

Frequently Asked Questions (FAQs)

June 1, 2017

Group 05700, Award 23012

Motor Oil

This contract award is for motor crankcase oils for use in internal combustion engines of both the spark-ignition and the compression-ignition types. It includes three lots: Conventional Motor Oil, Fully Synthetic Motor Oil and Dexos Compliant Motor Oil.

Authorized users of this award are strongly encouraged to review the Contract Award Notice in its entirety to gain an understanding of requirements for both the contractor and users. Below is a listing of Questions & Answers (Q & A) to help utilize the contracts.

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1. Who Can Use this Award?

This award is for use by Authorized Users of OGS centralized contracts which includes, but is not limited to, New York State agencies and non-state organizations (political subdivisions, local governments, public authorities, public schools, fire districts, public and nonprofit libraries, community colleges, and certain other nonpublic/nonprofit organizations.

2. What is the contract term of this Award?

The contract term is from June 1, 2017 to May 31, 2022

3. What types of products are available on this award?

This contract award includes three lots:

Lot I: Conventional Motor Oil
Lot II: Fully Synthetic Motor Oil
Lot III: Dexos Compliant Motor Oil.

4. What regions are covered by the award?

The contract award includes the following zones:

LIST OF COUNTIES IN EACH ZONE

ZONE 1

Albany
Essex
Greene
Rensselaer

ZONE 2

Fulton
Hamilton
Herkimer
Madison

COUNTIES - ZONE NO.

Albany	1	Schoharie	9
Allegany	6	Schuyler	6
Bronx	8	Seneca	3
Broome	9	Steuben	6

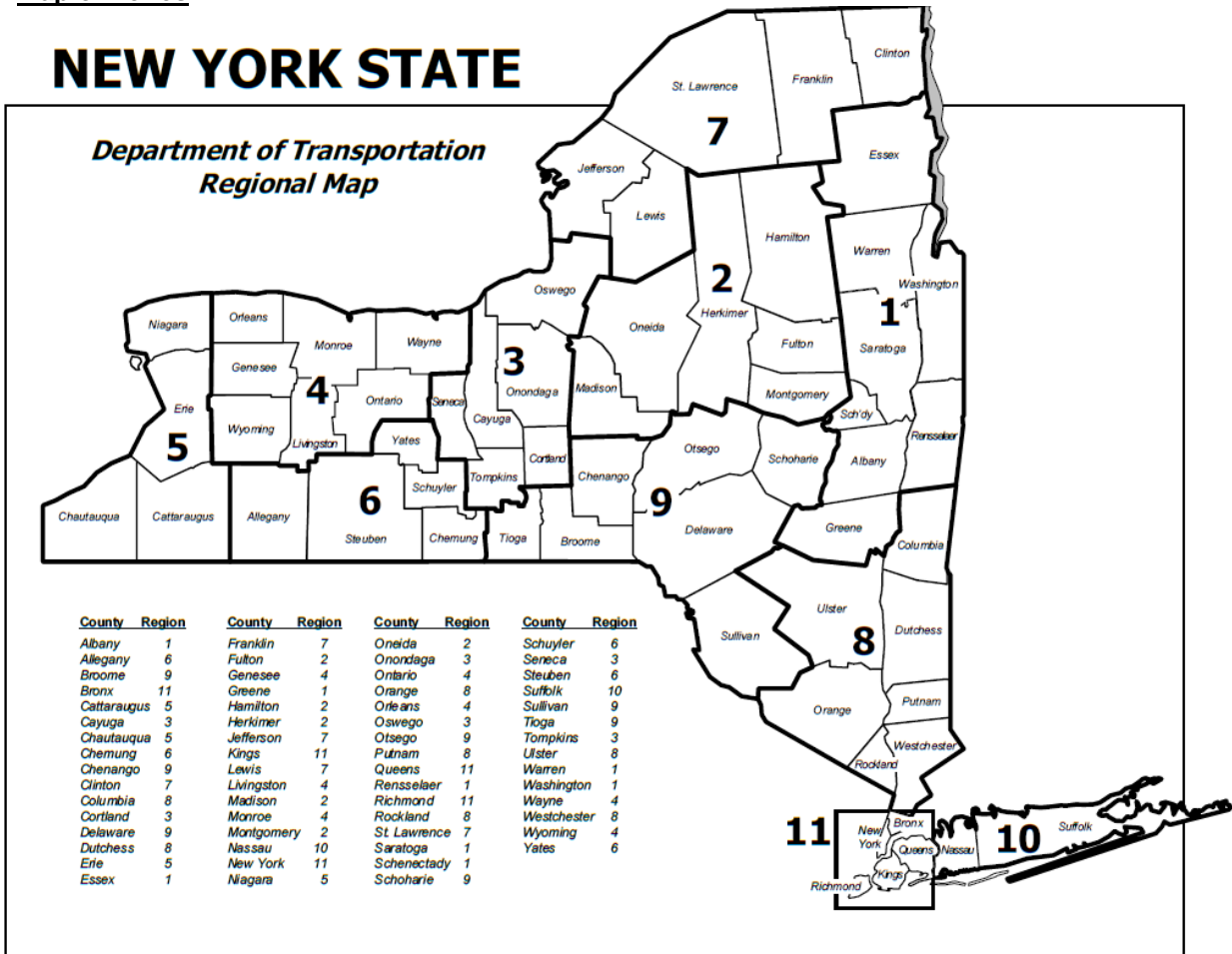
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Saratoga	Montgomery	Cattaraugus	5	St. Lawrence	7
Schenectady	Oneida	Cayuga	3	Suffolk	10
Warren		Chautauqua	5	Sullivan	9
Washington		Chemung	6	Tioga	6
		Chenango	9	Tompkins	3
<u>ZONE 3</u>	<u>ZONE 4</u>	Clinton	7	Ulster	8
Cayuga	Genesee	Columbia	8	Warren	1
Cortland	Livingston	Cortland	3	Washington	1
Onondaga	Monroe	Delaware	9	Wayne	4
Oswego	Ontario	Dutchess	8	Westchester	8
Seneca	Orleans	Erie	5	Wyoming	4
Tompkins	Wayne	Essex	1	Yates	6
	Wyoming	Franklin	7		
		Fulton	2		
<u>ZONE 5</u>	<u>ZONE 6</u>	Genesee	4		
Cattaraugus	Allegany	Greene	1		
Chautauqua	Chemung	Hamilton	2		
Erie	Schuyler	Herkimer	2		
Niagara	Steuben	Jefferson	7		
	Tioga	Kings	11		
	Yates	Lewis	7		
		Livingston	4		
<u>ZONE 7</u>	<u>ZONE 8</u>	Madison	2		
Clinton	Bronx	Monroe	4		
Franklin	Columbia	Montgomery	2		
Jefferson	Dutchess	Nassau	10		
Lewis	Orange	New York	11		
St. Lawrence	Putnam	Niagara	5		
	Rockland	Oneida	2		
	Ulster	Onondaga	3		
	Westchester	Ontario	4		
		Orange	8		
<u>ZONE 9</u>	<u>ZONE 10</u>	Orleans	4		
Broome	Nassau	Oswego	3		
Chenango	Suffolk	Otsego	9		
Delaware		Putnam	8		
Otsego		Queens	11		
Schoharie	<u>ZONE 11</u>	Rensselaer	1		
Sullivan	Kings	Richmond	11		
	New York	Rockland	8		
	Queens	Saratoga	1		
	Richmond	Schenectady	1		

