

**New York State Office of General Services - Procurement Services Group**

**Group 05600 - GASOLINE, (Unleaded) + E85**

**Requirement Letter No. 164**

**Contract Period: July 24, 2009 to July 21, 2011 (24 Months)**

**RETURN COMPLETED FORM TO:**  
Customer Services Unit - 37th Floor  
NYS Office of General Services  
Procurement Services Group  
Corning Tower, Empire State Plaza  
Albany, NY 12242  
Phone: 518-474-6717, FAX: 518-474-2437  
E-mail: customer.services@ogs.state.ny.us

**DEADLINE: THIS FORM MUST BE RETURNED BY NOVEMBER 28, 2008**

**PLEASE LIST ONLY 1 YEAR OF REQUIREMENTS**

**Gasoline Requirements & Storage Tank Information** *(Submit one form for each delivery point!)*

Name of This Delivery Point: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Grade - Gasoline (Unleaded)	Total 12-Month Requirements (Gal.)	No. of Tanks* at this Delivery Point	Gal. Capacity of each Tank	Please Indicate ( 'x' ) below if any Tanks are equipped with Vapor Recovery System
Regular:	_____ Gal./Yr.	_____	_____ Gal.	_____
Mid-Range	_____ Gal./Yr.	_____	_____ Gal.	_____
Premium:	_____ Gal./Yr.	_____	_____ Gal.	_____
**E-85	_____ Gal./Yr.	_____	_____ Gal.	_____

\*Are any of these tanks above ground?  Yes  No

**(Minimum annual volume of 5,000 gallons gasoline for inclusion in contract) *Minimum delivery quantity: 250 gallons/tank.***

Your OGS Customer No.: \_\_\_\_\_ [  ] State Agency [  ] Non-State Agency

Agency: \_\_\_\_\_

Street Address and/or PO Box: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title \_\_\_\_\_

Print/Type Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Note:**

- 1. Please explain any special delivery requirement due to your storage capacity (e.g., gallons per week, every two weeks or month, extra long hose required due to location of tank, hose over water delivery, etc.)**
- 2. Illegible, incomplete or unsigned requirement form may result in your exclusion from the new contract.**
- \*\*3. E-85 is a blend of 85% ethanol and 15% regular gasoline.**

## **ATTENTION CONTRACT USERS**

### **Important Information:**

OGS Procurement Services is preparing to solicit bids for 2009 - 2011 gasoline supply. Current contract is due to expire July 23, 2009. The new contract will be a **two year** contract.

**New Contract Period: July 24, 2009 - July 21, 2011**

**THIS IS THE ONLY NOTICE THAT WILL BE SENT.**

Return requirement letters via the mail or fax. (To avoid duplication do not mail if faxed; do not fax if mailed)

**In preparing your requirement letter please assure that all tanks, requirements and locations are accurate and submitted to our office by November 28, 2008.**

**The signing and filing of this Requirement Letter will be considered authority for OGS to make a contract for your requirements of Gasoline for the Contract Period indicated.**

**YOU MUST NOT ENTER INTO ANY OTHER GASOLINE CONTRACT DURING THIS CONTRACT PERIOD.**

### **REMINDER:**

To register for our purchaser notification service to receive notices of new contracts and other important OGS Procurement news for buyers go to:

**[www.ogs.state.ny.us/pns](http://www.ogs.state.ny.us/pns)**

To view weekly fuel price changes go to:

**[www.ogs.state.ny.us/asp/purchase/snt/fuels/index.asp](http://www.ogs.state.ny.us/asp/purchase/snt/fuels/index.asp)**