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# Understanding NYS OGS Centralized Contracts With Filed Requirements

## Fuels, Road Salt, and Milk



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## Presenters:

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# Overview

- What's a Filed Requirements Contract?
- Who's eligible to use Filed Requirements Contracts?
- Why should you submit Filed Requirements?
- Where do you submit Filed Requirements?
- How do you submit Filed Requirements?
- When should you submit Filed Requirements?



# What's a Filed Requirements Contract?

A Filed Requirements Contract is a term Contract covering specified delivery points and estimated quantities for a commodity. The intent is to guarantee a source of supply for a critical commodity for a specified period of time for Authorized Users that have submitted, or 'filed' their requirements with OGS Procurement Services.

# What's a Filed Requirement?

A “Filed Requirement” is a commitment from an Authorized User to OGS to procure a certain product (e.g., Fuels, Road Salt, and Milk), including the estimated quantity the Authorized User intends to procure for a 12-month period.

- OGS relies on Authorized Users to assess anticipated consumption and provide estimated quantities for product(s) they plan to purchase.

# What's an Authorized User?

Authorized User – an agency, or other entity authorized by the laws of the State of New York to participate in NYS Centralized Contracts (including but not limited to political subdivisions, public authorities, public benefit corporations and certain other entities set forth in law), or the State of New York acting on behalf of one or more Agencies and other entities.

# Who's Eligible to Become an Authorized User?

To use OGS Centralized Contracts, an agency or entity must be registered as an Authorized User with OGS Procurement Services, Customer Services.

- OGS Customer Services approves and registers agencies/entities as Authorized Users and issues an OGS-assigned Customer ID Number to approved agencies/entities.
- If you're uncertain whether you're a registered Authorized User of OGS Centralized Contracts, Contact OGS Customer Services at:  
**(518) 474-6717** or **[ogs.sm.customer.services@ogs.ny.gov](mailto:ogs.sm.customer.services@ogs.ny.gov)**



# Why does OGS Procurement Services collect Filed Requirements?

Filed Requirements create a “Statement of Need” for OGS to establish centralized contracts for Fuels, Road Salt, and Milk.

- OGS relies on Authorized Users to provide a breakdown of the type(s) of products they require and estimated quantities they plan to purchase.
- OGS creates Delivery Schedules from the Filed Requirements received, and includes these in the Bid Solicitations for these products.



# When are Filed Requirements collected?

- ❑ OGS will announce when the filing period is open for Authorized Users to submit (or “file”) requirements for a product including estimated quantities.
  - This announcement is published on the OGS website under the “Announcements” page, and email notifications also go out through the OGS Purchaser Notification Service (PNS).
- ❑ OGS collects Filed Requirements in order to include them in a Bid Solicitation.

# Which OGS Centralized Contracts have Filed Requirements?

## 1. Fuels

- ULS Diesel & Biodiesel Fuel (Group 056)
- Gasoline & E-85 (Group 056)
- Fuel Oil, Heating (#2, #4, #6, Kerosene, & Bioheating Fuel) (Group 055)
- Liquefied Petroleum Gases – Propane (Group 058)
- Natural Gas (Firm Supply & Interruptible Supply) (Group 059)

# Which OGS Centralized Contracts have Filed Requirements?

## 2. Road Salt for Ice Control (Group 018)

- Road Salt (Bulk Untreated)
- Treated Salt Type 1
- Treated Salt Type 2

# Which OGS Centralized Contracts have Filed Requirements?

3. Milk (Group 016)
  - Whole Milk
  - Reduced Fat Milk
  - Low Fat Milk
  - Skim Milk
  - Non-Fat Milk

# Why should Authorized Users submit Filed Requirements?

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# Benefits of Submitting Filed Requirements

- ❑ Filed Requirements allow OGS to communicate to potential Bidders the Authorized Users' purchasing needs and estimated quantities of certain products for the coming year(s).
- ❑ Authorized Users' delivery locations for Filed Requirements will be included in a Delivery Schedule published with the Bid Solicitation.





# Benefits of Submitting Filed Requirements

- ❑ Aggregation of estimated quantities allows OGS to obtain best pricing from Bidders.
- ❑ Guarantee that product deliveries will be made by the Contractor to Authorized Users' delivery locations on Contract-awarded items.
- ❑ Better chance that the Authorized Users' needed product(s) will be on awarded Contract.



