



Inside CITYWIDE PROCUREMENT

December 2013
Issue 04

Emergency Contracts

**DCAS Commissioner
Edna Wells Handy**

Inside This Issue:

Emergency Contracts

*DCAS Logistics/
Central Storehouse*

*Online Surplus
Auctions*

City Record Savings

*Vendor Brown Bag &
Fair*

Drug Testing

M/WBE Spotlight

OCP Intranet

Local Food Sourcing

Staff Update

Transition

OCP Contact List:

*Robert Cleary, Acting
Chief Acquisition
Officer
(212) 386-0228*

*Carol Green, A/C
Agency ACCO
(212) 386-0400*

As a result of Hurricane Sandy and other recent storms, and to meet new requirements created by recent City Council legislation, DCAS Office of Citywide Purchasing (OCP) is working closely with the Office of Emergency Management (OEM) to develop a portfolio of emergency preparedness and response contracts to improve citywide disaster preparedness and management of events that pose a threat to life, safety, public health, and property. This portfolio will address the citywide need for goods and services in advance of, during, and following emergencies, and provide an array of services to support mission critical operations by first responder and support agencies. At inception, the OCP emergency contract portfolio will include those contracts identified as most crucial to support emergency response operations citywide, including:

- 1) Heat, light, and power equipment rental, operation, and maintenance
- 2) Debris removal equipment rental, operation, and maintenance
- 3) Debris removal, storage, and disposal
- 4) Dewatering equipment rental, operation, and maintenance
- 5) Vehicle rental, operation, and maintenance
- 6) Supplemental food acquisition and catering/mass feeding services
- 7) Base camp rental, operation and maintenance

Emergency response services will also be supported by OCP's standard contract portfolio offering:

- 1) Fuel card services
- 2) Fuel acquisition
- 3) Security services
- 4) Equipment acquisition
- 5) Equipment rental services

- 6) Transportation services
- 7) Pharmaceuticals acquisition
- 8) Janitorial services
- 9) Portable toilet and wash station rental
- 10) Maintenance Repair & Operations (MRO) catalog contracts
- 11) Office supply catalog contracts
- 12) Procurement card services
- 13) Storage unit rental
- 14) Refuse container rental services
- 15) Language services
- 16) Travel services

As part of a second phase, additional contracts may be added to the emergency portfolio to provide the following and other services as necessary:

- 1) Ambulette services
- 2) Wheelchair-accessible transportation
- 3) Bus rental services
- 4) Relocation services
- 5) Office trailer rental services
- 6) Construction and repair services
- 7) Home Depot goods and services
- 8) Inventory Management System/Warehouse Management System services
- 9) Garner – emergency disaster relief services

This portfolio of emergency goods and services contracts will be integrated with OCP's Logistics/Central Storehouse operations to provide comprehensive support services for all aspects of citywide emergency management.

For further information, please email John Katsorhis at jkatsorhis@dcas.nyc.gov or call (212) 386-0449.



Sign Here Emergency Contracts



Inside OCP CITYWIDE PROCUREMENT

DCAS Logistics/Central Storehouse

New York City's 6,300 miles of streets and highways covering 468 square miles of land and water present daunting challenges to the efficient and prompt delivery of goods and services for government and private organizations alike. To meet the challenges of the City's supply chain management, the DCAS Office of Citywide Purchasing began a transformation of the 300,000 square-foot Central Storehouse in Middle Village, Queens at the close of FY 2011. Now known as DCAS Logistics/Central Storehouse the unit has achieved significant improvements in services through increased efficiency, and enhanced communications with both client agencies and vendors. This transformation has resulted in recurring cost savings of \$1.2 million.

Significant aspects of the DCAS Logistics/Central Storehouse transformation include; reorganizing and staging storage areas, the placement of items in the warehouse to facilitate efficient picking and building of shipping pallets, and optimizing delivery routes to reduce delivery times, fuel cost and carbon emissions. An immediate result of these efforts has been a reduction in delivery cycle times from approximately three weeks to between eight and ten calendar days. Through improved collaboration with vendors, DCAS Logistics/Central Storehouse has been able to more effectively tackle back order problems and other issues related to product availability and delivery. Also, the number of open orders during any given period has been reduced by establishing a protocol to expedite large or sudden increases in those numbers. The protocol may be triggered when a certain number of open orders is reached or during critical or emergency situations; and may include such actions as redeploying staff, employment of an outside vendor to augment deliveries, and authorization of overtime for DCAS Logistics/Central Storehouse employees.

