

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

**Group: 05602 – Ultra-Low-Sulfur Diesel Engine Fuel  
and Biodiesel (On-Road Use Only)**

**Requirement Letter No.: 166**

**Contract Period: August 14, 2009 to August 11, 2011 (24 Months)**

**PLEASE FAX COMPLETED FORM TO:**

Customer Services – 37<sup>th</sup> 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**

<b>ULSD Engine Fuel Requirements &amp; Storage Tank Data</b> <i>(Submit one form for each delivery point!)</i>			
Name of This Delivery Point: _____			
Street Address: _____			
City: _____		Zip Code: _____	County: _____
Contact Person: _____		Phone No. _____	
<b><u>Diesel Grade</u></b>	<b><u>Total 12-Month Requirements (Gal.)</u></b>	<b><u>No. of Tanks at this Delivery Point</u></b>	<b><u>Gallon Capacity of each Tank</u></b>
Regular	_____ Gal./Yr.	_____	_____ Gal.
Premium	_____ Gal./Yr.	_____	_____ Gal.
*Biodiesel (B5)	_____ Gal./Yr.	_____	_____ Gal.
**Biodiesel (B20)	_____ Gal./Yr.	_____	_____ Gal.
<b>(Minimum 5,000 gal/yr for inclusion in contract) Minimum delivery quantity: 250 gallon/tank</b>			
<b>DO NOT SUBMIT REQUIREMENTS FOR LESS THAN INDICATED ABOVE</b>			

[ ] State Agency      [ ] Non-State Agency

Agency: \_\_\_\_\_ Your OGS Customer No.: \_\_\_\_\_

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

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

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

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

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**NOTE:**

- 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.)
- Illegible, incomplete or unsigned requirement form may result in your exclusion from the new contract.

B5\*A 95% - 5% mix of petroleum and renewable soy-based product fuel that is equivalent to regular grade and is thought to result in somewhat lower emissions.

B20\*\*An 80% - 20% mix of petroleum and renewable soy-based product fuel that is equivalent to regular grade and is thought to result in somewhat lower emissions.

**NOTE: For State agencies and authorities refer to Executive Order 142 for your mandatory use of Bio-diesel products.**

[http://www.ogs.state.ny.us/purchase/spg/pdfdocs/EO142\\_EEP.pdf](http://www.ogs.state.ny.us/purchase/spg/pdfdocs/EO142_EEP.pdf)

## ATTENTION CONTRACT USERS

### Important Information:

OGS Procurement Services is preparing to solicit bids for 2009 - 2011 Diesel and Biodiesel Fuel supply. Current contract is due to expire August 13, 2009. The new contract will be a two year contract.

**New Contract Period: August 14, 2009 - August 11, 2011**

This is the only notice that will be sent.

Return requirement letters via 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 NO LATER THAN 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 Diesel and Biodiesel Fuel for the Contract Period indicated.**

**YOU MUST NOT ENTER INTO ANY OTHER DIESEL AND/OR BIODIESEL FUEL CONTRACT DURING THIS CONTRACT PERIOD. PLEASE NOTE THAT THIS PRODUCT IS NOT FOR OFF-ROAD USE.**

### 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)