

Micro-purchase Review (Appendix A)

Bronx Borough Vendor Review – 1 Requisition (page 1 of 1)

Vendor	Requisition Details		Description	Investigation Highlights	PPR	Reason For Review
National Business Furniture LLC	Amount	\$9,998.08	Office Furniture	• NA stated that this furniture is for her new office at Forest Houses. • NA stated that this order keeps getting rejected. • Procurement stated the order was rejected because NYCHA does not pay a separate price for shipping. Shipping must be calculated in the total cost*. • Procurement SP and NYCHA Procurement Policy Manual do not list prohibited items. • The NYCHA Procurement Policy Manual (p. 4, sec. d), mentions that “procurement procedures must avoid acquisition of unnecessary or duplicative items” and mentions using the most economical approach for conducting procurements.	✓ PPR 1 ✓ PPR 3 ✓ PPR 4 ✓ PPR 5 ▪ PPR 7- NA** ▪ PPR 9-NA** ✓ PPR 10 ▪ PPR 12-NA**	- Possible unauthorized charges. • Order of expensive plants and seemingly luxury office furniture
	Date	03/20/2025				
	Number	2093965				
	Contract Type	Materials				

*This micro-purchase was rejected and not fulfilled. It was rejected by Procurement, due to the vendor charging separately for shipping

**PPR's 7, 9, and 12 are not for materials contracts

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O'Dwyer Houses Vendor Review – 1 Requisition (page 1 of 1)

Vendor	Requisition Details		Description	Interview Highlights	PPR	Reason For Review
Rentals 4 You LLC	Amount	\$9,962.40	Install 4 new LED light fixtures and motion sensor at Buildings 1, 2,3 & 4	• NCM stated contract was needed because light was required to pass the building inspection. • NCM stated this is an area without windows, and it requires artificial lights for pipe maintenance and inspection. • NCM stated that the development received a high estimate from IDIQ vendors, about \$10,000 for each building, and the property manager asked if NYCHA could try to get a better price. • NCM stated that their estimate for each building was an electrician working 15 hours and an electrician helper working 8 hours. It is not their role to investigate how many hours the vendors are working; the NCM concentrates on-time delivery and quality. • The NCM stated that NYCHA does not sign a contract for time and materials with the vendor; this is a lump-sum contract, so we pay for the service agreed amount.	✓ PPR 1 ✓ PPR 3 ✓ PPR 4 ✓ PPR 5 ✓ PPR 7 ✓ PPR 9 ✓ PPR 10 ✓ PPR 12 - X Virtual logbook	Possibly inflated labor cost • Labor on proposal listed by building; not hours.
	Date	03/20/2025				
	Number	2087208				
	Contract Type	Service				

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O'Dwyer Houses Vendor Review – 1 Requisition (page 1 of 1)

Vendor	Requisition Details		Description	Interview Highlights	PPR	Reason For Review
Rentals 4 You LLC	Amount	\$9,962.40	Install 4 new LED light fixtures and motion sensor at Buildings 5-8	• NCM stated that he was originally not aware more buildings required the same scopes of work. • NCM stated that after some time, the PM stated they needed work done on another 4 buildings. • NCM stated that he wanted to use a different vendor, but that vendor's quote was higher.	✓ PPR 1 ✓ PPR 3 ✓ PPR 4 ✓ PPR 5 ✓ PPR 7 ✓ PPR 9 ✓ PPR 10 ✓ PPR 12	Possible bid splitting • Proposal 2087208 dated 03/20/25 for the same work on buildings 1-4
	Date	04/01/2025				
	Number	2100982				
	Contract Type	Service				

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Sheepshead Bay Houses Vendor Review – 2 Requisitions (page 1 of 1)

