

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

**Group: 05500 - FUEL OIL, HEATING**

**RETURN COMPLETED FORM TO:**

**REQUIREMENT LETTER No. 167**

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

**Contract Period: August 21, 2009 to  
 August 18, 2011 (24 Months)**

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

**PLEASE LIST ONLY 1 YEAR OF REQUIREMENTS**

**Fuel Oil Requirements & Storage Tank Data** *(Submit one form for each delivery point!)*

Agency Name: \_\_\_\_\_  
 Name of This Delivery Point: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_  
**Emergency contact at delivery point** \_\_\_\_\_ **Phone:** \_\_\_\_\_

<b>Fuel Grade</b>	<b>Total 12-Month Requirements (Gal.)</b>	<b>No. of Tanks at this Delivery Point</b>	<b>Gallon Capacity of each Tank</b>	<b>***Sulfur Content</b>
2MT:	_____ Gal.	_____	_____ Gal.	_____
*2MT (B5):	_____ Gal.	_____	_____ Gal.	_____
**2MT (B20):	_____ Gal.	_____	_____ Gal.	_____
2TW:	_____ Gal.	_____	_____ Gal.	_____
*2TW (B5):	_____ Gal.	_____	_____ Gal.	_____
**2TW (B20):	_____ Gal.	_____	_____ Gal.	_____
4MT:	_____ Gal.	_____	_____ Gal.	_____
*4MT (B5):	_____ Gal.	_____	_____ Gal.	_____
**4MT (B20):	_____ Gal.	_____	_____ Gal.	_____
6MT:	_____ Gal.	_____	_____ Gal.	_____
*6MT(B5):	_____ Gal.	_____	_____ Gal.	_____
**6MT(B20):	_____ Gal.	_____	_____ Gal.	_____
Kero TW:	_____ Gal.	_____	_____ Gal.	_____

**IS THIS REQUIREMENT FOR STANDBY OIL? (circle one)      Yes      No**

**(MT) MOTOR TRANSPORT DELIVERY IS 5,500 GALLONS OR ABOVE AT ONE TIME INTO ONE TANK.  
 (TW) TANK WAGON DELIVERY IS UNDER 5,500 GALLONS AT ONE TIME INTO ONE TANK.**

[ ] 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: \_\_\_\_\_

**Illegible, incomplete or unsigned requirement forms may result in your exclusion from the new contract.**

- \*A mix of 95% petroleum and 5% soy based product.
- \*\*A mix of 80% petroleum and 20% soy based product.

**\*\*\*INDICATE ONLY IF YOU REQUIRE A LOWER SULFUR FUEL THAN GENERALLY REQUIRED FOR YOUR COUNTY.**

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**NOTE: FOR STATE AGENCIES AND AUTHORITIES REFER TO EXECUTIVE ORDER 142 FOR YOUR MANDATORY USE OF BIO-HEATING 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)

**INDICATE BELOW:**

Please explain any special delivery requirement due to your storage capacity (e.g., special delivery hours, extra long hose required due to location of tank, hose over water delivery, etc.)

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## **ATTENTION CONTRACT USERS**

### **Important Information:**

OGS Procurement Services is preparing to solicit bids for 2009 - 2011 fuel oil heating and biofuel oil supply. The current contract is due to expire August 20, 2009. The new contract will be a **two year** contract.

**New Contract Period: August 21, 2009 - August 18, 2011**

**In preparing your requirement letter please assure that all requirements, tank and location information is accurate and submitted to our office no later than November 28, 2008.**

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)

**Do not submit requirements for less then the minimum annual/yearly requirement for each fuel type. #2 (2,000 gallons) #4 (4,000 gallons) #6 (10,000 gallons)**

The signing and filing of this Requirement Letter will be considered authority for OGS to make a contract for your requirements of Fuel Oil, Heating for the Contract Period indicated. You must not enter into any other fuel oil, heating 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)