

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-763

DATE: April 27, 2012

GROUP: 01800 - ROAD SALT

PLEASE ADDRESS INQUIRIES TO:

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

SUBJECT: 2012-2013 WEB BASED FILED REQUIREMENT

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

The period for filing road salt requirements for the 2012-13 contracts is now open. We are again using the web based system that was developed last year. 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 road salt requirements, please forward this message to the appropriate person.

At this time, if you plan on using the OGS contract for Road Salt, please visit the OGS website at <https://online.ogs.ny.gov/psgfiledrequirements/default.aspx> to file your requirements for the 2012-13 contract. You will need your user name and password to enter the system. If you are a new user, you will need your OGS Procurement Services 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

As requested by many users, we have added a confirmation page which can be printed for your records. We have also listed your facility's filed requirements from last year.

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 road salt, 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 any other important data.

Due to the mild winter that we had this year, many customers have not yet met the minimum commitment to purchase 70% of their filed quantity. Please take this into consideration when filing your requirements for the upcoming contract. Contractors have a contractual obligation to store any excess quantities for which a customer is committed to purchase but for which they do not have storage space. More information regarding your obligations under the current contract will be forthcoming.

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.

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