DCAS Logistics/Central Storehouse has also reduced its on hand inventory from more than 2,300 individual commodities to approximately 570, by identifying obsolete or slow-moving items and those more effectively vendor managed.

This inventory reduction releases space for more efficient uses. For example, the unit is now able to provide more value-added services, such as logistical support for the Department of Sanitation's (DSNY) bin pilot program; which recycles food waste. For this initiative, DCAS Logistics/Central Storehouse will receive a total of 24,000 kitchen collectors from the vendor and prepare them for delivery to the three designated DSNY staging areas. Additionally, the staff is coordinating among vendors, DSNY and DCAS Quality Assurance (QA) for the drop shipment of two other types of bins.

Ongoing efforts involving warehouse and resource optimization include plans to increase efficiencies through improved use of data to forecast seasonal spikes in activity. Warehouse and staff restructuring has allowed for DCAS Logistics/Central Storehouse to enhance its shared services with City agencies. The Office of Transportation Services, DCAS Special Events, and Board of Elections are among the business units and agencies for which DCAS Logistics/Central Storehouse recently provided staff and resource support to.

On the technology front, DCAS Logistics/Central Storehouse will partner with a leading supply chain management company and a current NYC Department of Health and Mental Hygiene vendor to inaugurate a Warehouse Management System pilot program. The program includes utilization of Radio Frequency (RF) scanning guns to populate a live inventory database of five of the highest-volume items at the Storehouse. This method of scanning barcodes of the locations, items and purchase orders throughout the receiving, storing and shipping process will shorten response time, reduce errors and improve inventory data. Insight gained from the pilot program will be crucial to the procurement of an inventory management solution to continue the transformation of the DCAS Logistics/Central Storehouse.

For further information, please email Tony Maldonado at imaldonado@dcas.nyc.gov or call (718) 417-2020.

Inside OCP CITYWIDE PROCUREMENT

Online Surplus Auctions

The Office of Surplus Activities (OSA), within DCAS Office of Citywide Purchasing (OCP), recently completed the first full year of the City's transition to an electronic relinquishment and online surplus auction process. In August 2012, OCP implemented a contract with The Public Group, a leading online auction firm, to reallocate or sell the City's surplus assets through www.publicsurplus.com.

OSA posted the first auctions on August 3, 2012, and since then, approximately 74% of Mayoral agencies have created nearly 1,400 auctions, resulting in sold and paid auctions yielding nearly \$800,000 for the City's general fund. DCAS alone posted 366 auctions, followed by the Department of Environmental Protection (DEP) with 242, and the Department of Transportation (DOT) with 118.



The ease of creating auctions online has resulted in more agencies selling more items in more auctions in less time and with little or no paperwork compared to the prior manual, paper-intensive relinquishment method. The service's accounting and reporting features also allow OSA and agency users to create customized reports to aid in monitoring the status and results of the relinquishments and auctions.

Since the program began, 279 authorized agency users have been registered and trained, representing 88 separate agencies; 42 different agencies have posted auctions online. Formerly, OSA was only able to offer surplus goods when sufficient quantities were available from a location to create a sealed bid 'lot' offering. In contrast, the online auction process allows agencies to dispose of a wider range of materials in both small and large quantities from multiple locations. For example, auctions have ranged from a single phone set or desk chair to multiple quantities of electronics and office furniture, as well as heavy equipment such as the Department of Transportation's (DOT) concrete moveable barrier system worth \$400,000.

Another important benefit of the service, and a valuable cost saving tool, is the system's internal reallocation function. This feature allows City agencies to claim other agencies' items for reallocation before they are made available to the public. This inter-agency service is a built-in feature of the Public Surplus® program and facilitates the transfer of usable materials between agencies. More than 11% of closed auctions resulted in internal transfers of goods.

