

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

NUMBER: CL-484

DATE: March 19, 2002
(REVISED: FEBRUARY 16, 2005)

GROUP: 20915 - COMMERCIAL, INSTITUTIONAL,
RESIDENTIAL & OFFICE FURNITURE

**PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS**

Richard Newton
Purchasing Officer I
(518) 486-9023
richard.newton@ogs.state.ny.us

VENDOR: HERGO, INC.

OTHER AUTHORIZED USERS
Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

SUBJECT: NYS SMALL BUSINESS INITIATIVE

EXPLANATION: THE NEW PURCHASING OFFICER RESPONSIBLE FOR THIS SBI IS RICHARD NEWTON.

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The New York State Small Business Initiative was developed by the OGS Procurement Services Group as a streamlined process for New York State agencies to exercise their statutory discretionary purchase levels for specific products and services not available from Preferred Sources or State contract. This initiative permits State agencies to directly purchase up to \$50,000 of product or service without the need to conduct a formal procurement or advertise in the Contract Reporter. OSC prior approval is required for purchases over \$15,000. (Local governments and other authorized entities may purchase listed products or services according to their own policies and/or statutory requirements.)

A State agency or authority must ensure compliance with Executive Order Number 127 for purchases in excess of \$15,000. Detailed information and forms on Executive Order Number 127 can be found on the OGS website at <http://www.ogs.state.ny.us/legal/ExeOrder/overview.asp>. For purchases in excess of 15,000, the small business firm is required to complete Form 1, the Contractor Disclosure of Contacts. The State agency or authority must make inquiry regarding prior findings of non-responsibility, obtain a vendor certification and incorporate the required termination clause. A State agency or authority is also required to complete the Record of Contact Form for those contacts by individuals representing the firm that were not disclosed on the Contractor Disclosure of Contacts Form.

Businesses qualify by having status as a New York State Small Business defined in State law as a resident small business or as a resident minority/women-owned business and by providing either a service where employees of the business perform 75% of the direct labor for the services offered or products which are manufactured, remanufactured, recycled, produced or assembled in New York State.

The Office of General Services offers this notification as a service to our customers. OGS makes no representations about, nor implies any endorsement of, specific products or services or the contents of this information.

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It is the responsibility of purchasing agencies to determine the reasonableness of price and to determine whether the product(s) or service(s) listed below will meet their form, function and utility. These determinations should be documented in the agency procurement record. In addition, the "CL" number should be referenced in the contract box on any purchase order and a copy of this "CL" should accompany the paperwork forwarded for payment.

Description	:	Computer Furniture & Related Accessories	
Terms	:	Discount of 46% (FOB Origin - Long Island City, NY with ownership transferring at the point of delivery sign-off.) from the Hergo GSA Price List, Contract #GS - 29 - 0133G and associated product list-modular ergonomic technical support furniture dated March 2001 - minimum order \$50.	
Quantity Discounts	:	\$10,001 - 50,000	46/10
	:	\$50,001 & over	46/10/5
Inside Delivery	:	4% of net total sale	
Installation	:	8% of net total sale (Minimum charge: \$360.00 NYC Area, \$480.00 Albany Area)	

For further information, interested agencies should contact:

Mr. Eli Hertz
Hergo, Inc.
56-01 55th Avenue
Maspeth, NY 11378
Telephone: 888-222-7270 ext. 205
Fax: 888-410-0671
Federal ID Number: 13-3623696