

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

July 2, 2015

OFFICE OF BUILDING SERVICES CIRCULAR NO. 1 – 2015/16

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

TO ALL CUSTODIAN ENGINEERS

BUILDING ID _____

TOTAL FY 2016 SUPPLY ALLOCATION (INCLUDES TOOLBOX) _____

**FY 2016 CUSTODIAL SUPPLY
PROGRAM**

In accordance with the New York State Education Law (Section 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 facilities. 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 are not mandated to procure environmentally sensitive floor finishes and floor strippers. However, in the spirit of utilizing safe cleaning and maintenance products in our buildings, Custodian Engineers are encouraged to 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 either Green Seal, Eco-Logo, EPA Registered and/or OGS certified. They have also included explanations of these 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 16. Under this year's program Custodian Engineers will receive one combined allocation which will represent the total of both the supply and toolbox allocations for their buildings.

Additionally, Custodian Engineers will now have the flexibility to spend whatever percentage of their allocation they deem appropriate on supply and toolbox items. The total allocation for the noted building can be found at the top of this circular and must be depleted by December 30, 2015. *There is no rollover!*

SDI has again created one catalog with separate sections for supply & toolbox items for purchase under this year's program. This catalog, along with its ordering forms and instructions, was mailed out to you directly by SDI and should already be in your possession. As you will note, 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 30, 2015. Any information regarding orders placed for a temporary care building is to be provided to the incoming Custodian Engineer at the end of the temporary care assignment. This process will assist in tracking orders and will 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/toolbox catalog, you may do so by contacting an SDI customer service representative. Items purchased outside the toolbox catalog must be for custodial, maintenance or repair purposes only. Any items purchased outside the supply catalog, 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 supply 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 the SDI catalog. When requesting to purchase items outside the SDI catalog, you will 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 total 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 allocation. 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.

Also, available as of last year, Custodian Engineers are reminded that they can access SDI's online incident reporting system in order to log such occurrences as late deliveries, pricing errors, shortages, etc. and track their status through SDI's web based application. Note that you will be required to utilize your SDI exchange user account to do so. If you don't already have a user account, you will need to contact SDI's customer service team to acquire one.

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 maintain these documents at your building for future reference. Please do not mail these documents to the Office of Field Operations.

At times you may be called upon to provide specific information regarding a previous order under the custodial 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