

New York State - Office of General Services - Procurement Services Group

Group: 05800 - Propane (LP Gas)

Requirement Letter No. 142

Contract Period: July 1, 2003 to June 30, 2005 (24 Months)

DEADLINE:

THIS FORM MUST BE RETURNED BY DECEMBER 31, 2002

RETURN COMPLETED FORM TO:

Customer Services Unit - 29th Floor

NYS Office of General Services

Procurement Services Group

Corning Tower, Empire State Plaza,

Albany, NY 12242

Phone: (518) 474-6717, FAX: (518) 474-2437

email: customer.services@ogs.state.ny.us

PLEASE LIST ONLY 1 YEAR OF REQUIREMENTS

Propane (LP Gas) Requirements & Storage Tank Data <i>(Submit one form for each delivery point!)</i>		
Name of This Delivery Point: _____		
Street Address: _____		
City: _____	Zip Code: _____	County: _____
Contact Person: _____		Phone No. _____
Special Delivery Instructions: _____		
Total 12-Month Requirements (Gal.)	No. of Tanks at this Delivery Point	Gallon Capacity of each Tank
_____ Gal./Yr.	_____	_____ Gal.
_____ Gal./Yr.	_____	_____ Gal.
_____ Gal./Yr.	_____	_____ Gal.
Are any of these tanks under ground? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Are tanks supplied by vendor? <input type="checkbox"/> YES <input type="checkbox"/> NO Agency owned? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Is this a vehicle fueling station? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Cylinder Information Requirements & Storage Tank Data <i>(Submit one form for each delivery point!)</i>		
Name of This Delivery Point: _____		
Street Address: _____		
City: _____	Zip Code: _____	County: _____
Contact Person: _____		Phone No. _____
Special Delivery Instructions: _____		
Total 12-Month Requirements (Gal.)	No. of Cylinders at this Delivery Point	Pounds Capacity of each Tank
_____ Gal./Yr.	_____	(34 lbs) (7.9 Gal.)
_____ Gal./Yr.	_____	(100 lbs) (23.6 Gal.)

Agency: _____ Your OGS Customer No.: (See Envelope) _____

Street Address and/or PO Box: _____

City: _____ Zip: _____

Authorized Signature: _____ Title _____

Print/Type Signature: _____ Date: _____

Telephone: () _____ Fax: () _____

E-mail address: _____

NOTE:

- **Return ONE copy ONLY to the Office of General Services, Procurement Services Group. Make certain that all necessary information is included. Your response may be faxed. Attach additional sheets if necessary.**
- **Illegible or incomplete requirement form may result in your exclusion from the new contract.**

IMPORTANT INFORMATION CONTINUED ON REVERSE SIDE

ATTENTION CONTRACT USERS

Important Information:

OGS Procurement Services is preparing to solicit bids for 2003 - 2005 Liquefied Petroleum (LP Gas) Propane Supply. Current contract is due to expire June 30, 2003. The new contract will be a **two year** contract.

New Contract Period: July 1, 2003 - June 30, 2005

This is the only notice that will be sent.

Return requirement letters via mail or fax. (To avoid duplication do not mail, if faxed; do not fax if mailed)

In preparing your requirement letter please assure that all tanks, requirements and locations are accurate and submitted to our office by December 31, 2002.

The signing and filing of this Requirement Letter will be considered authority for OGS to make a contract for your requirements of Liquefied Petroleum (LP) Gases - Propane for the Contract Period indicated.

YOU MUST NOT ENTER INTO ANY OTHER LIQUIFIED PETROLEUM (LP) GASES - PROPANE CONTRACT DURING THIS CONTRACT PERIOD. PLEASE NOTE THAT THIS PRODUCT IS NOT FOR OFF-ROAD USE.

New Information:

To register in our E-mail notification service to receive notices of new contracts and other important OGS Procurement news for buyers go to:

www.ogs.state.ny.us/pns