

# **HHC PURCHASING *AN INTRODUCTION***

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**HHC** NEW YORK CITY  
HEALTH AND  
HOSPITALS  
CORPORATION

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[nyc.gov/hhc](http://nyc.gov/hhc)



## **“AN EQUAL OPPORTUNITY”**

Chartered as a Public Benefit Corporation by the New York State Legislature, the New York City Health and Hospitals Corporation (HHC) assumed the overall management responsibility for New York City’s Municipal Hospital System on July 1, 1970. Today, the Corporation administers the fourteen Corporation Hospitals within the five boroughs of the City of New York; six Diagnostic and Treatment Centers; a city-wide network of outpatient clinics and the MetroPlus Health Maintenance Organization (HMO). The Corporation is operating with an annual budget in excess of 4.0 billion dollars.

The Corporation purchases and/or contracts for needed equipment, materials, supplies and services in excess of 300 million dollars annually. All such purchasing and/or contracting is done through, or in conjunction with, the Corporation’s own Purchasing and Supply System; a system consisting of a centrally-located Office of Materials Management and a network of decentralized purchasing operations located at the Corporation Hospitals, Diagnostic and Treatment Centers and the MetroPlus Health Maintenance Organization. Additionally, most maintenance and construction contracting is done through the Corporation’s Facilities Development Office as well as by the individual hospital procurement office.

The principal objective of the HHC Purchase and Supply System is the acquisition and timely delivery of needed goods and services at the lowest cost consistent

with acceptable quality. The Corporation is committed to a system of open competitive bidding and requires that all purchases be made according to definite standards to permit fair competition.

The Corporation is aware of its need to attract qualified vendors who can supply its requirements. Toward this end, HHC has been actively engaged in a number of Vendor Development Programs since its inception.

A noteworthy vendor development initiative is the Corporation's Minority and Women's Business Enterprise programs, designed to seek out and encourage minority and women vendors to competitively bid for a share of the corporation's business. To effectively implement HHC's MBE/WBE Programs, a Roster of Minority and Women Vendors has been developed and distributed to the 21 HHC buying facilities. The Roster currently lists the products and services provided by minority and women vendors who are actively soliciting Corporation business. The Corporate Office of EEO administers the MBW/WBE Programs.

Any minority or woman vendor may obtain MBE/WBE Registration Forms by calling the Corporate Office of EEO at (212) 788-3372. However, it is not required that you be registered in order to do business with the Corporation. Registration is urged because the Roster is continually updated and circulated to all HHC purchasing departments, thus providing the medium through which the names of minority vendors and the products and services they provide are quickly fed into the system.

A word of caution about “instant results.” Simply calling and adding your name to the Roster of Minority and Woman Vendors and the HHC Bidders Mailing List is no guarantee of a sudden flood of Bid Requests and Purchase Orders from the Corporation. As in any well-organized and aggressive marketing endeavor, *FOLLOW-UP IS ESSENTIAL!* The Corporation’s Purchase and Supply System is complex and widespread. We urge you to make direct contact with as many of the HHC purchasing facilities as possible; contacts that will enable you to become known on a personal basis; contacts that will enable you to become familiar with HHC requirements and afford you an opportunity to acquaint the Corporation with the products and/or services. An active vendor file with descriptive literature, prices and the recollection of a familiar face is a far more effective selling tool than a mere name on a long list.

Follow-up with the individual hospital purchasing department is extremely important. In addition to making awards for maintenance repairs and services, each hospital is authorized to directly purchase items not covered by HHC Central Office Contacts or selected NYC Department of Citywide Administrative Services Contracts. These direct hospital purchases, involving significant annual volume, are made through a system of competitive bidding, thus it is important that each hospital become familiar with your products and has your firm’s name on their active bidder’s list. A listing of the Corporation’s hospitals, along with locations, is included.

## **PAYMENT POLICY**

The Corporation's Purchase and Supply System has been organized on a decentralized basis to make it more responsive to the needs of its medical facilities. This also makes it more responsive to the needs of its Suppliers, particularly through the prompt payment of invoices. The Corporation pays all of its invoices from its own fund. Each hospital is responsible for processing its own invoices for payment.

The prompt payment record of the Health and Hospitals Corporation has made us the "best business" in the hospital field. Vendors have told us that HHC is by far the fastest payer in the metropolitan area. This, along with the flexibility and responsiveness of our decentralized Purchase and Supply System, provides an excellent environment for all vendors to aggressively solicit HHC business.

**NEW YORK CITY HEALTH AND HOSPITALS CORPORATION**  
**MATERIALS MANAGERS AND PURCHASING DIRECTORS**

**CENTRAL OFFICE LOCATIONS**

**OFFICE OF MATERIALS MANAGEMENT**

346 Broadway – 5<sup>th</sup> Floor West  
New York, NY 10013  
Richard Olah  
Acting Senior Director  
(212) 442-3933

**CAPITAL BUDGET CONTROL**

346 Broadway – 12<sup>th</sup> Floor West  
New York, NY 10013  
Michael Ball  
Director, Contract Services  
(212) 442-3669

**FACILITY LOCATIONS**

**BELLEVUE HOSPITAL CENTER**

462 First Avenue  
New York, NY 10016  
Neal Agovino, AED, Purchasing  
(212) 562-4474  
(212) 562-4998 (FAX)  
David Larish, Director, Purchasing  
(212) 562-2888  
(212) 562-4998 (FAX)