## Disadvantages of Not Submitting Filed Requirements

- Authorized Users' needs for products at certain locations may not be covered under a resultant contract.
- Estimated quantities will be inaccurate and may not result in the best possible pricing for Authorized Users.
- There may be less competition due to lower estimated quantities.
- No guarantee an Authorized User can be added to the Delivery Schedule of a resultant contract.

# How to be Part of OGS Bid Solicitations for Contracts with Filed Requirements

Authorized Users are notified by email via the Purchaser Notification Service (PNS) when Filed Requirements are due.

- Sign up to receive email notices regarding Contract updates through OGS's PNS at: <https://online.ogs.ny.gov/pns>
  - Enter the commodity codes for Fuels, Road Salt, and Milk to your account when you register.
    - Fuels: 15
    - Road Salt: 12
    - Milk: 50
  - Have more than one person register with the PNS.



# PNS Live Demo

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# OGS' Online Filed Requirements System for Fuels & Road Salt

1. Go to the Filed Commodities Requirements Homepage and review Filed Requirements Guidelines:

<https://online.ogs.ny.gov/psgfiledrequirements/default.aspx>

2. Set up a Filer Account

- Each person submitting Filed Requirements must have their own individual filer account. Do NOT use someone else's filer account!
  - First, enter your OGS Customer ID Number that was designated to your agency or organization.
  - If you don't know your OGS Customer ID, contact OGS Customer Services to obtain it.



# OGS' Online Filed Requirements System for Fuels & Road Salt

3. Enter estimated quantity Authorized User anticipates purchasing within a 12-month period.
  - Road Salt: enter estimated tons.
    - OGS Centralized Contracts for Road Salt have the following minimum purchasing obligations that should be considered before entering estimated quantities:
      - 70 % (or 50% for solar salt) of the estimated quantity filed.
  - Fuels: enter estimated gallons (or dekatherms for Natural Gas).
    - OGS Centralized Contracts for Fuels have no minimum purchasing obligation.



# OGS' Online Filed Requirements System for Fuels & Road Salt

4. Ensure your filing/contact information is correct before submitting your requirements, and then review the Confirmation Page for accuracy.
  - Don't forget to print your Confirmation Page for your records. Note: there will **NOT** be a confirmation page sent by email.
  - By submitting your agency's Filed Requirements, your agency is obligated to purchase those requirements through the OGS centralized Contract.

# Filed Requirements Database Live Demo

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# OGS' Filed Requirements for Milk

- ❑ Previously, an Excel file was completed and submitted to the Contract Manager.
  - Going forward: TBD
- ❑ Enter estimated quantity (in quarts) Authorized User anticipates purchasing within a 12-month period.
  - OGS Centralized Contracts for Milk have the following minimum purchasing obligation, which should be considered before entering estimated quantities:
    - 80% of the estimated quantity filed

# When are Filed Requirements collected?

- Road Salt: annually every year in April
- Fuels & Milk: generally, 6-8 months prior to Contract expiration



# Is Your Agency Part of OGS Contract Awards for Fuels, Road Salt, or Milk?

- ❑ Before placing an order for Fuels, Road Salt, or Milk using an OGS Centralized Contract, Authorized Users must first review the Contract Award Notification and Delivery Schedule to determine if the product type and their delivery site(s) are included on the Delivery Schedule of the contract for the commodity they want to purchase.





# Is Your Agency Part of OGS Contract Awards for Fuels, Road Salt, or Milk?

- ❑ If an Authorized User does not submit Filed Requirements before the filing deadline, they will not be on the Delivery Schedule of the OGS Centralized Contract, and will have to request addition to the contract.
  - For awarded OGS Centralized Contracts for Road Salt, Diesel, Gasoline, Heating Fuel Oil, and LPG-Propane:
    - The Contractor is required to add a State Agency's delivery site(s) to the Centralized Contract. However, non-State Agency delivery site(s) are added at the Contractor's discretion.
  - For awarded OGS Centralized Contracts for Milk:
    - It is at the Contractor's discretion to add any Authorized User's delivery site(s) to the Contract, regardless of whether it's a State Agency or non-State Agency.



# Is Your Agency Part of OGS Contract Awards for Fuels, Road Salt, or Milk?

- In all cases, there needs to be written communication between the Authorized User, OGS, and the Contractor confirming the Contractor's agreement to add the Authorized User's delivery site(s) to the Contract's Delivery Schedule, regardless of whether the Authorized User is a State Agency or non-State Agency.



# Reminders

- Ensure your agency is an Authorized User.
- Look for email notices from OGS sent through the PNS. OGS's website also lists these notifications on the "Announcements" page.

