

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

June 28, 2007

OFFICE OF BUILDING SERVICES CIRCULAR NO. 7 – 2006/07

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

TO ALL CUSTODIAN ENGINEERS

BUILDING ID _____

SUPPLY ALLOCATION **FY 2008** _____

TOOLBOX ALLOCATION **FY 2008** _____

CUSTODIAL SUPPLY PROGRAM

New Legislation has amended the New York State Education Law (409-i) related to the procurement and use of environmentally sensitive cleaning and maintenance products in all public school buildings. This legislation required that the State Office of General Services (OGS) establish guidelines and specifications for procurement and use of such products. In addition, the law further required that a list of environmentally preferred cleaning and maintenance products be adopted in all public school buildings. As such, effective immediately, Custodian Engineers can only procure environmentally sensitive cleaning products for their buildings. This includes purchases made against both the supply program and miscellaneous expenditures posted on PO2's. The only exceptions to this new law are floor finishes, floor strippers and bleach. The specifics of their usage are explained in this circular. It should be noted that nothing in this new legislation precludes Custodian Engineers from depleting their pre-existing inventory of non-environmentally sensitive cleaning products.

OGS has adopted the Green Seal, Inc. Standard GS-37 for general purpose cleaners, bathroom cleaners, carpet cleaners and glass/window/mirror cleaners. OGS has also adopted the Green Seal Inc. and Environmental Choice Program Standard GS-41/CCD-104 for hand soaps. At this time OGS will not adopt the Green Seal, Inc. Standard GS-40 for floor finish and floor strippers as OGS recognizes that more time is required to evaluate the overall effectiveness of these products. In the interim, Custodian Engineers, although encouraged, are not mandated to procure environmentally sensitive floor finishes and floor strippers. However, in the spirit of utilizing only safe cleaning and maintenance products in our buildings, Custodian Engineers must purchase floor care products that at least meet currently adopted OGS Standards.

In order for Custodian Engineers to be in compliance with the new environmental cleaning products law, Strategic Distribution Incorporated (SDI) has included a full line of environmentally sensitive cleaning and maintenance items in this year's supply program catalog. They have also included explanations of the various environmentally sensitive certifications to assist you with your purchasing decisions. As SDI is our integrated supplier, you are encouraged to contact their customer service representatives with any questions you may have pertaining to your purchases of environmentally sensitive products. This applies to purchases made through the supply program as well as miscellaneous expenditures posted on PO 2's.

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 08. 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 28, 2007. 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 14, 2007 to allow time for processing.

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.

As we adopt environmentally sensitive cleaning products in our schools, it now becomes necessary to place restrictions and limitations on the use of bleach. Effective immediately, Custodian Engineers are prohibited from utilizing bleach in school buildings, except under specific applications. Bleach may only be applied as a cleaner/disinfectant when addressing blood/bodily fluid spills, disease outbreaks, natatorium areas, food service areas, school based health centers, nurses' offices, and LYFE centers. These types of applications may require special cleaning procedures that are prescribed by existing laws and regulations and are therefore not to be superseded by environmental cleaning practices. Bleach may also be utilized for mold remediation. For all other applications, substitute products for bleach are available in the SDI supply catalog. Custodian Engineers are now limited to procuring a maximum of six (6) gallons of bleach annually under the supply program. Any additional requirements for bleach, whether through the supply program or as a direct spend, will require the approval of your Deputy Director of School Facilities.

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 28. 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 on file for future reference.

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 and must meet the criteria of being environmentally sensitive or OGS approved where applicable. 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.

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 catalogs, 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 are 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 are not 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.

At times you may also be called upon to provide specific information regarding a previous order under the supply program. As this is part of our auditing process, your full cooperation is anticipated. Also, as in prior years, all manufacturers' warranty registration cards are to be filled out and returned to the SDI 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 purchases will be treated as miscellaneous expenditures and shall continue to be governed as required by the Collective Bargaining Agreement (CBA) 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 Standard Operating Procedures Manual (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 Director of School Facilities if you have any questions regarding this information.

James F. Lonergan
Chief Executive Officer
Office of Building Services