



## Fuel Requirement Submittal Guidelines

**197 – Diesel Fuel, Ultra-Low Sulfur and Biodiesel (On-Road Use Only)**

Contract Period: 11/11/2016 – 8/30/2018

**198 – Fuel Oil, Heating (Grades #2, #4, #6, Kerosene, Bioheating)**

Contract Period: 11/21/2016 – 8/30/2018

When submitting your agency's/building's fuel requirements, please pay close attention to the following:

- **Make sure your contact information is current.**  
Please review the information associated with your delivery site and update it if necessary. Include anything that is missing (including phone numbers and email addresses) and remove information of any person who no longer works at the delivery site. If there are issues with your filing or in awarding a contract for your county, Procurement Services will be unable to contact you if the information is out of date.
- Information for tanks, requirements and locations needs to be accurate.
- All required volumes for both commodities must be submitted in **GALLONS**.
- Please explain any special delivery requirement (e.g., gallons per week or month, extra-long hose required due to location of tank, hose over water delivery, hours of delivery, winter blend etc.).
- List only one (1) year (12 months) of requirements for each fuel type as indicated.
- Include these fuel specific requirements:

<b>Diesel Fuel, Ultra-low Sulfur &amp; Biodiesel (On-Road Use Only)</b>	<b>Fuel Oil, Heating (Grades #2, #4, #6, Kerosene, Bioheating)</b>
<ul style="list-style-type: none"> <li>• Minimum annual volume must be 5,000 gallons.</li> <li>• Minimum delivery quantity must be 250 gallons per location.</li> <li>• <b><u>Fuel Types:</u></b> Regular Diesel (2D or 2-D) Premium Diesel (2PD or 2-PD) B5 – a blend of 95% petroleum diesel and 5% soy-based product B10 – a blend of 90% petroleum diesel and 10% soy-based product B20 – a blend of 80% petroleum diesel and 20% soy-based product</li> <li>• Please indicate if winter blend is NOT required and/or any other details pertaining to your winter mix blending requirements.</li> <li>• <b>Use of diesel or kerosene fuel for generators is prohibited.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Minimum annual volumes must be the following:</u></b> Grade #2 – 2,000 gallons Grade #4 – 4,000 gallons Grade #6 – 10,000 gallons</li> <li>• <b><u>Fuel Types: (each fuel type will be TW or MT)</u></b> Kerosene (<i>does not use TW or MT</i>) #2, distillate fuel oil #4, heavy distillate fuel oil #6, heavy residual fuel used in industrial burners               <ul style="list-style-type: none"> <li>○ <u>2, 4 &amp; 6 (MT)</u> Motor Transport delivery is over 5,500 gallons one time into one tank.</li> <li>○ <u>2, 4, &amp; 6 (TW)</u> Tank Wagon delivery is less than 5,500 gallons at one time into one tank</li> <li>○ <u>2, 4, &amp; 6 B2, B5, B10 &amp; B20</u> denotes the ratio of Fuel Oil to soy content. Examples are B2 is 98% petroleum and 2% soy, and B5 is 95% petroleum and 5% soy etc.</li> </ul> </li> </ul>

- Respond to Hedging/Triggering question.
- **Please print a copy of your confirmation page for your records.**

By filing your fuel requirements, you are giving consent to OGS Procurement Services to award contracts on behalf of your facility for the contract periods indicated.

**Please note: Once your requirements have been submitted, your agency is obligated to purchase its required fuel from the fuel vendor that is awarded a contract for that fuel type and delivery location. YOU MUST NOT ENTER INTO ANY OTHER FUEL CONTRACT DURING THE INDICATED CONTRACT PERIOD.**

For assistance, please contact OGS Customer Services at (518) 474-6717 or email to [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov).

Requirements must be submitted no later than **January 5, 2016.**