**COLER/GOLDWATER  
MEMORIAL HOSPITAL**

Roosevelt Island  
New York, NY 10044

**GOVERNEUR D&TC**

227 Madison Street  
New York, NY 10002  
Jeffrey Rogoff, Materials Manager  
(212) 318-4353  
(212) 318-4370 (FAX)  
Bill Gooth, Director, Purchasing  
(212) 318-4260  
(212) 318-4898 (FAX)

**CONEY ISLAND HOSPITAL**

2601 Ocean Parkway  
Brooklyn, NY 11235  
Kevin Fehily, Materials Manager  
(718) 616-4167  
Gary Imperato, Director, Purchasing  
(718) 616-4271  
(718) 616-4614 (FAX)

**CUMBERLAND D&TC**

100 North Portland Avenue  
Brooklyn, NY 11205  
Tinga Tambour, Materials Manager  
(718) 260-7853  
(718) 260-7724 (FAX)  
Jackie Gelly, Director, Purchasing  
(718) 260-7875  
(718) 260-7845 (FAX)

**EAST NEW YORK D&TC**

2094 Pitkin Avenue  
Brooklyn, NY 11207  
Declan LaHee, Director, Purchasing  
(718) 245-2126  
(718) 245-2108 (FAX)

**ELMHURST HOSPITAL CENTER**

79-01 Broadway  
Elmhurst, NY 11373  
Gus Sofronis, Assoc. Director, Materials Mgr.  
(718) 334-2305  
(718) 334-5093 (FAX)  
Diane Pourakis, Director, Purchasing  
(718) 883-6002  
(718) 883-6222 (FAX)

**HARLEM HOSPITAL CENTER**

506 Lenox Avenue  
New York, NY 10037  
Gayle Lewis, Materials Manager  
(718) 579-5057  
(718) 579-4788 (FAX)  
Peter Joss, AED, Materials Management  
(718) 579-4600  
(718) 579-4746 (FAX)

**JACOBI MEDICAL CENTER**

1400 Pelham Parkway  
Bronx, NY 10461  
Jeffrey Schaengold, Materials Manager  
(718) 918-3440  
(718) 918-7725 (FAX)  
Linda Cowan, Director, Purchasing  
(718) 918-3995  
(718) 918-7823 (FAX)

**KINGS COUNTY HOSPITAL CENTER**

451 Clarkson Avenue  
Brooklyn, NY 11203

Declan LaHee, Director, Purchasing  
(718) 245-2126  
(718) 245-2108 (FAX)

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**LINCOLN MEDICAL & MENTAL HEALTH CENTER**

234 E. 149th Street  
Bronx, NY 10451

Gayle Lewis, Materials Manager  
(718) 579-5057  
(718) 579-4788 (FAX)

Peter Joss, AED, Materials Management  
(718) 579-4600  
(718) 579-4746 (FAX)

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**METROPLUS HEALTH PLAN**

160 Water Street  
New York, NY 10038

Rhodesia Burney-Jackson, Purch. Mgr.  
(212) 908-8631  
(212) 908-8607 (FAX)

Barry Ritter, Director, Purchasing  
(212) 908-8507

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**METROPOLITAN HOSPITAL CENTER**

1901 First Avenue  
New York, NY 10029

Joseph Prabhaker, Materials Manager  
(212) 423-7256  
(212) 423-6340 (FAX)

David Larish, Director, Purchasing  
(212) 562-2888  
(212) 562-4998 (FAX)

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**MORRISANIA D&TC**

1225 Gerard Avenue  
Bronx, NY 10452

Gayle Lewis, Materials Manager  
(718) 579-5057  
(718) 579-4788 (FAX)

Peter Joss, AED, Materials Management  
(718) 579-4600  
(718) 579-4746 (FAX)

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**NORTH CENTRAL BRONX HOSPITAL**

3424 Kossuth Avenue  
Bronx, NY 10467

Jeffrey Schaengold, Materials Manager  
(718) 918-3440  
(718) 918-7725 (FAX)

Linda Cowan, Director, Purchasing  
(718) 918-3995  
(718) 918-7823 (FAX)

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**QUEENS HOSPITAL CENTER**

82-68 164th Street  
Jamaica, NY 11432

Diane Pourakis, Director, Purchasing  
(718) 883-6002  
(718) 883-6222 (FAX)

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**RENAISSANCE HEALTH CARE NETWORK**

215 W. 125th Street  
New York, NY 10027

Gayle Lewis, Materials Manager  
(718) 579-5057  
(718) 579-4788 (FAX)

Peter Joss, AED, Materials Management  
(718) 579-4600  
(718) 579-4746 (FAX)

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**SEA VIEW HOSPITAL REHABILITATION CENTER & HOME**

461 Brielle Avenue  
Staten Island, NY 11314

Pedro Irizarry, Director, Purchasing  
(718) 317-3375  
(718) 980-1021 (FAX)

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**SEGUNDO RUIZ BELVIS D&TC**

545 E. 142nd Street  
Bronx, NY 10454

Gayle Lewis, Materials Manager  
(718) 579-5057  
(718) 579-4788 (FAX)

Peter Joss, AED, Materials Management  
(718) 579-4600  
(718) 579-4746 (FAX)

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**DR. SUSAN SMITH MCKINNEY NURSING & REHABILITATION CENTER**

594 Albany Avenue  
Brooklyn, NY 11203

Declan LaHee, Director, Purchasing  
(718) 245-2126  
(718) 245-2108 (FAX)

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**WOODHULL MEDICAL & MENTAL HEALTH CENTER**

760 Broadway  
Brooklyn, NY 11206

Ivan Figueroa, Materials Manager  
(718) 963-8460  
(718) 963-8750 (FAX)

Jackie Gelly, Director, Purchasing  
(718) 260-7875  
(718) 260-7845 (FAX)

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