Frequently Asked Questions (FAQs)

Map of Zones



5. Who are the Contractors?

The participating Contractors are listed on the Contractor Information page at: <http://www.ogs.ny.gov/purchase/snt/awardnotes/0570023012can.htm>

6. Where can I find the pricing?

A price list for the awarded Lots and Zones can be found on the landing page at: <http://www.ogs.ny.gov/purchase/snt/awardnotes/0570023012can.htm>

7. What are the terms of Pricing?

Price shall include all customs duties and charges and be net, F.O.B. destination any point in New York State as designated by the ordering agency including tailgate delivery.

8. Can an Authorized User negotiate lower pricing on large quantities of the same product?

Yes, an Authorized User may negotiate lower pricing at any time.

9. Do OGS or Less Guidelines apply to this contract

Yes, purchases are subject to the "OGS or Less" provisions of State Finance Law §163(3)(a)(v). This means that State Agencies can purchase Products from sources other than the Contractor provided that such Products are substantially similar in form, function or utility to the Products herein and are:

1. Lower in price -and/or-
2. Available under terms which are more economically efficient to the State agency (e.g. delivery terms, warranty terms, etc.).

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Agencies are reminded that they must provide the State Contractor an opportunity to match the non-Contract savings at least two business days prior to purchase. In addition, purchases made under "OGS or Less" flexibility must meet all requirements of law including, but not limited to, advertising in the New York State Contract Reporter, prior approval of the Comptroller's Office and competitive bidding of requirements exceeding the discretionary bid limit. State Agencies should refer to Procurement Council Guidelines for additional information.

10. How often is pricing updated?

Prices are adjusted every three months by Procurement Services. Both current and archived price pages are available on the contract landing page at:

(<http://www.ogs.ny.gov/purchase/snt/awardnotes/0570023012can.htm>)

11. How are orders accepted by the Contractors?

Purchase Orders shall be made in accordance with the terms set forth in Appendix B – Purchase Orders. All orders shall reference Contract number, requisition, and/or purchase order number (if applicable). Upon Contractor's receipt of an order, confirmation is to be provided to the Authorized User electronically or via facsimile. Order confirmation shall be itemized, and include purchase price, date of purchase, delivery information (if applicable), Authorized User name, and sales representative (if applicable).

12. If I order product in 55 gallon drums, what do I do with the empty drums?

All 55 gallon drums shall remain the property of the contractor. The user shall not retain any empty drums under any circumstance or condition. All drums, including their respective caps, plugs, or bungs shall be returned to the contractor at the contractor's expense, as soon as possible, via most reasonable transport method.

13. Does this award include MWBE goals?

No, for the purposes of this procurement, OGS conducted a comprehensive search and determined that the Contract does not offer sufficient opportunities to set goals for participation by MWBEs as subcontractors, service providers and suppliers to Contractor. Contractor is, however, encouraged to make every good faith effort to promote and assist the participation of MWBEs on this Contract for the provision of services and materials.

14. Is the Contractor required to provide reports to Procurement Services?

Yes, the Contractor is required to furnish quarterly reports containing total sales for both state agency and authorized non-state agency contract purchases no later than forty-five (45) days after the close of each calendar quarter.

15. How do I report problems with a contract?

Authorized Users and/or Contractors should report any problems to the contact person listed on the summary page for this award. (<http://www.ogs.ny.gov/purchase/snt/awardnotes/0530223017can.htm>)