

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

GENERAL INFORMATION BULLETIN

ROAD SALT

REQUIREMENT LETTER NUMBER: RL-168

DATE: April 15, 2009

PLEASE ADDRESS INQUIRIES TO:

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

Time is Running Out for You to Participate in the OGS Contract for Road Salt 2009-2010 Contract Period

Have you filed your road salt requirement letter?

Requirement letters must be received by April 23, 2009 for participation in the NYS Office of General Services (OGS) contract for Road Salt. If Requirement Letter 168 is not submitted to OGS, your location may not be permitted to participate in the road salt contract for the 2009-2010 winter season.

Please see the following pages to download a copy of Requirement Letter 168.

If you have any questions regarding the requirement letter process, please contact Customer Services at 518-474-6717 or by email to: customer.services@ogs.state.ny.us

Please be sure your requirement letter is completely filled out by providing your delivery location information, Estimated Seasonal Quantity Required, telephone number, fax number, email address if available and please Remember to Sign the Requirement Letter. You may fax your completed requirement letter to 518-474-2437.



State of New York
Office of General Services
Procurement Services Group
Customer Services & Administration
37th Floor, Corning Tower
Empire State Plaza
Albany, New York 12242

TO ALL STATE AGENCIES, POLITICAL SUBDIVISIONS AND OTHER NON-STATE AGENCIES AUTHORIZED BY LAW TO USE NEW YORK STATE CONTRACTS

Group 01800 - ROAD SALT Requirement Letter No. 168

Contract Period: September 1, 2009 to August 31, 2010

TO BE ABLE TO PARTICIPATE IN THE NYS OGS PROCUREMENT SERVICES GROUP ROAD SALT CONTRACT, **THE FOLLOWING FORM MUST BE RETURNED BY: APRIL 23, 2009.**

*Please read these instructions and information **BEFORE** completing the requirement letter form:*

- ILLEGIBLE, INCOMPLETE or LATE submission of your requirement letter may result in your exclusion from the new contract. You should complete and return the completed form(s) by the date shown on the second page. The form must be signed; it must have a telephone number, a fax number and email address if one is available.
- Your agency will not be guaranteed deliveries unless the requirement letter is submitted timely.
- **MINIMUM ANNUAL REQUIREMENT:**
Minimum annual requirement is 22 tons (44,000 lbs).
- **OBLIGATION TO PURCHASE:**
You are obligated to purchase **at least 70%** of your filed requirement amount for each delivery point.
- **GUARANTEED DELIVERY:**
You are guaranteed delivery **up to 150%** of your filed requirement amount for each delivery point.
- **PRICE INCREASE AT 120% OF FILED REQUIREMENT**
Any orders over 120% of your filed requirement will be subject to automatic increases in contract price.

Please return completed form and/or address inquiries to:

**NYS Office of General Services
Procurement Services Group
Customer Services
37th Floor, Corning Tower
Empire State Plaza
Albany, NY 12242**

**Fax.518.474.2437, Tel.518.474.6717
Email: customer.services@ogs.state.ny.us**

Group: 01800 - ROAD SALT
 Requirement Letter No. 168
 Contract Period: **September 1, 2009 to August 31, 2010**
 To All State Agencies and Political Subdivisions

Fax 518/474-2437 or Tel 518/474-6717

RETURN COMPLETED FORM TO:
 NYS Office of General Services
 Procurement Services Group
 Customer Services, 37th Floor, Corning Tower
 Empire State Plaza
 Albany, NY 12242

TO BE ABLE TO PARTICIPATE IN THE NYS OGS PROCUREMENT SERVICES GROUP ROAD SALT CONTRACT, **THIS FORM MUST BE RETURNED BY: APRIL 23, 2009.**

Please carefully read reverse side *before completing this form*. **IF DELIVERY IS REQUIRED FOR MORE THAN ONE LOCATION, *make copies of this blank form*** for each delivery point or attach a delivery schedule clearly indicating the specific delivery addresses and quantities for all items for each delivery point.

If you do not need road salt for 2009-2010, please write an "X" in No Requirement, sign and return this form.
 NO REQUIREMENT:

IF YOU **DO NEED** ROAD SALT FOR 2009-2010, ENTER YOUR SALT DELIVERY POINT (STREET ADDRESS) HERE:

Name of this delivery point: _____

Street Address: _____

City: _____ Zip Code: _____ County: _____

Delivery Site Phone No. _____ Total Storage Capacity: _____ Tons

Total Seasonal Quantity Required: _____ tons (Truckload Delivery)
(NOTE: THE MINIMUM SEASONAL QUANTITY REQUIREMENT IS 22 TONS {44,000 POUNDS})

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

The signing and filing of this Requirement Letter will be considered authority for OGS PSG to make a contract for your requirements of ROAD SALT for the September 1, 2009 to August 31, 2010 Contract Period. YOU LEGALLY CANNOT ENTER INTO ANY OTHER ROAD SALT CONTRACT FOR THESE REQUIREMENTS DURING THE CONTRACT PERIOD.

Ordering Agency:	E-Mail:
Authorized Signature:	Title
Print/Type Signature:	Date:
Telephone:	Fax:
Is the Ordering Agency a State Agency?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Your OGS Customer Account No: _____ (Always have this handy when contacting us!)

Agency Name: _____

Agency Address 1: _____

Agency Address 2: _____

City: _____ Zip Code: _____