

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

June 21, 2012

OFFICE OF BUILDING SERVICES CIRCULAR NO. 7 – 2011/12

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

TO ALL CUSTODIAN ENGINEERS

BUILDING ID _____

SUPPLY ALLOCATION **FY 2013** _____

TOOLBOX ALLOCATION **FY 2013** _____

CUSTODIAL SUPPLY PROGRAM

In accordance with 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, Custodian Engineers can only procure environmentally sensitive cleaning and maintenance products for their buildings. This includes purchases made against both the supply program and miscellaneous expenditures posted on PO2's. Presently, the only exceptions to this law are floor finishes, floor strippers and bleach. The specifics of their usage are explained in this circular.

The New York State Office of General Services (OGS) has adopted the Green Seal (GS 37) and EcoLogo certification standards for general purpose cleaners, bathroom cleaners, carpet cleaners and glass/window/mirror cleaners. OGS has also adopted the Green Seal (GS 41) and EcoLogo (CCD-104) certifications for hand soaps. Additionally, OGS has adopted the Carpet and Rug Institute (CRI) Seal of Approval/Green Label (SOA/GL) certification for carpet vacuum cleaners. At this time OGS has not adopted the Green Seal Standard (GS-40) for floor finishes and floor strippers. OGS recognizes that additional 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 remain in compliance with the green cleaning mandate, Strategic Distribution Incorporated (SDI) has included a full line of environmentally sensitive cleaning and maintenance items in this year's supply program catalog that are OGS certified. 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.

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 13. Each building receives 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, 2012. 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 19, 2012 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 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 have adopted environmentally sensitive cleaning products in our schools, the restrictions and limitations on the use of bleach will remain in effect. 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 limited to procuring a maximum of six (6) gallons of bleach annually under the supply program. Any additional requirements for bleach will require the approval of your Deputy Director of 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. 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, 2012. 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 ensure 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. Under this supply program, Custodian Engineers are not required to complete a special supply PO 2 form.

Custodian Engineers will continue to have the ability to review the current status of their account balance in "real time" through the SDI website. In the event that you have forgotten your user name and/or password, contact an SDI customer service representative.

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 proofs of receipts are to be mailed to Ms. Annalisa Williams at the Office of Field Operations located at 44-36 Vernon Boulevard, 5th floor, Long Island City, New York 11101.

At times you may 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.

Be reminded that all miscellaneous purchases made from vendors/suppliers other than SDI are governed by the bidding requirements as contained in the Collective Bargaining Agreement (CBA).

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

John T. Shea
Chief Executive Officer
Division of School Facilities

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