[https://ogs.ny.gov/search/procurement\\_services\\_announcements](https://ogs.ny.gov/search/procurement_services_announcements)

- Have more than one person register with the PNS.
- Familiarize yourself with current OGS Centralized Contract awards for Fuels, Road Salt, and Milk. Look at posted Delivery Schedules (Fuels and Road Salt).





# Reminders

- Submit your Filed Requirement for these commodities in the timeframe OGS announces.
- Know the contractual minimum purchasing obligations that Authorized User must adhere to with its Filed Requirement for Road Salt and Milk (70% for Road Salt and 80% for Milk).
- If an Authorized User does not submit its Filed Requirements before the filing deadline, it will not be on the Delivery Schedule for the Contract, and that Authorized User will have to request addition to the contract.
- As a buyer of Fuel, Road Salt, or Milk, make sure you pass on your Filed Requirements wisdom before you retire or leave your agency.



# Resources

- ❑ OGS Website: <https://ogs.ny.gov>
- ❑ Purchaser Notification Service: <https://online.ogs.ny.gov/pns/>
- ❑ Filed Requirements System:  
<https://online.ogs.ny.gov/psgfiledrequirements/default.aspx>
- ❑ Fuels (Gasoline & E-85, ULS Diesel & Biodiesel Fuel, Heating Fuel Oil, LPG-Propane, Natural Gas):
  - Website:  
<https://online.ogs.ny.gov/purchase/FuelsPricingDefault.htm>
  - Mailbox: [ogs.sm.ps\\_cm\\_fleetfuelroads@ogs.ny.gov](mailto:ogs.sm.ps_cm_fleetfuelroads@ogs.ny.gov)





# Resources

## ❑ Road Salt:

- Website: [https://online.ogs.ny.gov/purchase/spg/lists/gp\\_018.asp](https://online.ogs.ny.gov/purchase/spg/lists/gp_018.asp)
- Mailbox: [OGS.sm.SST\\_roadsalt@ogs.ny.gov](mailto:OGS.sm.SST_roadsalt@ogs.ny.gov)

## ❑ Milk:

- Website: <https://online.ogs.ny.gov/purchase/spg/awards/0160022773CAN.HTM>
- Mailbox: [OGS.sm.PS\\_SW\\_Dairy@ogs.ny.gov](mailto:OGS.sm.PS_SW_Dairy@ogs.ny.gov)

## ❑ OGS Procurement Services, Customer Services

- Mailbox: [OGS.sm.customer.services@ogs.ny.gov](mailto:OGS.sm.customer.services@ogs.ny.gov)
- (518) 474-6717



# Questions?

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# PNS DEMO

You may be familiar with the OGS Group Number commodity coding scheme. Our new service will supplement that coding scheme with a more generic Product and Services Classification system to facilitate your registration. This simple commodity classification system uses about 55 broad categories to cover the hundreds of contracting areas covered by OGS procurement contracts.

Documents and procurement information will be available on our website whether or not you register for this new service. However, registering is the only way you will receive the email announcements regarding new contracts and registering will ensure that you receive updates and amendments to contracts as they occur as well as other important, timely contract information. We encourage you to register now. The process will take less than ten minutes.

If you would like more information about our system or detail about the registration process before proceeding you may [click here](#).

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[New Registration](#)

[Update Existing Registration](#)

# PNS DEMO

## Entity Category

Blind or Disabled Workshop  
Board of Cooperative Educational Services (BOCES)  
Charitable Organization  
City  
**County**  
County Highway or DPW  
Miscellaneous (Local Government Association, Instructional Institution of the Deaf or Blind, Interstate Environmental Commission, etc.)



# PNS DEMO

Fill in the entire form.

---

Entity Category **County**

Email Address

Confirm Email

County Name

Department Name (if any)

Contact First Name  MI  Last Name

Title (if any)

Address 1

Address 2

City

State  Zip Code

NY County  (County is for New York ONLY)

**\*\* Please enter the Phone Number and Fax Number without parenthesis, spaces, periods, or dashes.**

Telephone Area Code  Phone Number \*\*

Fax Area Code  Fax Number \*\*

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# PNS DEMO

## Classification Codes

- Fuels: 15
- Road Salt: 12
- Milk: 50

---

### Update Product and Services Classification(s):

**Select All**

**Select None**

---

- 10 - Live Plant and Animal Material and Accessories and Supplies
- 11 - Mineral and Textile and Inedible Plant and Animal Materials
- 12 - Chemicals including Bio Chemicals and Gas Materials
- 13 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
- 14 - Paper Materials and Products
- 15 - Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
- 49 - Musical Instruments and Recreational Equipment and Supplies and Accessories
- 50 - Food Beverage and Tobacco Products
- 51 - Drugs and Pharmaceutical Products
- 52 - Domestic Appliances and Supplies and Consumer Electronic Productsx

