



General Information Bulletin

Subject: Natural Gas Filed Requirements for 2022 – 2023

DATE: January 14, 2022 **Circular Letter #:** CL-885 **GROUP #:** 05900

DESCRIPTION 05900 – Natural Gas

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OGS CONTACTS:

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

The period for filing requirements for 2022-2023 is now open for:

- Natural Gas (RL-217)

If you plan on using the OGS contract, please submit your requirements online by Friday, February 25, 2022 at: <https://online.ogs.ny.gov/psgfiledrequirements/default.aspx>

You will need your username and password to enter the Filed Requirements System. If you have not filed before and do not know your agency's OGS Customer ID number, you may contact Procurement Services Customer Services at 518-474-6717 or customer.services@ogs.ny.gov to obtain it. If you do not currently have an OGS Customer ID number, you will need to contact Customer Services to register for one.

The filing of your fuel requirements will be considered authority for OGS Procurement Services to award contracts for these requirements for the full contract period. Once your requirements have been submitted, your agency is obligated to purchase its required fuel from the fuel vendor that is awarded a contract for that delivery location. You must not enter into any other contract during the full contract period.

When submitting your agency/building's fuel requirements, please refer to the "Fuel Requirement Submittal Guidelines" and:

- Make sure to update your contact information.
- Your requirement should cover the volume of fuel your facility is expected to use in one (1) year.
- List all volume requirements in dekatherms.
- Once requirements have been submitted, please print a copy of the confirmation page for your records.

Please Note: Although requirements may be requested, bids and awards for all requirements may not be made.