

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-740

**DATE:** November 1, 2010

**GROUP:** DIESEL ENGINE FUEL, FUEL OIL,  
GASOLINE AND LIQUID PROPANE

**PLEASE ADDRESS INQUIRIES TO:**

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

**SUBJECT: NEW WEB BASED SYSTEM FOR FILED REQUIREMENT**

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

The Office of General Services Procurement Services Group (OGS) is pleased to announce that we have developed a web based system for filing requirements for those contracts that currently use the requirement letter process.

At this time, if you plan on using the OGS contracts for Fuel Oil, Gasoline, Diesel Engine Fuel and/or Liquid Propane, please visit the OGS website at <https://www3.ogs.state.ny.us/psgfiledrequirements/default.aspx> to register your organization and file your requirements for the 2011-13 contract period. 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.state.ny.us](mailto:customer.services@ogs.state.ny.us).

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 fuel oil, the system will allow more than one person to enter that requirement information. Therefore, please forward this e-mail to those responsible for filing your facilities' requirements, as you would have with past requirement letters. In the future, when it is time to file requirements for the 2013-15 contract period, an e-mail to those who have filed will replace a mailed requirement letter.

This new system will streamline and "green" the process and provide your agency/facility with information that was not readily available using the former paper-based requirement letter process. You will be able to view filed requirements for the most recent contract which will assist you in filing your new requirements. Please ensure that the information supplied by your agency includes tank sizes, special delivery instructions, billing information and any other important data.

If you require assistance with this process, please contact OGS Customer Services at (518) 474-6717 or email to: [customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us).

\* \* \* \* \*



DAVID A. PATERSON  
GOVERNOR

STATE OF NEW YORK  
**EXECUTIVE DEPARTMENT**  
**OFFICE OF GENERAL SERVICES**  
MAYOR ERASTUS CORNING 2ND TOWER  
THE GOVERNOR NELSON A. ROCKEFELLER EMPIRE STATE PLAZA  
ALBANY, NEW YORK 12242

CARLA CHIARO  
ACTING COMMISSIONER

ANNE G. PHILLIPS  
ACTING DEPUTY COMMISSIONER  
INFORMATION TECHNOLOGY AND  
PROCUREMENT SERVICES

December 23, 2010

Dear Fuel Contract User:

As a current or previous user of the Office of General Services, Procurement Services Group's fuel contracts, on November 1, 2010, your agency/facility should have received the attached Purchasing Memorandum announcing our new web based system for filing your fuel requirements for the upcoming 2011-13 contracts.

**If you have not yet filed your requirements**, please note that we have extended the deadline for filing until January 15, 2011. **For those that have already filed**, we have observed that many of the entries are incomplete.

It is very important that we collect all of the information that is being asked for in the system so our bidders have the information they need when they are preparing their bids. We therefore are asking each of you to review your filings to ensure they are complete. Attached are sample screens within our system with more detailed information to help you complete your filings. If you are unable to open the attachment, these documents can be viewed on our web site at <http://www.ogs.state.ny.us/purchase/spg/pdfdocs/CL740.pdf>. If, after reviewing this information, you still have questions, please call Customer Services at (518) 474-6717.

**FAILURE TO TIMELY FILE YOUR REQUIREMENTS MAY RESULT IN YOUR AGENCY/FACILITY BEING EXCLUDED FROM THE UPCOMING FUEL CONTRACTS.**

Sincerely,

Ed Lucier  
Team Leader

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Serving New York Governor David A. Paterson Acting Commissioner Carla Chiaro

ounts for  
ocation only!

## Filed Requirements for the Selected Delivery Location

You will be able to file and update amounts until the close of the filing period 12/31/2010

For existing delivery locations, please verify that the contact information, tank information and billing information is correct.. DO NOT EDIT DELIVERY NAME OR ADDRESS. See next page for details

ID	Delivery Name/ Address	City/County/ Zip
	PSG Customer Services	Albanv
	Empire State Plaza	Albanv
		12106

**Add/Edit Delivery Location  
Tank Information  
Contact Information  
Billing Information**

[Please Click Here to Read Guidelines:](#)

### Fuel Oil, Heating

FuelType	Previous Amount	Future Filing Amount	Standby
2-MT (0.2%) NYC		0	<input type="checkbox"/>
2-MT (0.3%) NYC		0	<input type="checkbox"/>
2-MT (0.5%)		0	<input type="checkbox"/>
2-MT (0.5%) NYC		0	<input type="checkbox"/>
2-TW (0.2%) NYC		0	<input type="checkbox"/>
2-TW (0.3%) NYC		0	<input type="checkbox"/>
2-TW (0.5%)		0	<input type="checkbox"/>
2-TW (0.5%) NYC		0	<input type="checkbox"/>
4-MT (0.3%)		0	<input type="checkbox"/>
4-MT (1.5%)		0	<input type="checkbox"/>
6-MT (0.3%)		0	<input type="checkbox"/>
6-MT (0.5%)		0	<input type="checkbox"/>

To save Future Filing Amount, click the Save button below.

**Save Filing Amounts**

To copy Previous Amount to Future Filing Amount.

**Copy Previous to Future**

**Exit without Saving.**

**Exit Without Saving**

Check here if a dual fuel facility for which fuel oil is the secondary fuel.

Be sure to click this button to save requirements. You will be prompted to verify that you are authorized to file on behalf of your agency/facility.

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Close Page

## Add a New Delivery Locations

**Note: You are adding a new Delivery Location to the customer you are representing.**

Customer ID 4934

Delivery Location Name

County Please Select

Address

Address2

City

ZipCode

State or NonState STATE

Comments

Save this Delivery Location

Be descriptive. For example "North Colonie School District Bus Garage", not just "Bus Garage." Cities, towns, and villages should be listed as follows: "Albany, City of, DPW", "Kinderhook, Town of, Water Dept.", etc,

Contracts for fuels are awarded by County. It is very important that the correct county is selected.

If your facility is a state agency (Dept. of Transportation, Department of Corrections, etc.) select "State.". If you not a state agency (city, town, village, school district, etc.), select "Non-State."



Close Page

## Add and Update

### Delivery Location - Fuel Tank Information - Contact Information - Billing Information

Note: Adding an Item will take you to a new page, where as updating is done on this page.

#### Add Edit Delivery Location

Delivery ID

Delivery Location Name

County

Address

Address2

City

ZipCode

State or Non-State

Comments

Update this Delivery Location

For delivery locations from previous contracts, it is important not to change the Delivery Location name or address

Add a New Delivery Location

#### Add Edit Tank Info

Add a New Fuel Tank

For existing locations this information can be updated. For new delivery locations, it is critical that this information is provided

#### Add Edit Contact Info

Add a New Contact

This is newly requested information and should be completed for both existing and new delivery locations

#### Add Edit Billing Information