

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

### GENERAL INFORMATION BULLETIN

**NUMBER:** CL-644

**DATE:** October 11, 2005

**REVISED:** October 12, 2005

**DESCRIPTION:** Alarm & Signal Systems

**PLEASE ADDRESS INQUIRIES TO:**

Lisa Burns  
Purchasing Officer  
(518) 474-7101

**GROUP/AWARD:**

[lisa.burns@ogs.state.ny.us](mailto:lisa.burns@ogs.state.ny.us)

[38221 / 01057](#)

[38221 / 02367](#)

[38221 / 02455](#)

[38221 / 02456](#)

[38221 / 18735](#)

[38221 / 19110](#)

[38221 / 4476](#)

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**SUBJECT:** SECURITY CONTRACTS - Guidelines for Authorized Users

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

Please include the following guidelines for contract use to the following contracts:

**NOTE TO AUTHORIZED USERS:**

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), which should include:

- a statement of need and associated requirements,
- a summary of the contract alternatives considered for the purchase,
- the reason(s) supporting the resulting purchase (e.g., show the basis for the selection among multiple contracts at the time of purchase was the most practical and economical alternative and was in the best interests of the State).

**GROUP 38221**

ADT Security Services, Inc. – PGB-01057  
Anixter, Inc. – PGB-02367  
Stop Tech, Ltd. – PGB-02455  
Communications Televideo, Ltd. – PGB-02456  
Johnson Controls, Inc. – PGB-19110  
Simplex Grinnell – PGB-18735  
Honeywell International, Inc. – C-4476

Authorized Users should also compare prices among vendors where multiple contracts offer the same or similar products. This will ensure competition and possibly better pricing.

These will be in all of the Contract Award Notices (CAN) for the aforementioned contracts on Page 3 under Note to Authorized Users.