



Road Salt and Treated Salt Requirement Submittal Guidelines

200 – Road Salt and Treated Salt – Types 1 & 2

Contract Period: 09/01/2016 – 08/31/2017

TO BE ABLE TO PARTICIPATE IN THE NYS OGS PROCUREMENT SERVICES ROAD SALT AND TREATED SALT – TYPES 1 & 2 CONTRACT, THIS ONLINE WEB BASED SYSTEM FOR FILING SALT REQUIREMENTS MUST BE COMPLETED BY: **MAY 31, 2016.**

Please read these instructions and information BEFORE completing the online web based salt requirements system:

INCOMPLETE or LATE submission of your filed requirement may result in your exclusion from the new contract. You should complete the web based system by the date shown. The data submitted must include a contact person, a telephone number, a fax number and an e-mail address (if one is available).

IF DELIVERY IS REQUIRED FOR MORE THAN ONE LOCATION, separate entries for each delivery point must be entered.

Your agency will not be guaranteed deliveries unless the web based requirement is submitted by **May 31, 2016.**

- **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, or 50% of your filed requirement if an awarded county is for solar salt.

- **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 address inquiries to:

Customer Services

Telephone: 518-474-6717

E-mail: customer.services@ogs.ny.gov

Group: 01800 – Category: Road Salt and Treated Salt – Types 1 & 2

Requirement Letter No. 200

Contract Period: September 1, 2016 to August 31, 2017

To: All State Agencies and Political Subdivisions

The filing and submittal of this Salt Requirement will be considered authority for OGS PROCUREMENT SERVICES to make a contract for your requirements of Road Salt and Treated Salt – Types 1 & 2 for the September 1, 2016 to August 31, 2017 Contact Period. YOU LEGALLY CANNOT ENTER INTO ANY OTHER ROAD SALT CONTRACT FOR THESE REQUIREMENTS DURING THE CONTRACT PERIOD.

Requirements must be submitted no later than **May 31, 2016.**