

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FACILITIES
OFFICE OF BUILDING SERVICES

June 15, 2006

OFFICE OF BUILDING SERVICES CIRCULAR NO. 7 - 2005/06

NOTE: All Circulars are to be kept in a permanent file

TO ALL CUSTODIAN ENGINEERS

BUILDING ID _____

SUPPLY ALLOCATION FY 2007 _____

TOOLBOX ALLOCATION FY 2007 _____

CUSTODIAL SUPPLY PROGRAM

Strategic Distribution Incorporated (SDI) continues to be the sole source provider from whom Custodian Engineers can order supplies, maintenance and toolbox items under the Custodial Supply Program for FY 07. Each building will receive a supply allocation along with a separate toolbox allocation. Both allocations can be found at the top of this circular. Custodian Engineers are prohibited from combining supply and toolbox allocations. Each allocation must be utilized separately. In addition, you must deplete your building's entire supply and toolbox allocations by December 31, 2006. There is no rollover! Under this year's program, you will also be allowed to order through SDI, "non-catalog" items that fall within the scope of normal custodial operations and maintenance. Non-catalog items purchased under the supply program must be ordered by December 15, 2006 to allow time for processing the orders.

SDI has again created separate and unique supply & toolbox catalogs, encompassing items for purchase under this year's program. These catalogs, along with their separate and specific order forms and instructions, are being mailed out to you directly from SDI. You should receive them within the next week. SDI has prepared a section in their catalog that provides specific information which details ordering and receiving instructions under this year's program. Please read it carefully. If you have any questions regarding the ordering/receiving processes, or on catalog/non catalog items, contact an SDI customer service representative. A toll free customer service telephone number is provided in the catalog.

If you are responsible for a temporary care assignment, and/or a merged building, you will receive a separate allocation circular for each of those buildings as well. For temporary cares, you are not required to expend the entire allocation during the eight (8) week assignment period. Balances will carry to each successive Temporary Care Custodian Engineer through the program's cut-off date of December 31st. Any information regarding orders placed for a temporary care building, are to be provided to the incoming Custodian Engineer at the end of the temporary care assignment. This process will assist in tracking orders and ensuring that the allocation is depleted by year's end. Copies of all orders and invoices are to be kept for your records.

If you would like to purchase MRO (maintenance, repair and operation) items not listed in the SDI supply or toolbox catalogs, you may do so by contacting an SDI customer service representative. Items purchased outside the toolbox catalog, utilizing the toolbox allocation, must be for custodial maintenance or repair purposes only. Any items purchased outside the supply catalog, utilizing the supply allocation, must be for general custodial operations. As in prior years, specific categories of items excluded from purchase under the supplies program include office supplies, furniture and equipment, and capital equipment over thirty horsepower.

CUSTODIAL SUPPLY PROGRAM, Continued

As an integrated supplier, SDI has relationships with numerous manufacturers and vendors that may not be listed in either of the SDI catalogs. When requesting to purchase items outside the SDI catalog, you need to provide SDI with the manufacturer's name and part number, or the vendor's catalog part number with a brief description of the item. SDI will research the item(s) availability and advise you of pricing.

The Department of Education will directly reimburse SDI for all items purchased under the supply program, up to the established allocation threshold for each building as indicated at the top of this circular. The Division of School Facilities has advised SDI of each building's supply program allocation and SDI will monitor each building's account. Custodian Engineers will be responsible to ensure that they do not exceed their building's allocations. You will receive monthly statements of account from SDI to assist you. Under the supply program, Custodian Engineers will not be required to complete a special supply PO 2 form.

Custodian Engineers are to maintain copies of all documentation associated with receipt of orders, including signed trucking tickets, packing slips and invoices. Under the supply program, the Department of Education is billed monthly by SDI. In order to ensure that items billed were actually received, it is imperative that you forward, on a monthly basis, all signed original copies of proof of receipts for supply program items received that month. These proof of receipts are to be mailed to Mr. Ismail Zaza at the Office of Field Operations located at 44-36 Vernon Boulevard, 5th floor, Long Island City, New York 11101. In addition, all manufacturer warranty registration cards are to be filled out and returned to SDI through their customer service center. You should also maintain copies for your records.

Once you have exhausted your supply and toolbox allocations, Custodian Engineers are encouraged to continue to utilize SDI for all miscellaneous expenditure purchases. These purchases can be made from either the SDI supply or toolbox catalogs, or any other manufacturer's catalog that SDI can purchase against. You only need to provide SDI with the manufacturer's name and part number, or the vendor's catalog part number with a brief description of the item. Again, SDI will research the item's availability and provide you with pricing and relevant information prior to placing any such order.

All purchases initiated under the supply program will be drawn from your appropriate supply or toolbox allocation and the Department will be invoiced by SDI accordingly. Once either of these allocations is depleted, you will have exhausted your ability to purchase under that portion of the supply program. SDI will advise you when you reach this threshold. Any additional purchasing will be treated as miscellaneous expenditures and shall continue to be governed as required by the Collective Bargaining Agreement between the New York City Department of Education and Local 891. Any purchase executed through SDI as a miscellaneous expenditure must be listed on your PO 2 along with the item description, check number and an attached receipt/invoice. SDI will issue each Custodian Engineer a purchasing account and provide billing information directly to you. Custodian Engineers will be invoiced by, and pay directly to SDI for all such purchases.

By utilizing the services of SDI, acting as our authorized purchasing agent to make miscellaneous expenditure purchases for MRO items, Custodian Engineers are not required to follow the SOPM bidding procedures. However, there are prohibitions related to purchases in excess of \$10,000, as well as office supplies, furniture and equipment, and capital equipment in excess of thirty horsepower.

Be reminded that all miscellaneous purchases made from vendors/suppliers other than SDI are governed by all bidding requirements as contained in the CBA & PO Circular NO.7 - 2001/02 dated 1/11/02.

Please contact your Deputy Facilities Manager if you have any questions regarding this information.

James F. Lonergan
Executive Director
Office of Building Services