

New York State Office of General Services
NYS Procurement (NYSPro)
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

GENERAL INFORMATION BULLETIN

NUMBER: CL-783

DATE: April 23, 2013

GROUPS: 01800 – ROAD SALT

PLEASE ADDRESS INQUIRIES TO:

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

SUBJECT: FILED REQUIREMENTS FOR ROAD SALT

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The period for filing road salt requirements for the 2013-14 OGS contract is now open. We are again using the web based system. If you are not the person responsible for your facility's road salt requirements, please forward this message to the appropriate person.

At this time, if you plan on using the OGS contract for Road Salt, please visit the OGS website at <https://online.ogs.ny.gov/psgfiledrequirements/default.aspx> to file your requirements for the 2013-14 contract. You will need your user name and password to enter the system. If you are a new user, you will need your OGS, New York State Procurement (NYSPro) customer number in order to register. If you do not know your OGS customer number, please contact OGS Customer Services at (518) 474-6717 or customer.services@ogs.ny.gov.

The system is designed to allow multiple registrants to enter your agency's requirements. For example, if you have more than one delivery point for road salt with different administrators for each location, the system will allow each administrator to register and file requirement information for their specific delivery location.

For your convenience, for each delivery location, the system lists the filed requirements from the current contract. After you complete the submittal of your requirements, you should receive a confirmation page which can be printed for your records.

If you require assistance with the filing process, please contact OGS Customer Services at (518) 474-6717 or email to customer.services@ogs.ny.gov.

THE DEADLINE FOR FILING YOUR REQUIRMENTS IS MAY 30, 2013. FAILURE TO TIMELY SUBMIT YOUR REQUIREMENTS MAY PROCLUDE YOUR FACILITY FROM PARTICIPATING IN THIS CONTRACT.

* * * * *