will see a comprehensive contract listing.

Where to Find Our All Contracts Listing

All Contracts Listing:

- Click “Find Contracts” and select the:
 - Complete Listing link

Where to Get Contract Updates:

- Sign-up for the Purchaser Notification System for email blasts about contract updates.

Procurement Services						
All Term Contracts by Group Number						
Group	Description	Contract Period	Award#	MB/WB / SB	Contract No.	Contractor Name
01600	MILK (FLUID) (STATEWIDE)	9/1/2011 - 6/30/2015	22230		PC35632	BOBCE BROS DAIRY INC
01600	MILK (FLUID) (STATEWIDE)	9/1/2011 - 6/30/2015	22230		PC35633	BYRNE DAIRY
01600	MILK (FLUID) (STATEWIDE)	9/1/2011 - 6/30/2015	22230		PC35636	UPSTATE NIAGARA COOPERATIVE INC
01600	MILK (FLUID) (STATEWIDE)	9/1/2011 - 6/30/2015	22230		PC35637	Z-R CORPORATION DBA MOHAWK DAIRY
01600	MILK (FLUID) (STATEWIDE)	9/1/2011 - 6/30/2015	22230		PC35979	CREAM-O-LAND DAIRIES LLC
01600	MILK (FLUID) (STATEWIDE)	12/4/2013 - 6/30/2015	22755		PC36397	ELMHURST DAIRY INC
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2014 - 8/31/2015	22843		PC36637	CARGILL INCORPORATED DBA CARGILL INCORP DEICING TECH BUSINESS UNIT
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2014 - 8/31/2015	22843		PC36658	AMERICAN ROCK SALT CO LLC
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2014 - 8/31/2015	22843		PC36659	ATLANTIC SALT INC
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2014 - 8/31/2015	22843		PC36660	MORTON SALT INC
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2014 - 8/31/2015	22843		PC36661	COMPASS MINERALS AMERICA INC
02450	FOOD (BAKED GOODS) (STATEWIDE)	2/1/2013 - 1/31/2018	22407		PC35969	OROGRAIN BAKERIES SALES INC ON BEHALF OF BIRBE FOODS INC
02450	FOOD (RETAIL) (STATEWIDE)	3/24/2014 - 3/23/2019	22688		PC36400	METROPOLITAN FOODS DBA DRISCOLL FOODS
02450	FOOD (COMMERCIAL) (STATEWIDE)	12/1/2014 - 11/30/2019	22794		PC36399	SYSCO SYRACUSE LLC

Helpful Resources

- NYS Procurement Council Guidelines | www.ogs.ny.gov/BU/PC/SPC.asp
- OSC Seeking Competition in Procurement Guide | www.osc.state.ny.us/localgov/pubs/lgmg/seekingcompetition.pdf
- New York State Contract Reporter | www.nyscr.ny.gov
- Office of the State Comptroller | www.osc.state.ny.us
- SAMPO | www.nysampo.org
- NASPO | www.naspo.org
- National Institute of Gov. Purchasing | www.nigp.org

Sign-up for the Purchaser Notification System to receive contract updates!



NYS Purchasing Forum & Trade Show

What It Is

- Offers government purchasing professionals free training.
- Provides opportunities to interact with a variety of businesses.
- Learn about procurement best practices.



Learn More Online

- Get year-round training.
- Class presentations and videos are posted from the 2015 & 2016 Forums!

www.purchasingforum.ogs.ny.gov



Office of
General Services

More Road Show Events Coming Soon!



- Visit www.nyspro.ogs.ny.gov/roadshow to learn more and register for future events.
- Events being booked across NYS.
- Got questions? Contact customer.services@ogs.ny.gov.

Can't Find Something? Got a question? We are here to help!

Contact us today

(518) 474-6717

customer.services@ogs.ny.gov



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 nysprocurement

Questions