# PNS DEMO

Email Address: **bailey.baleno@ogs.ny.gov**  
Agency Name: **General Services, Office of**  
Contact Name: **Bailey J Baleno**

## Classification Codes

- Fuels: 15
- Road Salt: 12
- Milk: 50

### Product and Services Classification(s) Previously Registered:

- **11 Mineral and Textile and Inedible Plant and Animal Materials**
- **12 Chemicals including Bio Chemicals and Gas Materials**
- **30 Structures and Building and Construction and Manufacturing Components and Supplies**

### Product and Services Classification Currently Registering:

- **12 Chemicals including Bio Chemicals and Gas Materials**
- **15 Fuels and Fuel Additives and Lubricants and Anti corrosive Materials**
- **30 Structures and Building and Construction and Manufacturing Components and Supplies**

---

**Please print this page and save it for your records  
before clicking on SUBMIT CLASSIFICATIONS**

---

**Submit Classifications**

Cancel

Back To Selection



# OGS' Online Filed Requirements System for Fuels & Road Salt

To enter Filed Requirements, you will need your Username and Password.

Already have a filing account?

User Name:

Password:

Enter your username and password to view previous entered requests.

**NOTE: The Password is case sensitive.**

Login

[Forgot Password](#)

If you have problems contact OGS Procurement Services customer service at 518-474-6717.

Need to create a filing account?

Click button below to create a new filing account.

You will need to have a Customer ID (see the letter with your Customer ID and Customer Name).

Create a New Filing Account

New customers, if you don't have a Customer Id contact OGS Procurement Services customer service at 518-474-6717.





# OGS' Online Filed Requirements System for Fuels & Road Salt

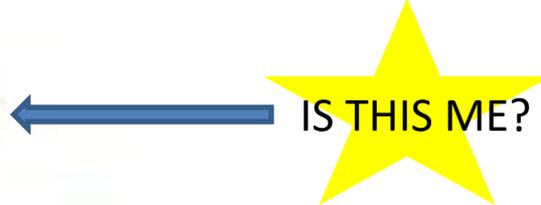
## Create Filing Account - Customer Name Verification

Please Enter your Customer ID Number  
sent to you in email or letter from OGS  
Procurement Services



Please Verify Customer Name

Customer Name: NYS OFFICE OF GENERAL SERVICES



Important: You cannot create an account without a correct Customer Name.  
If you are not associated with or representing this customer, please re-enter the correct Customer ID.  
If you do not find a matching Customer Name you must contact PSG at (518) 474-6717 to obtain a Customer ID.

Clear

Continue if Customer Name is Correct





# OGS' Online Filed Requirements System for Fuels & Road Salt

Fill in the entire form.

\* Your First Name:

\* Your Last Name:

Your Job Title:

I am a Delegate For:

\* Street Address 1:

Street Address 2:

\* City:

State:

\* Zip Code:

\* Your Phone: (  )  -  Ext.

Your Fax: (  )  -  Ext.

\* Your Email

\* Confirm Your Email

\* indicates a required item

**DO NOT use spaces or special characters (' @#% ^ & ' / [ ] !)**

Additional Information/Comments





# OGS' Online Filed Requirements System for Fuels & Road Salt

## Create a Username and Password

Please create your UserName:

Please enter your New Password:

Please confirm your New Password:

Submit

### Password Rules:

Must be between 8 - 20 characters in length

Must include at least  
1 uppercase letter,  
1 lowercase letter,  
1 number, and  
1 special character

