

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

July 1, 2004

OFFICE OF BUILDING SERVICES CIRCULAR NO. 1 – 2004/05

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

TO ALL CUSTODIAN ENGINEERS

BUILDING ID _____ FY 2005 SUPPLY ALLOCATION _____

TOOLBOX ALLOCATION FOR FY 2004 AND FY 2005 _____

CUSTODIAL SUPPLY PROGRAM

Strategic Distribution Incorporated (SDI) continues to be the sole source provider from whom Custodian Engineers can order supplies, maintenance, and tool box items under the Custodial Supply Program for FY 05. Custodian Engineers will receive a supply allocation along with a separate toolbox allocation. Both allocations can be found at the top of this circular. This year's program has been expanded and modified from the previous year, offering the added benefits of greater product diversity and the expansion of allotted time to order your supplies and maintenance materials. Additionally, there is neither a "one time" requisition book nor a "one time" delivery drop. Items ordered will be delivered from various sources within days of placement. 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.

As you recall, the toolbox portion of your allocation was excluded from last year's supply program due to time constraints. In subsequent discussions with your union leadership, we agreed to combine "Tool Box Allocations" under the FY 05 program. Accordingly, for FY 05 you are now receiving both your FY 04 and FY 05 toolbox allocations. Note: Under the FY 05 program, you are prohibited from combining your supply and toolbox allocations. Both allocations must be utilized separately. In addition, you must deplete your entire supply and toolbox allocations by December 31, 2004. There is no rollover!

SDI has 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 few days. 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 separate allocations for each of those buildings as well. Allocations for temporary care assignments will be released in the near future. Note: For temporary cares you are not required to expend the entire allocations 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.

If you would like to purchase items not listed in the SDI supply or toolbox catalogs, you may do so by contacting an SDI customer service representative. Items purchased outside of the toolbox catalog, utilizing the toolbox allocation, must be for custodial maintenance or repair purposes only. Any items purchased outside of the supply catalog, utilizing the supply allocation, must be for general custodial operations. As in years past, 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. These include Grainger & Home Depot Maintenance Warehouse, to name but a few. When requesting to purchase items outside the SDI catalog, you need to provide SDI with the manufacturer's name, item name or brief description and catalog part number. SDI will research the item(s) availability and advise you of pricing.

The Department of Education will directly pay SDI for all items purchased under the supply program. Custodian Engineers are limited to the allocations identified for their specific building(s) as indicated at the top of this circular. The Division of School Facilities has advised SDI of each building's supply program allocation. 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. Please sign proof of receipts, and forward originals to 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 the customer service center. You should 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, item name or brief description and catalog part number. Again, SDI will research the items availability and provide you with relevant information.

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 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 purchases.

By utilizing the services of SDI, acting as our authorized purchasing agent to make miscellaneous expenditure purchases, Custodian Engineers are not required to follow the SOPM bidding procedures. Be reminded that miscellaneous purchases made from vendors/suppliers other than SDI are governed by all bidding requirements.

Please contact your Deputy Regional Manager if you have any questions regarding this program.

James F. Lonergan
Executive Director
Office of Building Services

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