



Frequently Asked Questions (FAQs)

Updated: May 03, 2021

Group 05700 - MOTOR OIL, HYDRAULIC OIL, AND DIESEL EXHAUST FLUID (STATEWIDE)

Award Number: [23204-RA, SW](#)

Contract Period

May 03, 2021 – April 19, 2026

This contact award is for Motor Oil, Hydraulic Oil, and Diesel Exhaust Fluid for use by all Authorized Users eligible to purchase through this Solicitation.

It includes three lots:

Lot I: Conventional Motor Oil

Motor crankcase oil for use in internal combustion engines of both the spark-ignition (Gas) and the compression-ignition (Diesel) types

Lot II: Hydraulic Oil High Performance

High-performance hydraulic oil for various equipment including but not limited to snow plowing & material spreader systems, hoisting systems, front-end loaders, aerial devices, excavators, and various other construction devices. The equipment using the oil shall be operable during all weather conditions/extremes.

Lot III: Diesel Exhaust Fluid (DEF)

Diesel Exhaust Fluid assists in the breakdown of NOx into harmless gases

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 (FAQ) to help utilize the contracts.

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Group 05700, Award 23204
Motor Oil, Hydraulic Oil, And Diesel Exhaust Fluid
(Statewide)
Frequently Asked Questions (FAQs)

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 May 3, 2021 to April 19, 2026

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

This contract award includes three lots:

Lot I: Conventional Motor Oil

Lot II: Hydraulic Oil High Performance

Lot III: Diesel Exhaust Fluid (DEF)

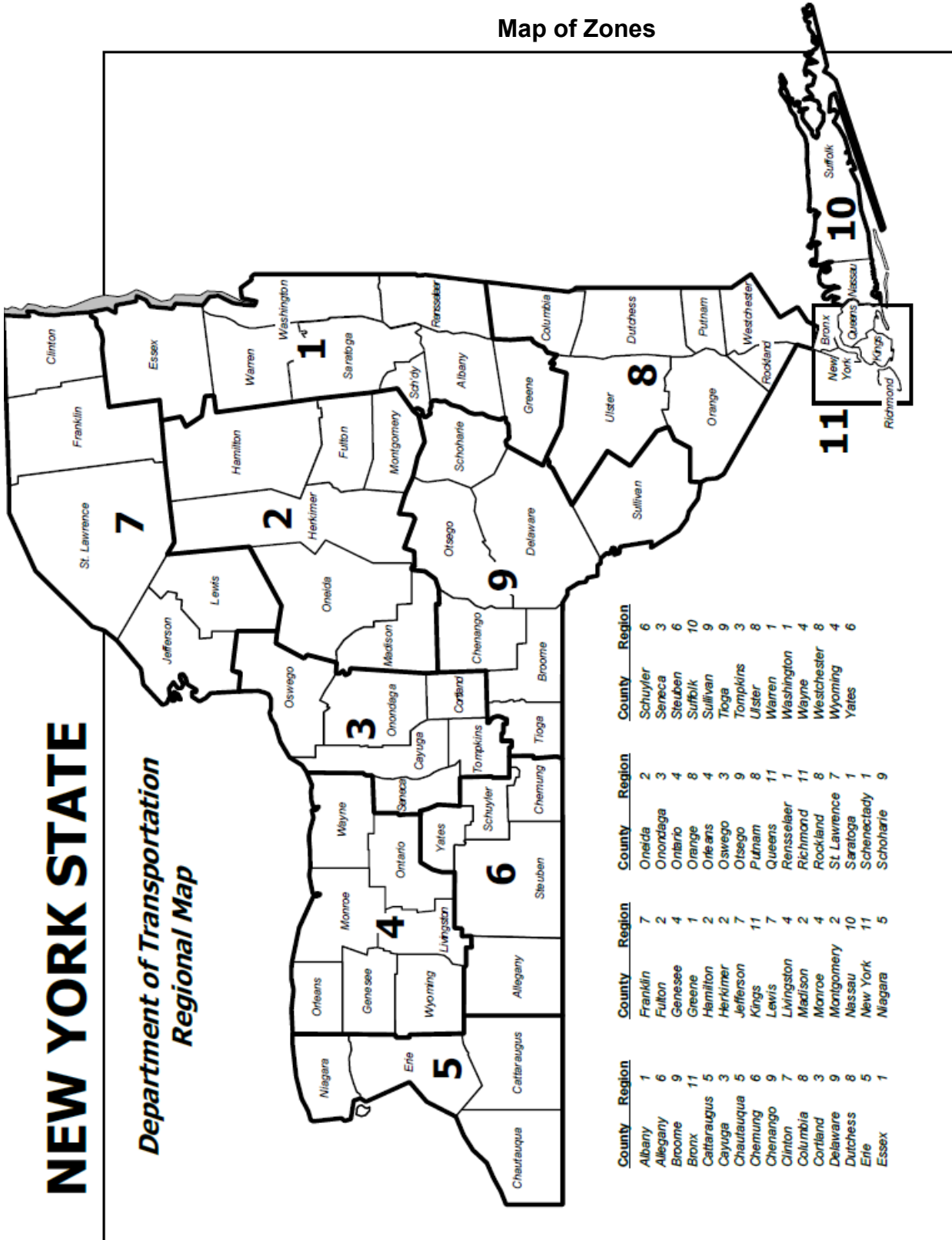
Group 05700, Award 23204
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4. What regions are covered by the award?