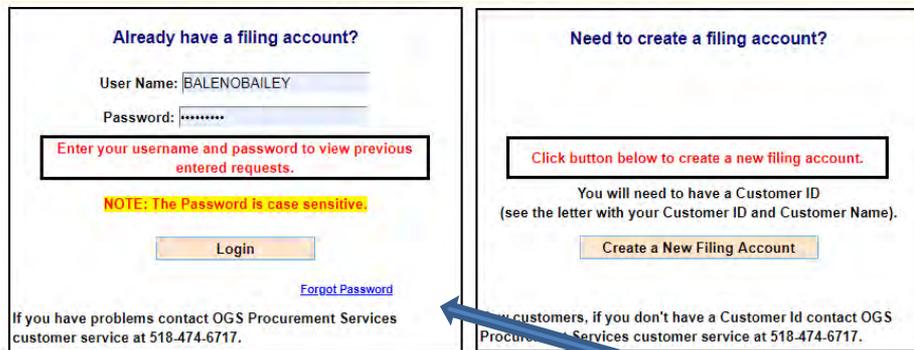
The following special characters are allowed:  
~ ! @ # \$ ^ & \* - + ? \_

Cannot contain any spaces



# OGS' Online Filed Requirements System for Fuels & Road Salt

## 4. Filing for Requirements



**Already have a filing account?**

User Name:

Password:

**Enter your username and password to view previous entered requests.**

**NOTE: The Password is case sensitive.**

[Forgot Password](#)

If you have problems contact OGS Procurement Services customer service at 518-474-6717.

**Need to create a filing account?**

**Click button below to create a new filing account.**

You will need to have a Customer ID (see the letter with your Customer ID and Customer Name).

If you are a new customer, if you don't have a Customer Id contact OGS Procurement Services customer service at 518-474-6717.

Enter in your Username and Password.

- Can't remember your password? Click on "Forgot password."
- **Can't remember your username? Contact the OGS Procurement Services' designated Contract manager for assistance, or create a new one.**



# OGS' Online Filed Requirements System for Fuels & Road Salt

- a. Verify that log-on information is correct.

Customer/User Information	
<b>Your are representing current PSG customer:</b>	<b>Your User Name and logon information is:</b>
Customer: NYS OFFICE OF GENERAL SERVICES	User Name: BALENOBAILEY
Address1: 38 TH FLOOR, CORNING TOWER	Your Name: Bailey Baleno
Address2: EMPIRE STATE PLAZA	Phone #: 518-473-1614
City: ALBANY	Email: bailey.baleno@ogs.ny.gov
State: NY	<input type="button" value="Edit User Account"/> <input type="button" value="Change Password"/>
Please call OGS Procurement Services at 518-474-6717 to correct any errors or omissions in the Customer information.	You may edit your personal information for accuracy. You cannot edit/alter any customer information.
<input type="button" value="Select Commodity"/>	Note: After you review that this information is correct, Click Select Commodity.

# OGS' Online Filed Requirements System for Fuels & Road Salt

b. Select the correct commodity.

**Select Commodity**

**Note: Please select Commodity to enter Filed Requirements.**

Gasoline & E85	Fuel Oil, Heating	Road Salt
ULS Diesel & Biodiesel	Liquefied Petroleum (LP) Gases - Propane	Treated Salt Type 1
	Natural Gas	Treated Salt Type 2

**Note: Treated Salt – Type 1 is liquid magnesium chloride corrosion inhibited 25+% magnesium chloride.**

**Note: Treated Salt – Type 2 is liquid magnesium chloride inhibited with Organic Based Performance Enhancer (OBPE) – 13-24% magnesium chloride and 12% OBPE.**



# OGS' Online Filed Requirements System for Fuels & Road Salt

c. Look for your delivery location and click on “Select.”

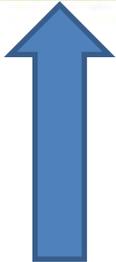
Natural Gas

Add a Delivery Location

Delivery Locations for this Customer

**INSTRUCTIONS: Click on Select to enter or update requirements for a Delivery ID.**

	<u>Delivery Location Name</u>	<u>Address1</u>	<u>Address2</u>	<u>City</u>	<u>Zip</u>	<u>County</u>
<a href="#">Select</a>	NYS OGS - NYSPRO ESP	37th Floor	Corning Tower	Albany	12242	Albany
<a href="#">Select</a>	NYS OGS Loading Dock	Esp	Empire State Plz.	Albany	12242	New York



# OGS' Online Filed Requirements System for Fuels & Road Salt

If delivery location is not listed, click on “Add a Delivery Location”, stating the location name and address. (Note: there may be several pages of delivery locations under your agency’s assigned Customer ID number.)

