

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

PURCHASING MEMORANDUM

GENERAL INFORMATION BULLETIN

NUMBER: CL-785

DATE: January 14, 2014

GROUPS: 05602 - DIESEL ENGINE FUEL
05500 - HEATING FUEL OIL
05600 - GASOLINE
05800 - LIQUID PROPANE

PLEASE ADDRESS INQUIRIES TO:

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

SUBJECT: 2014 WEB BASED FILED REQUIREMENT

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

The period for filing requirements for the 2014-contracts is now open. OGS may extend the current contracts for an additional one year term, or OGS may award new contracts for a new two year term. We are again using the web based system to collect filed requirements. You are receiving this e-mail as a previous registrant on this system. If you are no longer the person responsible for your facility's aforementioned requirements, please forward this message to the appropriate person.

At this time, if you plan on using the OGS contract for any of the above listed fuels, please visit the OGS website at <https://online.ogs.ny.gov/psgfiledrequirements/default.aspx> to file your requirements for the 2014-2016 contracts. You will need your user name and password to enter the system. If you have forgotten your user name/password you will need to create a new filing account. If you are a new user, you will need your OGS customer number in order to register. If you do not know your OGS customer number, please contact OGS Customer Services at (518) 474-6717 or customer.services@ogs.ny.gov

Authorized Users shall note that it may not be feasible to procure certain fuel grades via statewide fuel procurement regardless of the submitted filed requirement in either standby or non-standby quantities. If a fuel grade is prohibited due to environmental or other regulations, or a fuel grade is underutilized or obsolete, OGS NYS Procurement reserves the right, at its sole discretion, to remove it from the scope of the statewide fuel procurement at any time prior to contract award. If a decision is made to remove a fuel grade from the scope of the statewide fuel procurement, OGS NYS Procurement shall provide the affected Authorized Users with written notification of such decision.

BE SURE TO PRINT YOUR CONFIRMATION PAGE FOR YOUR RECORDS

The electronic filed requirements system is designed to allow multiple registrants to enter your agency's requirements. For example, if you have more than one delivery point for heating fuel, the system will allow more than one person to enter that requirement information. Please ensure that the information supplied by your agency includes storage capacity, special delivery instructions, billing information and up to date contact information.

If you require assistance with the filing process, please contact OGS Customer Services at (518) 474-6717 or email to customer.services@ogs.ny.gov.