The deposition of the surplus materials through reallocation and sales has also contributed to reducing the volume of material that enters the City's waste stream and is helping to meet sustainability goals established under PlaNYC. This relinquishment functionality is expected to grow significantly in coming years. Under the former surplus relinquishment model, more than 80% of the items now sold online would most likely have resulted in "destroy orders:" which are recycled as "E" waste, scrapped or picked up as trash. However, since August 2012, online sales and reallocations have resulted in 34% fewer "destroy orders" in comparison to the same period in the previous year. Reallocations alone have transferred 2,155 items from 140 auctions that may have ended up being disposed of as trash.

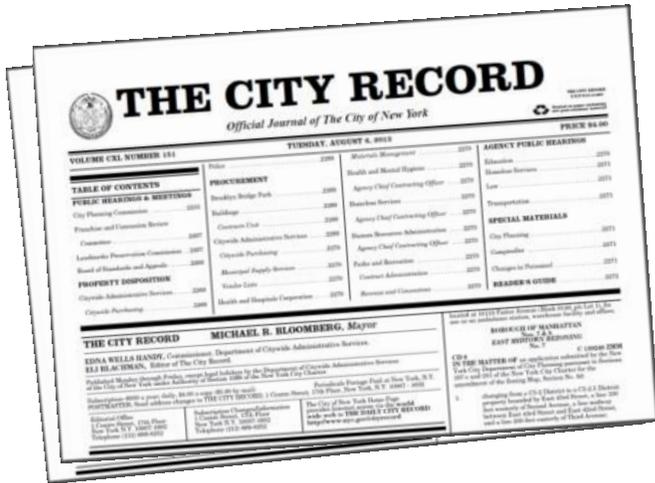
Online sales have also reduced the need for extended and costly use of storage space within agencies. DCAS Logistics, in addition to reducing Central Storehouse inventory by disposing of obsolete stock through the online auctions, has collaborated with OSA to create a storage and staging area within DCAS Logistics/Central Storehouse; that can be used to temporarily store and stage agencies' surplus materials when they do not have the necessary space to hold the items or are under time constraints to clear out a space. This "backhaul" initiative entails DCAS Logistics/Central Storehouse's trucks picking-up and backhauling surplus items from agencies to OSA's surplus storage and staging area. This initiative comes at little or no added costs, after making deliveries to agency locations throughout the five boroughs.

For further information, please visit www.publicsurplus.com or e-mail Robert Riccelli at rriccell@dcas.nyc.gov or call (212) 386-0440.

Inside OCP CITYWIDE PROCUREMENT

City Record Savings

DCAS Office of Citywide Purchasing (OCP) has awarded a three-year requirements contract to Jupiter Communications LLC of Stratford, CT for the printing, mail preparation, and delivery of *The City Record: The Official Journal of the City of New York*. The new \$815,000 contract along with other creative measures, are expected to save the City approximately \$1 million in production costs for paper over the next three years.



While an online edition of the Record is available to the public, the City Charter (Chapter 45, Section 1066), mandates that a printed edition of the journal be published daily; Monday through Friday, excepting legal holidays, to post notices of public hearings and meetings and their agendas, court notices, property dispositions, procurement notices (awards and solicitations, etc.), agency hearings and more. Currently, 500 copies of the Record are printed daily and distributed free of charge to City agencies, borough presidents, council members, community boards, libraries, and various news media as well as individual subscribers. As part of the Charter mandate, the borough presidents, council members, and community boards must make their copies available to the public free of charge, for reasonable inspection.

Continued on page 05

Vendor Brown Bag & Fair



DCAS Office of Citywide Purchasing (OCP) hosted the **Citywide Language Services Vendor Brown Bag & Fair**. OCP's Vendor Brown Bag Series is a monthly forum that fosters improved dialog between contracted vendors and City agencies, and also raises awareness of important citywide contracts that offer

substantial savings.