Vendor	Requisition Details		Description	Interview Highlights	PPR	Reason For Review
DG Builders Group Inc	Amount	\$9,046.47	Remove and replace 5 damaged stair hall doors. Will be installed at lobby level.	- APMS stated that this contract was needed because these doors were damaged. The doors are fire rated, and the damage posed a safety hazard. - APMS stated that the vendor emailed 2 proposals instead of one. - APMS stated that the vendor stated the proposal would go through if there were 2 separate proposals. - APMS stated he is unaware whether the proposals should not have been split. - NCM stated that the proposals were given to her that way (split into 2 proposals). - NCM stated she asked the APMS about the 2 proposals because she believed there was an error in the request. APMS clarified that there was no mistake; the doors referenced were in 2 different buildings, which is why the vendor submitted 2 separate proposals - NCM stated that she believed 2 proposals was the only way this would get approved through procurement. - NCM stated that APMS told her that the vendor stated it would get through procurement this way. - NCM stated she does not get training in bid splitting.	✓ PPR 1 ✓ PPR 3 ✓ PPR 4 ✓ PPR 5 ✓ PPR 7 ✓ PPR 9 ✓ PPR 10 ✓ PPR 12 - X Virtual logbook	Possible bid splitting
	Date	4/22/2025				
	Number	2107480				
	Contract Type	Service				
DG Builders Group Inc	Amount	\$9,046.47	Remove and replace 5 damaged stair hall doors. Four will be installed at lobby level and one will be installed on first floor.	- APMS stated that this contract was needed because these doors were damaged. The doors are fire rated, and the damage posed a safety hazard. - APMS stated that the vendor emailed 2 proposals instead of one. - APMS stated that the vendor stated the proposal would go through if there were 2 separate proposals. - APMS stated he is unaware whether the proposals should not have been split. - NCM stated that the proposals were given to her that way (split into 2 proposals). - NCM stated she asked the APMS about the 2 proposals because she believed there was an error in the request. APMS clarified that there was no mistake; the doors referenced were in 2 different buildings, which is why the vendor submitted 2 separate proposals - NCM stated that she believed 2 proposals was the only way this would get approved through procurement. - NCM stated that APMS told her that the vendor stated it would get through procurement this way. - NCM stated she does not get training in bid splitting.	✓ PPR 1 ✓ PPR 3 ✓ PPR 4 ✓ PPR 5 ✓ PPR 7 ✓ PPR 9 ✓ PPR 10 ✓ PPR 12 - X Virtual logbook	Possible bid splitting
	Date	04/22/2025				
	Number	2107281				
	Contract Type	Service				

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Sumner Houses Vendor Review – 2 Requisitions (page 1 of 1)

Vendor	Requisition Details		Description	Interview Highlights	PPR	Reason For Review
Watson's Plumbing Heating & Building Services	Amount	\$8,669.48	Broken stack/waste line in the basement crawl space	• NCM stated that this contract was needed to repair the leakages in all crawl spaces. • NCM stated that plumbers were able to fix most buildings but the 2 related to these proposals needed a vendor. They are 991 and 979 Myrtle Avenue. • NCM stated that this vendor has an IDIQ contract with Brooklyn and is the only contracted plumbing vendor. NCM stated that the money for the IDIQ contract ran out, so they used a micro-purchase when they found the vendor on the PQL. • NCM stated that he reached out to other vendors regarding the work, but they charged a much higher price and listed the wrong size plumbing pipe in materials. • NCM stated that this work was separated into 2 proposals because this plumbing work requires the shut down of the water station, which can only be done one building at a time. NCM stated that after they get the release and find a date the plumber can come out, NCM then must reach out to the Borough VP to see if that date is good to shut down the water station. • NCM stated that this work takes one day because of the inconvenience to the residents with the water shut down.	✓ PPR 1 ✓ PPR 3 ✓ PPR 4 ✓ PPR 5 ✓ PPR 7 ✓ PPR 9 ✓ PPR 10 ✓ PPR 12 ✓ Virtual logbook 7/24/25	Possible bid splitting
	Date	7/17/2025				
	Number	2140601				
	Contract Type	Service				
Watson's Plumbing Heating & Building Services	Amount	\$8,669.48	Broken stack/waste line in the basement crawl space	• NCM stated that this work was separated into 2 proposals because this plumbing work requires the shut down of the water station, which can only be done one building at a time. NCM stated that after they get the release and find a date the plumber can come out, NCM then must reach out to the Borough VP to see if that date is good to shut down the water station. • NCM stated that this work takes one day because of the inconvenience to the residents with the water shut down.	✓ PPR 1 ✓ PPR 3 ✓ PPR 4 ✓ PPR 5 ✓ PPR 7 ✓ PPR 9 ✓ PPR 10 ✓ PPR 12 ✓ Virtual logbook 7/28/25	Possible bid splitting
	Date	7/17/2025				
	Number	2140614				
	Contract Type	Service				