



General Information Bulletin

Subject: 2017 – 2019 WEB BASED FILED REQUIREMENT

DATE: February 15, 2017

CL #: 833

GROUP #: 05800

DESCRIPTION: Liquefied Petroleum (LP) Gases – Propane (Statewide)

OGS CONTACTS:

Elizabeth Gocs | 518-486-1821 | elizabeth.gocs@ogs.ny.gov

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

The period for filing requirements for July 2017 – June 2019 is now open for the following fuel:

- Liquefied Petroleum (LP) Gases - Propane (Statewide) (RL 202)

Please note that the requirements are for Clinton, Essex, and Franklin counties only.

If you plan on using the OGS contract for this fuel, please submit your requirements online by **March 10, 2017** at: <https://online.ogs.ny.gov/psgfiledrequirements/>

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. However, the requirements are for the full contract term.
- List all volume requirements in gallons.
- Please include storage capacity, special delivery instructions, and billing information.
- Once requirements have been submitted, **be sure to print your confirmation page for your records.**

By filing your fuel requirements, you are giving consent to OGS Procurement Services to award contracts on behalf of your facility for the full contract period.

Please note: Once a contract is established based on your filed requirements, you are obligated to purchase all quantities for that fuel from the awarded contractor. You may not purchase this type of fuel from any other source for the term of the contract.