The Citywide Language Services contracts aggregate the needs of City agencies and leverage the City's considerable buying power to achieve the most competitive pricing. The consolidated agreements also create efficiencies by relieving agencies of the burden of developing and awarding multiple contracts for these services. The contracts cover services in six separate categories:

- **Telephonic Interpretation Services**
- **Translation Services**
- **In-Person Interpretation Services**
- **Transcription Services**
- **Sign Language Services**
- **CART (Computer Assisted Remote Translation) Services**

The fair was well attended with participants from approximately thirty (30) agencies, and twelve (12) representatives from the six (6) vendors that provide language services to the City. The event consisted of two parts, the first of which featured a presentation by OCP staff, outlining the process for utilizing the Citywide Language Services contracts. In the case of service categories with more than one awarded vendor, agencies will issue a request for quote and award the task order to the vendor that offers the lowest pricing. The second part of the session provided an opportunity for vendors to meet with City agencies to answer questions and discuss best practices.

For further information, please email Liana Patsuria at lpatsuria@dcas.nyc.gov or call (212) 386-0467

Inside CITYWIDE PROCUREMENT

Drug Testing

The Citywide Employee Drug Testing contract aggregates various City agencies' need to conduct pre-employment, random, reasonable suspicion, follow-up, return-to-duty and post-accident drug testing, and provides a singular vehicle to obtain crucial services.

The specifications for this contract follow the most stringent guidelines established and vetted by the Department of Transportation (DOT) pursuant to the Omnibus Transportation Employee Testing Act of 1991, Title V of Public Law 102-143 (Omnibus Act), as codified and reenacted in Subtitle III of 49 USC 5301 (Mass Transportation).

Notwithstanding, the fact that the specifications were developed by DOT, the services are fully transferrable to other non-uniform City agencies. The awarded contractor is obligated to perform controlled substance and alcohol abuse testing services in accordance with federal regulations, set forth at 49 C.F.R. Parts 40, 382, and 655, and 46 C.F.R. Parts 4 and 16, and 33 C.F.R. Part 95 and any amendments thereto.

The contract leverages the City's buying power to achieve the most competitive pricing. This citywide agreement also creates efficiencies by relieving agencies of the administrative burden of developing and awarding contract for these services. The contract is in effect until August 31, 2018 and has been awarded to a well-established local vendor, Partners in Safety Inc. Estimated contract value is set at \$1,708,300.

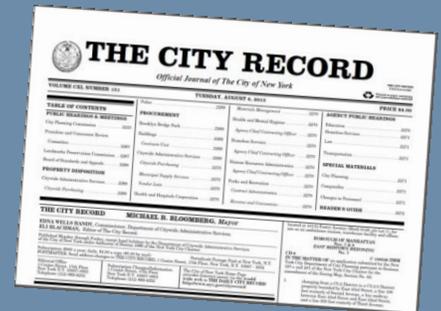
For further information, please email Liana Patsuria at lpatsuria@dcas.nyc.gov or call (212) 386-0467.

City Record Savings continued...

JUPITER COMMUNICATIONS

DCAS has long sought ways to streamline the Record's entire production process and further reduce costs – the largest of which entails content submission through creating a camera-ready product. With the exception of procurement notices, which are submitted online, all other content is sent to the Record via email or fax and then forwarded to the printer for typesetting; a time-consuming and costly practice. DCAS has created a program to receive all submissions electronically, to compose the issue in-house and to forward it in a portable document format (PDF) to the printer. The new program is expected to be fully operational within the next few months.

Another feature of the new contract takes into account possible changes in the number of printed copies necessary to fulfill Charter obligations. The City will be responsible only for fixed costs per issue and then an agreed upon incremental price structure to reflect any possible changes to the number of pages and the number of copies per issue.



For further information, please email Carol Green at cjgreen@dcas.nyc.gov or call (212) 386-0400.

Inside OCP CITYWIDE PROCUREMENT

M/WBE Spotlight: E&M Sales, Inc.



E&M Sales

*Innovative thermal,
automation
& process solutions.*

E&M Sales, Inc. is a City certified minority-owned business located in lower Manhattan. They also hold an additional certification with the Port Authority of NY & NJ. Holding both of these certifications has allowed E&M Sales, Inc. to rapidly grow in the governmental arena.

