



GENERAL INFORMATION BULLETIN

Subject: 2015 WEB BASED FILED REQUIREMENT

DATE: February 20, 2015

Number CL-810

GROUPS: 05600 – Gasoline
05800 – Liquid Propane

PLEASE ADDRESS INQUIRIES TO: Customer Services | 518-474-6717 | customer.services@ogs.ny.gov

The period for filing requirements for 2015-2017 is now open for:

- Gasoline & E85 (RL 194)
- Liquid Petroleum Gas (RL 195)

If you plan on using the OGS contract for either of these fuels, please submit your requirements online by March 31, 2015 at: <https://online.ogs.ny.gov/psgfiledrequirements/default.aspx>.

You will need your username and password for the filing system. If you don't have it, you need to create a new filing account. To register for the system, you will need your OGS Customer ID number. If you do not know your OGS Customer ID number, you may contact Procurement Services Customer Services at 518-474-6717 or customer.services@ogs.ny.gov to obtain your OGS Customer ID number. If you do not currently have an OGS Customer ID number, you will need to contact Customer Services to register for one.

When you submit your requirements:

- Make sure to update your contact information, delivery location, and tank information.
- Your requirement should cover the volume of fuel your facility is expected to use in one (1) year.
- List all volume requirements in gallons.
- Please include storage capacity, special delivery instructions, and billing information.
- Once requirements have been submitted, please print a copy of the confirmation page for your records

Please note: Procurement Services may extend the current contracts for an additional one year term, or may award new contracts for a new two year term. 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, Procurement Services 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, Procurement Services shall provide written notification through the Purchaser Notification System of such decision.