



# NEW YORK CITY PUBLIC SCHOOLS

July 18, 2024

CUSTODIAL CIRCULAR NO. 25.003

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

TO ALL CUSTODIAN ENGINEERS

## **Payroll Submission Schedule**

Purchasing at New York City Public Schools (NYCPS) is governed by the [Procurement Policy and Procedures](#). Additionally, the [Standard Operating Procedures for OTPS \(Other Than Personnel Service\) Purchases](#) provides guidance for the purchase of any items purchased from a vendor such as supplies and materials, books, equipment, transportation, repairs, maintenance of equipment, and professional services.

Vendors and employees are expected to be aware of and comply with NYCPS procurement rules

## **Custodial Supply Program**

### **FAMIS**

As in prior years, Custodian Engineers (CEs) can order supplies and materials in [FAMIS\(Open external link\)](#). Effective July 2, 2024, CEs may order more items out of their allocation. The following resources are available to assist users in using FAMIS:

- [FAMIS Beginner's Guide\(Open external link\)](#)
- [FAMIS Advanced Guide\(Open external link\)](#)
- [OTPS Object Codes \(Open external link\)](#)
- [Purchasing Thresholds\(Open external link\)](#)

Should you encounter any issues logging into FAMIS and need additional assistance, please contact the NYCPS Finance Service Center at (718) 935-5000 or email [ClientServices@schools.nyc.gov](mailto:ClientServices@schools.nyc.gov). You will need to provide your FAMIS user ID and NYCPS location code.

## **Available Supplies**

Custodian Engineers can access supplies through FAMIS from the five vendors listed below starting July 2, 2024:

- [National Industries for the Blind\(Open external link\)](#): 800-421-9010
- [New York State Industries for the Disabled\(Open external link\)](#): 518-694-0291



- [Grainger\(Open external link\)](#): 866-992-9158
- [MSC\(Open external link\)](#): 888-495-0603
- [Fastenal\(Open external link\)](#): 718-499-2382

Report issues of late deliveries, pricing errors, shortages or file complaints to:

- NIB: [customercare@nyspsp.org\(Open external link\)](mailto:customercare@nyspsp.org)
- NYSID: [customerservice@nysid.org\(Open external link\)](mailto:customerservice@nysid.org)
- Grainger: [GovNY@Grainger.com\(Open external link\)](mailto:GovNY@Grainger.com)
- MSC: [nycgovteam@mscdirect.com\(Open external link\)](mailto:nycgovteam@mscdirect.com)
- Fastenal: [schoolsnyc@fastenal.com \(Open external link\)](mailto:schoolsnyc@fastenal.com)

Copy [DSFsupplies@schools.nyc.gov\(Open external link\)](mailto:DSFsupplies@schools.nyc.gov) on all emails.

### **Supply Allocation**

Custodian Engineers will receive one combined supply allocation, accessible in Galaxy and FAMIS with flexibility in spending this allocation.

Some buildings will receive incremental funding for swimming pools, HVAC filters, water filters, and feminine hygiene products (FHP), less an allowance for dust mop and mat expenditures. CEs may transfer additional equipment funds to the supply allocation without Deputy Director of Facilities (DDF) approval. However, DDF approval is required when transferring funds from supply to equipment allocations.

Custodian Engineers are to continue to procure their supplies utilizing the FAMIS procurement application, where all custodial supplies items can be found.

### **Temporary Care Assignments**

Information on orders placed for a temporary care building should be shared with the incoming Custodian Engineer at the end of the temporary care assignment.

### **Certification of Delivery**

The [FAMIS Guide\(Open external link\)](#) provides additional information on the certification of delivery function. You may certify a purchase order as Received in Full, Partially Received or Not Received.

Certify all orders through FAMIS once items or services are received.

Prior to the end of each fiscal year and before vacating an assignment, Custodian Engineers must contact the appropriate custodial supplies vendor about all Partially Certified and Not Received orders to ensure that each order is either fulfilled or canceled.



Custodian Engineers are not to certify any item(s) as Received if the vendor has not delivered said item(s).

When certifying orders, indicate the “Received Date” (date materials were received). Please do not enter the date you are certifying the order as the received date unless it is the actual date the items were received.

Custodian Engineers may be called upon to provide specific information regarding a previous order. To ensure that items billed were received, you must maintain these documents at your building for future reference.

Ensure all manufacturers’ warranty registration cards are completed. Keep copies for your records.

For more guidance on certification of delivery, please navigate to the Certification section of [Purchasing Procedures](#)

## Restrictions

According to [New York State Education Law \(Section 409-i\)\(Open external link\)](#), Custodian Engineers must use environmentally sensitive cleaning and maintenance products in public school buildings, except for floor finishes, floor strippers, and bleach.

- The [New York State Office of General Services \(OGS\)\(Open external link\)](#) has adopted [Green Seal \(GS-37\)\(Open external link\)](#) and [EcoLogo\(Open external link\)](#) standards for cleaners, and [Green Seal \(GS-41\)\(Open external link\)](#) and [EcoLogo \(CCD-104\)\(Open external link\)](#) for hand soaps.
- The [Carpet and Rug Institute \(CRI\) Seal of Approval/Green Label\(Open external link\)](#) is the standard for carpet vacuum cleaners. For more information on CRI, click [here\(Open external link\)](#)
- Currently, OGS does not require environmentally sensitive floor finishes and strippers, but Custodian Engineers are encouraged to procure floor care products that at least meet the currently adopted OGS Standards.