The contract award includes the following zones:

<u>LIST OF COUNTIES IN EACH ZONE</u>		<u>COUNTIES - ZONE NO.</u>	
<u>ZONE 1</u>	<u>ZONE 2</u>		
Albany	Fulton	Albany	1
Essex	Hamilton	Allegany	6
Greene	Herkimer	Bronx	11
Rensselaer	Madison	Broome	9
Saratoga	Montgomery	Cattaraugus	5
Schenectady	Oneida	Cayuga	3
Warren		Chautauqua	5
Washington		Chemung	6
		Chenango	9
		Clinton	7
		Columbia	8
		Cortland	3
		Delaware	9
		Dutchess	8
		Erie	5
		Essex	1
		Franklin	7
		Fulton	2
		Genesee	4
		Greene	1
		Hamilton	2
		Herkimer	2
		Jefferson	7
		Kings	11
		Lewis	7
		Livingston	4
		Madison	2
		Monroe	4
		Montgomery	2
		Nassau	10
		New York	11
		Niagara	5
		Oneida	2
		Onondaga	3
		Ontario	4
		Orange	8
		Orleans	4
		Oswego	3
		Otsego	9
		Putnam	8
		Queens	11
		Rensselaer	1
		Richmond	11
		Rockland	8
		Saratoga	1
		Schenectady	1
		Schoharie	9
		Schuyler	6
		Seneca	3
		Steuben	6
		St. Lawrence	7
		Suffolk	10
		Sullivan	9
		Tioga	9
		Tompkins	3
		Ulster	8
		Warren	1
		Washington	1
		Wayne	4
		Westchester	8
		Wyoming	4
		Yates	6
<u>ZONE 3</u>	<u>ZONE 4</u>		
Cayuga	Genesee		
Cortland	Livingston		
Onondaga	Monroe		
Oswego	Ontario		
Seneca	Orleans		
Tompkins	Wayne		
	Wyoming		
<u>ZONE 5</u>	<u>ZONE 6</u>		
Cattaraugus	Allegany		
Chautauqua	Chemung		
Erie	Schuyler		
Niagara	Steuben		
	Yates		
<u>ZONE 7</u>	<u>ZONE 8</u>		
Clinton	Columbia		
Franklin	Dutchess		
Jefferson	Orange		
Lewis	Putnam		
St. Lawrence	Rockland		
	Ulster		
	Westchester		
<u>ZONE 9</u>	<u>ZONE 10</u>		
Broome	Nassau		
Chenango	Suffolk		
Delaware			
Otsego			
Schoharie	<u>ZONE 11</u>		
Sullivan	Bronx		
Tioga	Kings		
	New York		
	Queens		
	Richmond		

Map of Zones



5. Who are the Contractors?

The participating Contractors are listed on the Contractor Information page at:
(<https://online.ogs.ny.gov/purchase/spg/awards/0570023204can.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:
(<https://online.ogs.ny.gov/purchase/spg/awards/0570023204can.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 are encouraged to 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.).

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:
(<https://online.ogs.ny.gov/purchase/spg/awards/0570023204can.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?

Yes, for the purpose of this contract OGS has established an overall goal of 30% for MWBE participation, 0% for Minority-Owned Business Enterprises (“MBE”) participation and 30% for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs). The total Contract goal can be obtained by utilizing any combination of MBE and /or WBE participation for subcontracting and supplies acquired under the Contract.

14. Does this award include SDVOB goals?

Yes, for the purpose of this contract OGS has established a goal of 6% for SDVOB participation.

15. 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.

16. 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. (<https://online.ogs.ny.gov/purchase/spg/awards/0570023204can.htm>)