The owner, Ernest Santiago, started his career working for a well-known large office supply company as an

office manager for 10 years when he and a colleague decided to take the entrepreneurial path and start their own business. During their first year, the business flourished tremendously due to the technical assistance and training classes that the Department of Small Business Services (SBS) offered, as well as the business connections that were made through their attendance at various citywide events.

E&M Sales, Inc. continued to thrive the following year but Ernest knew that selling only office supplies would limit his company's ability to continue to grow. It was then that Ernest decided to take the company into a different direction and sell more than just office supplies. He started building relationships with well-known manufacturers to become a distributor so that he could offer specialty and hard to find products. By expanding his company's offerings, he enabled the company to meet the needs of many New York City agencies and private companies.

Ernest truly epitomizes what customer service is; he maintains constant communication from the time the quotation is received, the order is placed and until the delivery has been completed. It is this personalized service that has City agencies and private companies coming back to E&M Sales, Inc.

The company's mission is to satisfy customers' needs in a timely and efficient manner. Ernest's keen eye for the ever-changing market and customer service mindset distinguishes his company from the other office supply vendors.

For further information, please email Anjanette Antonio at aantonio@dcas.nyc.gov or call (212) 386-0445.

OCP Intranet

DCAS Office of Citywide Purchasing (OCP) is announcing the launch of an updated intranet site!

OCP's intranet site has undergone a virtual renovation. The new site continues to provide access to important OCP systems and resources (e.g., Requirements Contracts Search, Direct Order and Storehouse Requisition Systems, Storehouse Catalog, etc.), but now contains much more information, improved navigation, and a more user-friendly layout. Check out the new "Featured Contracts," and the reorganized "Guides and Forms" and "Helpful Links" under "Other Resources."



The updated site also has improved "Search" capability and now displays "Featured Stories" and "Upcoming Events" on the homepage. The OCP intranet is accessible directly at <http://extranet/OCP/> or via CityShare (under "Working/Procurement Process").

For your convenience, the former web address will automatically redirect to the new one.

Please visit us and let us know what you think – click "Contact Us" and complete the quick form to provide feedback or request additional information.

For further information, please email Marissa Newman at mnewman@dcas.nyc.gov or call (212) 386-0435.

Inside OCP CITYWIDE PROCUREMENT

Local Food Sourcing (LL50)

Under the Bloomberg administration, tremendous efforts have been made to improve health standards in the City by creating opportunities to engage New Yorkers in better food consumption practices. This includes initiatives that increase nutritional knowledge, limit intake of unhealthy products, generate better access to fresh fruits and vegetables, and foster the growth of urban agriculture. One of the Local Laws created to achieve these goals is Local Law 50 (LL50), which encourages citywide agencies to purchase local foods, or New York state grown and/or processed food products.

DCAS Office of Citywide Purchasing (OCP) has begun implementing the procurement of locally sourced foods in compliance with LL50 during FY 2013. The agency primarily purchases food for the Department of Correction, Human Resources Administration, and Administration for Children's Services (ACS). In FY 2012, the value of foods purchased was approximately \$28 million.

In preparation for purchasing foods locally, several steps were taken to facilitate this process. OCP communicated with client agencies to understand their requirements, and also reached out to agricultural extension specialists from Cornell Cooperative Extension to determine what products were most likely to be available to the City. In addition, communications were sent to the New York State agricultural community to announce business opportunities with the City. Once these steps were taken, OCP's procurement team worked with its Strategic Sourcing & Spend Analysis group and the New York City Law Department to offer price preferences to local suppliers per the terms of the Local Law. New York State food products receive a 10% discount during the evaluation process.

In FY 2013, seven bids were conducted using this new assessment model. These include a range of products such as beverages (e.g., milk, soy milk, tea and coffee), fresh fruits and vegetables, and processed foods (e.g., bakery products, cheese and margarine).



So far, 28 New York State food items valued at \$1.8 million, constituting 54% of total estimated contract value, have been awarded to vendors from these seven bids.