Bleach and bleach-containing products may only be applied as a cleaner/disinfectant when addressing:

- blood/bodily fluid spills
- disease outbreaks
- specific types of cleaning/disinfecting in natatorium areas
- food service areas
- mold remediation
- school-based health centers



- nurses' offices
- LYFE centers.

These types of applications may require special cleaning procedures prescribed by existing laws and regulations and are not to be superseded by environmental cleaning practices. Custodian Engineers can procure up to six (6) gallons of bleach annually without additional approval from their Deputy Director of Facilities.

For all other applications, substitute products for bleach are available in FAMIS.

This year, Custodian Engineers may not order capital equipment over thirty horsepower.

### **Non-Catalog Items**

Custodian Engineers can request to add items to the FAMIS catalog or use the FAMIS non-catalog procurement procedure. Non-catalog items must meet environmentally sensitive criteria. All non-catalog items must be for custodial cleaning, maintenance or repair purposes only.

For items not included in the FAMIS supplies catalog or listed on OGS, Custodian Engineers must refer to the Simplified Procurement instructions. When following Simplified Procurement guidance to obtain supplies, Custodian Engineers can obtain quotes for FAMIS non-catalog or OGS-listed items from the three approved vendors only: [Grainger\(Open external link\)](#), [Fastenal\(Open external link\)](#), and [MSC.\(Open external link\)](#)

### **Reimbursement & Small Item Payment Process (SIPP)**

SIPPs may be processed through the FAMIS Portal to facilitate the purchase and payment of certain OTPS items. It permits the purchasing location to make "over-the-counter" purchases (e.g., postage), thereby providing for a direct payment to the vendor or reimbursement to the purchaser. SIPPs should only be used when a purchase order is not feasible or practical. The purchase order remains the preferred method of payment.

A non-recurring purchase does not require bidding if under \$250. From \$250.01 and above single and/or cumulative purchases to a vendor within a fiscal year, bids are required for each transaction, except when purchasing items under an established system-wide contract.

SIPPs greater than \$250 require final approval by the borough team.

Supporting documentation such as invoices, receipts, credit card statements, agendas, class rosters, etc. must be uploaded to initiate/approve a SIPP.

### **Other Important Considerations Concerning SIPPs**

- SIPP may not be used to avoid procurement regulations and other limitations on expenditures.
- If a Purchase Order is a more appropriate method of purchasing and payment, it must be used instead of SIPP.

- Although SIPP payments should be made after delivery of goods or services, circumstances may require exceptions to this rule. The purchase of postage, tickets/admissions, and travel are examples of these exceptions.
- SIPP must not be used as the method to pay individuals for professional or other services.
- Shipping charges and any other extra charges should be anticipated and included in the calculation.
- The maximum amount allowed for a SIPP vendor payment is \$250 per transaction.
- The maximum cumulative amount allowed for a SIPP vendor payment is \$500.
- After the cumulative \$500 threshold is reached, the vendor payment SIPP requires the school support team or Division of Enterprise Purchasing approval.

Travel reimbursements must not be initiated through SIPP. Instead, the traveler should use TRAC

### **P-Cards (Procurement Cards)**

The Department of Education (DOE) established a Procurement Card (P-Card) program to facilitate employee purchasing in instances where the more formal purchase order (PO) process or the small item payment process (SIPP) is impractical. Like the other methods, P-Cards may only be used for OTPS purchases that support educational priorities or the business of education.

The program operates similarly to a stored value card. Each purchase reduces the value of the P-card. The P-Cardholder can add funds to the account as funds are depleted using the FAMIS system.

### **Request for Increase P-Card Value**

A school-based P-Card holder may request to increase the value of their P-Card up to \$1,000 per fiscal year. P-Cards are valid for one fiscal year only.

Additional information on P-Cards can be found on the [Purchasing Procedures](#) page on the InfoHub. Custodian Engineers will be able to apply for P-Cards before fall 2024.

### **TRAC (Travel Request Approval Certification)**

[Reimbursement for travel expenses](#) must be requested and approved in the [TRAC form](#)([Open external link](#)). Refer to the [Track Quick Reference Guide](#)([Open external link](#)) for further information. A [system guide](#)([Open external link](#)) is available for step-by-step instructions.

Please note that the implementation of TRAC has made previously used manual travel and conference forms, including the CV2 form, obsolete.

### **Procurement Thresholds**



A detailed outline of the Procurement process can be viewed in Section 3-10 (“Simplified Procurement” - Pg 75) of the [DOE Procurement Policy and Procedures\(Open external link\)](#).

- Additional information on Minority and Women-Owned Business Enterprise (MWOB) Procurement is in Section 3-10 Simplified Procurement, subsection C2A – Pg 77.
- The procurement process for paint is in Section 3-10 Simplified Procurement, subsection C-1 – Pg 75 (Goods).
- The procurement process for Equipment Repair Services is in Section 3-10 Simplified Procurement, subsection C-2 – Pg 76 (Services and Construction).

The chart below displays a procurement outline for commodities:

<b>Commodities: Non-Contracted Commodities</b>		
Thresholds	Procurement Action	Process
\$0 - \$250	Micro Purchase / No Bids	Create a purchase order up to \$250 for a non-contracted vendor. CE enters the PO in FAMIS.
\$250 - \$5,000	Simplified Procurement / 3-Bids	CE obtains telephone quotes from three vendors, then enters PO in FAMIS.
\$5,000 - \$15,000	Simplified Procurement / 3-Bids	CE obtains written quotes from three vendors, then enters PO in FAMIS.
Over \$15,000		Contact your DDF

### Approval

- Simplified Procurement of Goods (Paint): Must be approved by the Deputy Director of Facilities.

Custodian Engineers who require additional guidance should confer with their DDF or Borough Team.