

SAMPLE Notice of contract award: This is a sample to be used for information only; your terms and conditions may be different.

NOTICE OF CONTRACT AWARD

(Name of Agency)

CONTRACT NO. PAxx

Group No. / Commodity: (39300) / (Public Safety Officers Uniforms)

Contractor: (company's name), (company's address)

Contact: (contractor contact person's name) Telephone: (x) Fax No. (x)

Contract Period: (begin date) to (end date)

I.F.B. / Proposal No.: (x)

Bid Opening Date: (date)

Contract Approval Date: (x)

Direct inquiries regarding this contract to: (agency contact name, title, agency name, agency address, telephone number, fax number, email address)

FOR TAX FREE TRANSACTIONS UNDER THE INTERNAL REVENUE CODE, THE NEW YORK STATE REGISTRATION NUMBER IS 14740026K.

Price: Price is net Freight on Board (FOB) destination, including tailgate delivery.

Request for Change: Any request by the agency or contractor regarding changes in any part of the contract must be made in writing prior to effectuation. Such requests are subject to approval of the State Comptroller.

Contract Payments: Payments cannot be processed by (agency) until the contract items have been delivered in satisfactory condition. Payment will be based on an invoice used in the supplier's normal course of business, however, such invoice must contain sufficient data including, but not limited to, Contract No., Purchase Order No., description of material, quantity, unit and price per unit, as well as NYS Vendor ID.

Delivery: (Delivery terms spelled out)

Purchase Orders: Purchase orders are effective and binding upon the contractor when placed in the mail.

Quantities: The quantities listed are estimated only and based upon the filed requirements. However, vendor payments will be based on quantities actually ordered and received during the contract period.

Minimum Order: No minimum order.

Contract Period: It is the intention of the State to enter into a contract for a term of (initial contract term), as indicated on the IFBs. Agency reserves the right to extend this contract under the same terms and conditions for an additional period of (allowed in IFB but not to exceed a total contract term of 5 years).

Price Adjustment: The contractor may request a price change for any extension period(s) if allowed and limited to the price adjustment clause(s) per the IFB. Documentation of the increases must accompany the request. Price reductions may be offered at any time during the term of the contract including renewal periods.

Appendix A: The contractor agrees to comply with Appendix A, New York State Standard Contract Clauses.

Terms and Conditions: The contractor agrees to comply with all the specifications of (agency) Bid Number (x) dated (specific date).

Notes to Agency as applicable:

- Purchase orders should reference this contract number (PAxx)
- When placing orders against this contract, please forward a copy of the P.O. to: (Agency main office, address, phone number, fax number)
- Agencies are urged to process vouchers expeditiously.

(see item list on next page)

CONTRACT NO. PAxx - Public Safety Officers Uniforms (SAMPLE ONLY)

Item Number 1:

Estimated Quantity: 1005

Name and number of material proposed to be furnished: Raeford 571-34453

Style number or catalog reference of finished garment: Special

Manufacturer: Clifton Shirt

Delivery: 45 days A/R/O (after start up)

Item: Long Sleeve Shirts (men)
with embroidered insignia patch, as per specification
Color: Blue/Gray

Sizes:

Neck 14 C 17 2, Sleeve 31-35 **Unit Price:** 42.70

Neck 18 C 20 2, Sleeve 36-38, or long body **Unit Price:** 46.70

Item Number 2:

Estimated Quantity: 125

Name and number of material proposed to be furnished: Raeford 571-34453

Style number or catalogue reference of finished garment: Special

Manufacturer: Clifton Shirt

Delivery: 45 days A/R/O (after start up)

Item: Long Sleeve Shirts (women)
with embroidered insignia patch, as per specification
Color: Blue/Gray

Sizes:

S,M,L **Unit Price:** 42.70

XL **Unit Price:** 46.70