Natural Gas

Add a Delivery Location



Delivery Locations for this Customer

**INSTRUCTIONS: Click on Select to enter or update requirements for a Delivery ID.**

	<u>Delivery Location Name</u>	<u>Address1</u>	<u>Address2</u>	<u>City</u>	<u>Zip</u>	<u>County</u>
<a href="#">Select</a>	NYS OGS - NYSPRO ESP	37th Floor	Corning Tower	Albany	12242	Albany
<a href="#">Select</a>	NYS OGS Loading Dock	Esp	Empire State Plz.	Albany	12242	New York

# Road Salt – Data Verification

The information must be completed and correct. If information below is incorrect please update.

Is the Ordering Agency a State Agency?:

(counties, cities, towns, villages, schools, etc. are not State Agencies.)

Total Storage Capacity:  Tons

Delivery Site Contact:

Delivery Site Phone: (  )  -  Ext.

[Submit to Continue](#)





# Road Salt – Seasonal Quantity Entry

Your last year total was  Tons

Note: Enter your Seasonal Quantity of Road Salt below then click the SUBMIT button.

**NOTE: No Commas Please**

Total Seasonal Quantity Required:  Tons **NOT BAGGED SALT**

PLEASE INDICATE DELIVERY RESTRICTIONS (i.e., egress, unloading, delivery hours, etc.):

Close Page

Submit





# Road Salt – Confirmation Page

Be sure to print this page!  
An email will NOT be sent.

Session Time Left: 00:19:56

Close Page

**Road Salt** ✓

Print Page...

**Contract Period 2019 - 2020**

**This is your Confirmation Page. You can print this page on your printer.**

**Note: If the amount of Salt (In Tons) is not showing in red box try to reenter Salt Amount.**

**If you still have a problem , call OGS Procurement Services at 518-474-6717.**

**Your Salt Information Entered**

Total Seasonal Quantity Entered (In Tons): 80 ✓

Delivery Restriction:

**Your Customer Account Information**

Your OGS Customer Account No: 2164

Agency Mailing Name: NYS OFFICE OF GENERAL SERVICES

Agency Mailing Address 1: 38 TH FLOOR, CORNING TOWER

Agency Mailing Address 2: EMPIRE STATE PLAZA

City: ALBANY

Zip: 12242



# Road Salt – Confirmation Page

## Your Ordering Agency Information

Ordering Agency: NYS OFFICE OF GENERAL SERVICES

Authorized Person: Bailey Baleno

Telephone: 518-473-1614

Email: [bailey.baleno@ogs.ny.gov](mailto:bailey.baleno@ogs.ny.gov)

Title: Contract Management Specialist

Fax:

## Your Delivery Point Information

Delivery ID: 122256 

Name of Delivery Point: NYS OGS Loading Dock

Street Address: Esp

City: Albany

Zip Code: 12242



# Gas, Heating Oil, Diesel, Propane – Annual Quantity Entry

## Filed Requirements for the Selected Delivery Location

Note: Enter Amounts for this Delivery Location only!

<b>Delivery ID</b>	<b>Delivery Name/Address</b>	<b>City/County/ Zip</b>
100118	NYS OGS - Tower	Albany
	Esp Coming Tower 37th Floor	Albany
		12242

### USLD Engine Fuel BioDiesel

Note: To delete an Amount, place 0 in the Future Amount textbox then Click the Save button.

Fuel Type	Previous Amount	Future Filing Amount
ULSD 2D BIO (B10)	0	<input type="text" value="0"/>
ULSD 2D BIO (B20)	0	<input type="text" value="0"/>
ULSD 2D BIO (B5)	0	<input type="text" value="0"/>
ULSD 2D PREM	0	<input type="text" value="0"/>
ULSD 2D REG	0	<input type="text" value="0"/>