One example of a procurement that operationalized LL50 is the fruits and vegetables bid for the Department of Correction, which resulted in one contract valued at \$1 million. Approximately 30% of the total value was awarded to New York State products that included potatoes, lettuce, onions, celery, cucumbers, cabbage and apples. Another such example is the procurement of dairy products for the Department of Correction and ACS Division of Youth and Family Justice, which resulted in two contracts valued at \$662,000. Of this total amount, 87% was awarded to New York State products including skim milk, low fat milk, soy milk and low fat yogurt.

In FY 2014, OCP will continue its efforts to increase local food procurement. In October 2013, a meeting was held with food vendors and information regarding LL50 was emphasized.

For further information, please email Anson Telford at atelford@dcas.nyc.gov or call (212) 669-8501.

Inside OCP CITYWIDE PROCUREMENT

Staff Update

As part of OCP's ongoing efforts to provide first class service to our client agencies, please note the staff updates below:

Kareem Alibocas, Administrative Procurement Analyst for the Citywide Purchasing Operations unit, brings with him over 11 years of City experience. He started his career in the City at the NYC Department of Parks & Recreation, Capital Projects Division as a Contracting Officer. He now joins us from the NYC Department of Design & Construction, Professional Contracts unit where he served as a Contract Manager responsible for managing multiple procurement projects. Kareem reports to John Katsorhis, Deputy Assistant Commissioner and Deputy ACCO for Citywide Purchasing Operations. Kareem's extensive knowledge of multiple City procurement and contract processes will be an asset as we continue to enhance our service levels to our client agencies.

John Bernabé, Administrative Procurement Analyst for the Agency Purchasing Operations unit, brings with him over 12 years of City experience. He joins us from the NYC Department of Environmental Protection where he first served as Purchasing Agent in the Procurement Management Office. He then served as Procurement Project Manager in the Commissioner's Office, leading and implementing procurement and performance improvement initiatives throughout the department. John reports to Erkan Solak, Deputy ACCO for Professional and Construction Services. John's project management and strategic sourcing knowledge will be an asset as we continue to enhance our service levels.

Jose Cajas joined the Fuel unit within Quality Assurance. Jose comes from a very diverse background. He has over 13 years of commercial experience, 7 of which has been in the fuel industry. Jose's intimate familiarity with OCP's inspection procedures, his extensive experience in providing the highest quality customer service, and his Hazmat and Tanker endorsements will be a great asset to OCP as we continue to provide best-in-class procurement service to the public. Jose reports to Gary Sideris, Fuel Supervisor.

Steven Joseph, Administrative Procurement Analyst for the Citywide Purchasing Operations unit, brings with him over 12 years of City experience. He started his career at the NYC Department of Parks as a Vendor Investigator and advanced to Deputy Director of Contract Administration. He then worked at the NYC Department of Design & Construction as a Procurement Analyst. Steven joins us from Frederick County Government, MD, where he developed and conducted Request for Proposals for goods and services. Steven reports to Liana Patsuria, Purchase Director for Services.

Kaleem Kamboj, Emergency Senior Buyer for the Citywide Purchasing Operations unit, joins us from the Department of Parks and Recreation where he served as supervisor of service contracts, responsible for both procurement and fiscal management. Kaleem is experienced in emergency procurement and holds certifications in courses from FEMA's Emergency Management Institute. Kaleem will work on managing OCP's portfolio of emergency preparedness and emergency response contracts for fuel, collaborating and supporting the Office of Emergency Management and other first responder agencies to proactively and effectively contract with strategic suppliers. Kaleem reports to Masha Rudina, Purchase Director for Fleet/Fuel/Chemicals.

Julio Moreno, Purchasing card (P-card) Analyst for the Citywide P-card program, brings with him over 9 years of City experience. He started his career in the City at the NYC Department of Information Technology and Telecommunications as an Accounts Payable Clerk, and advanced to Deputy Director of Audits and Accounts. He reports to David Taylor-Fink, Director of Citywide P-card. Julio will leverage his extensive knowledge of City audit, payment processes, and operations to assist in the development of citywide P-card policies and procedures, program monitoring and compliance, and overall P-card utilization.