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

**Save Filing Amounts**

To copy Previous Amount to Future Amount

**Copy Previous to Future**

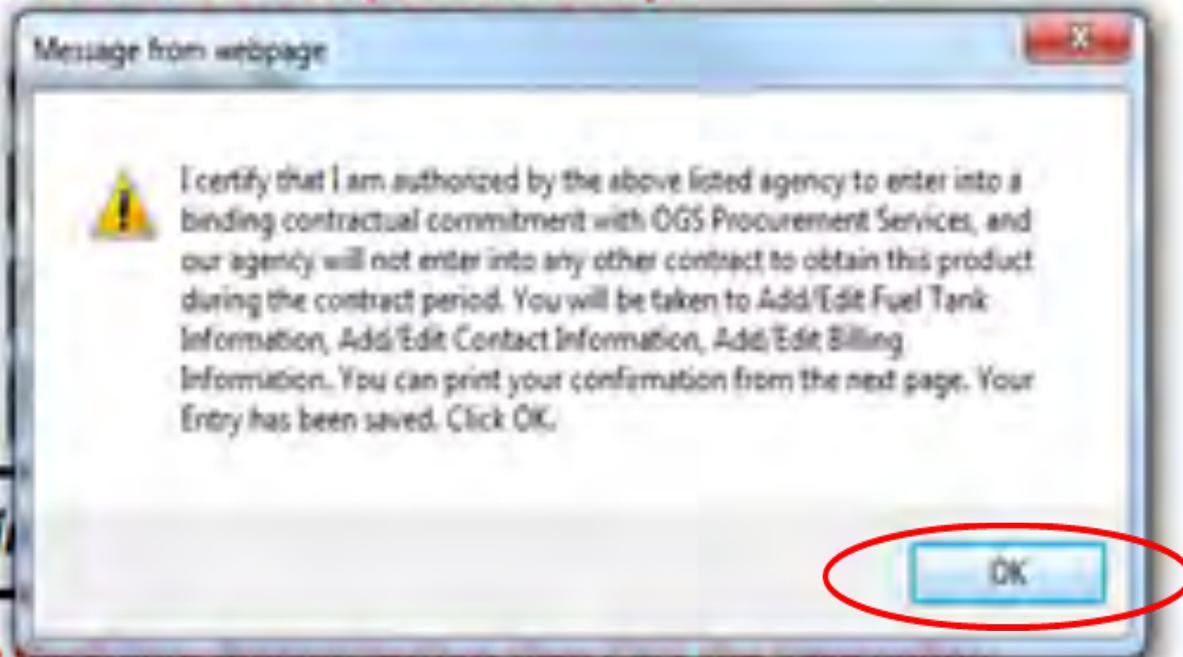
Exit without Saving

**Exit**



# Gas, Heating Oil, Diesel, Propane – Certify Authority

units for this Delivery Location only.



give

In the PUBLIC PURCHASE TEXTBOX WITH CHECK THE CHECK OPTION.



# Gas, Heating Oil, Diesel, Propane – Add Tank & Contact Information

**\*Make sure Contact Info and Tank Info are filled in**

Click button below for Confirmation Page

[Confirmation Page](#)

## Add/Edit Tank Info

[Add a New Fuel Tank](#)

## Add/Edit Contact Info

[Add a New Contact](#)

## Add/Edit Billing Information

Delivery ID:

Organization Name:

Person Name:

Address1:

Address2:



# Gas, Heating Oil, Diesel, Propane – Add Tank Information

## Add Tank for this Delivery Location

For this Delivery ID: 100118

Delivery Location: NYS OGS - Tower

Check to Submit Another Tank:

Fuel Type: ULSD 2D REG 

Number of Tanks: 2

Tank Capacity (Gallons): 5000

Do You Own Your Tank:

Vapor Recovery:

Above Ground:

Date Added: 4/5/2019 3:29:12





# Gas, Heating Oil, Diesel, Propane – Data Verification

## Fuel Tank Information - Contact Information - Billing Information

**\*Make sure Contact Info and Tank Info are filled in**

Click button below for Confirmation Page

[Confirmation Page](#)

### Add/Edit Tank Info

	Fuel Type	Number Of Tanks	Bulk Capacity	Own Tank	Vapor Recovery	Above Ground	Date Created	Date Revised
<a href="#">Update</a>	ULSD 2D REG	2	5000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4/5/2019	

[Add a New Fuel Tank](#)

### Add/Edit Contact Info

	ContactName	Phone	Fax	Email	Comments
<a href="#">Update</a>	Liz Rose	518-486-4500		lrose@ogs.ny.gov	

[Add a New Contact](#)

### Add/Edit Billing Information

Delivery ID:

Organization Name:



# Gas, Heating Oil, Diesel, Propane – Add New Contact

## Add a New Contact

**Note: You are Adding a New Contact to a Specific Delivery Location**

Delivery ID:

Contact Name:

Area Code/Phone: (  )  -  Ext.  \*\*

Area Code/Fax: (  )  -  Ext.

Email:

Commodity Group:

Comments:

Fixed Price:





# Gas, Heating Oil, Diesel, Propane – Data Verification

## Fuel Tank Information - Contact Information - Billing Information

**\*Make sure Contact Info and Tank Info are filled in**

Click button below for Confirmation Page

[Confirmation Page](#)

### Add/Edit Tank Info

	Fuel Type	Number Of Tanks	Bulk Capacity	Own Tank	Vapor Recovery	Above Ground	Date Created	Date Revised
<a href="#">Update</a>	ULSD 2D REG	2	5000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4/5/2019	

[Add a New Fuel Tank](#)

### Add/Edit Contact Info

	ContactName	Phone	Fax	Email	Comments
<a href="#">Update</a>	Liz Rose	518-486-4500		lrose@ogs.ny.gov	

[Add a New Contact](#)

### Add/Edit Billing Information

Delivery ID:

Organization Name:



# Gas, Heating Oil, Diesel, Propane – Confirmation Page

Print this page! An email will NOT be sent.

Contract Period 2018 - 2020 

**This is your Confirmation Page. You can print this page on your printer.**

## Your Filer Information

Filer Name: Bryant Kirk

Filer Job Title: Contract Management Specialist

Filer Email: bryant.kirk@ogs.ny.gov

Filer Telephone: 518-402-3021

## Your Customer Account Information

Customer ID: 4934

Customer Name: NYS OGS PSG

Customer Address: 3711 CORNING TOWER EMPIRE STATE PLAZA

Customer City: Albany

Customer State: NY

Customer Zip: 12242

# Gas, Heating Oil, Diesel, Propane – Confirmation Page

## Your Delivery Point Information



Delivery Location ID: 100118

Name of Delivery Point: NYS OGS - Tower

Street Address: Esp Corning Tower 37th Floor

County: Albany

City: Albany

Zip Code: 12242

Delivery Site Contact Name:

Delivery Site Contact Phone #:

Liz Rose

518-486-4500

## Your Fuel Type Amount You Entered

Category: USLD Engine Fuel BioDiesel



Fuel Type

Filing Amount

ULSD 2D BIO (B10)

10000

# Gas, Heating Oil, Diesel, Propane – Confirmation Page

## Remember:

**This is a confirmation that your facility filed its required fuel type(s), listed on this page, and gives consent to OGS Procurement Services to award contracts on behalf of your facility. Your facility has entered into a binding contractual commitment with OGS Procurement Services to purchase these fuel type(s) from the awarded contractor, and it will not enter into any other contract to obtain this product during the contract period.**



# Natural Gas – Annual Quantity Entry Page

## Natural Gas

Note: Add Amounts for each Month, if no requirements add zero, do not use Commas or decimals. List requirements in Dekatherms(MMBtu)

Jan  MMBtu

Feb  MMBtu

Mar  MMBtu

Apr  MMBtu

May  MMBtu

Jun  MMBtu

Jul  MMBtu

Aug  MMBtu

Sep  MMBtu

Oct  MMBtu

Nov  MMBtu

Dec  MMBtu

Exit

Save Filing Amounts for each Month





# Natural Gas - Confirmation Page

Print this page!  
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NOT be sent.

This is your confirmation page please save for future reference. You can print this page on your printer.

UPON SUBMISSION OF THIS REQUIREMENT LETTER YOUR AGENCY IS ENTERING INTO A BINDING CONTRACT.



Agency and Location of Bldg.: NYS OFFICE OF GENERAL SERVICES

Street: 38 TH FLOOR, CORNING TOWER EMPIRE STATE PLAZA City/Town: ALBANY Zip: 12242

Delivery Location: NYS OGS Loading Dock Delivery Address: Esp Empire State Plz.

Delivery City: Albany Delivery Zip: 12242

Facility Contact Person: Bailey Baleno E-mail: bjbaleno@email.com

Facility Telephone No.: 585-957-3971 Fax No.: \_\_\_\_\_

I certify that I am authorized by the above listed agency to enter into a binding contractual commitment with OGS Procurement Services , and our agency will not enter into any other contract to obtain natural gas during the contract period.

TITLE: Contract Management Specialist

Filer Name: Bailey Baleno E-mail: bailey.baleno@ogs.ny.gov

Telephone No: 518-473-1614 Fax No.: \_\_\_\_\_

# Natural Gas - Confirmation Page

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Estimated Monthly Requirements - Express in (MMBtu) DEKATHERMS (DO NOT EXPRESS IN THERMS):



JAN	4800 MMBtu	MAY	1209 MMBtu	SEP	144 MMBtu
FEB	3267 MMBtu	JUN	427 MMBtu	OCT	422 MMBtu
MAR	3180 MMBtu	JUL	75 MMBtu	NOV	2204 MMBtu
APR	2983 MMBtu	AUG	120 MMBtu	DEC	4608 MMBtu
				TOTAL	23439 MMBtu