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# WHAT THE CITY BUYS

## CHAPTER 1

If you have a product or service to sell, it's probably something that the City buys. Each year, the City purchases approximately \$7 billion worth of goods, services, construction & construction-related services.

The City rents, builds, furnishes and maintains its own offices and buys supplies ranging from paper clips to "state-of-the-art" computers. The City also contracts for services as varied as janitorial services and human (client) services. Here are a few examples of the thousands of products and services the City buys.

### General Purpose Supplies, Equipment, and Services

Most City contracts are for standard services and commercial "off-the-shelf" supplies and equipment. Typical contracts are for:

- Office supplies, furniture or equipment
- Motor vehicles or motor vehicle parts
- Hand & power tools
- Paints, waxes, adhesives or brushes
- Lawn or garden equipment
- Light fixtures or bulbs
- Cafeteria & kitchen equipment
- Fuel oil, grease & lubricants
- Pipe & tubing
- Laundry & dry cleaning equipment
- Telephone & telecommunications equipment
- Consulting services
- Financial services
- Rental or lease services of equipment
- Temporary personnel services
- Human (Client) services
- Educational services
- Trash removal
- Security guard services
- Pest control

### Building Construction, Repair, and Maintenance

The City offers contracting opportunities for building design, construction, repairs, remodeling, and maintenance. Much of our heavy construction work is centralized at this time within the Department of Design and Construction which is located at:

**30-30 Thomson Avenue-4th flr Long Island City, N.Y. 11101**

**Tel: (718)391-1000.**

Other types of construction work are performed by agencies such as HPD, Sanitation, Transportation, Parks and Environmental Protection.

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## HOW THE CITY BUYS

The types of construction and construction-related services commonly purchased by our agencies fall into the following categories:

- Architectural and engineering services
- Construction of new buildings and facilities
- Alteration of office space
- Paving and concrete work
- Elevator installation & repair
- Asbestos assessment and removal
- Air conditioning and heating repair and maintenance
- Roof installation & repair
- Landscaping
- Interior design and decorating
- Demolition
- Road construction, repair and maintenance

### How the City Buys

The City buys its products, services and construction according to the Procurement Policy Board Rules. Doing business with the City requires a knowledge of these basic rules and procedures. That's what this manual is all about.

This manual also offers advice on preparing documents and paperwork. Our procurement policy requires not only that the City be fair to its suppliers and make taxpayer dollars go as far as possible, but also that the agency be able to document that it is meeting these obligations. In other words, while we have been trying to minimize our paperwork, it is a necessary part of our contracting process and our suppliers must be able and willing to handle it.

### What and How the City Sells Surplus Goods

Just as the City buys goods needed to do its work, it also sells a wide range of surplus equipment and supplies no longer needed by its agencies. The Office of Surplus Activities is responsible for the sale of all City-owned surplus property. Such sales are conducted via sealed bid offerings and public auction.

Sealed bid offerings consist of sales proposals listing various surplus City property available for sale on a competitively bid basis. These sales offer property such as heavy equipment, specialty equipment, computers, office equipment/supplies, scrap metals, etc. Potential bidders should be aware that such properties are sold as lots consisting of large quantities or by weight and require that all quantities be removed. If you are interested in bidding on such property, please call (212) 669-8577 for additional information and to be placed on appropriate bidder mailing lists.

A public auction is conducted every other Wednesday by the Department of Citywide Administrative Services/Division of Municipal Supply Services at the Brooklyn Navy Yard, 570 Kent Avenue in Brooklyn. This sale typically offers various automotive equipment such as sanitation collection trucks, heavy equipment, street sweepers, pick-up trucks, vans and passenger vehicles. At times, additional equipment may be offered such as fire trucks, motorcycles and auto parts. If you are interested in participating in this sale, please call (718) 625-1313 (NYC Auto Auction).

The Office of Surplus Activities is located at 1 Centre Street, 18th floor, New York, New York 10007.

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# WHAT'S IN THIS BOOK

## What's in this Book

As a start, read this manual and then contact one of the Agency Chief Contracting Officers listed in Chapter 4 for contracting opportunities. The beginning of the process is the Bidder's Application form. A sample of the cover page of the form and directions for obtaining the application are included on Pages 12 and 13.

**Chapter 2** discusses how to find contracting opportunities within the City, how to be placed on a bidder's mailing list, how to locate public notice of solicitations and awards and which other publications that can help you pinpoint contracting opportunities so as to become familiar with the City's procedures.

**Chapter 3** discusses the basic methods of purchase and gives pointers on preparing and submitting bids and proposals. Competitive sealed bidding, competitive sealed proposals and small purchases are reviewed along with general solicitation and contract requirements that you will likely encounter in doing business with the City.

**Chapter 4** is a listing of Agency Chief Contracting Officers, small purchase liaisons and the location of some Bid Rooms for mayoral and non-mayoral agencies.

**Chapter 5** reviews some successful tips in marketing your products and services to the City.

**Chapter 6** reviews the essential steps of the contracting process beginning with determination of need through contract award.

**Chapter 7** looks at the City's socio-economic programs; Bid Match, Minority and Woman-Owned Business Enterprise Program (M/WBE), Locally-based Enterprise Program (LBE), Bonding Technical Assistance Program (BTA), New York State Bonding Assistance Technical Program (BAX) and HPD's Small Contractor Assistance Program (SCAP).

**Chapter 8** explains the responsibilities and rights of suppliers, including obligations under City contracts, payment terms and protest, appeal and dispute procedures.

**Chapter 9** summarizes City policy with respect to doing business with its suppliers. It emphasizes both employee and vendor responsibilities and fundamental ethical principles embedded within its policies.

In **Chapter 10** you'll learn about the City's organizational structure including the differences between mayoral and non-mayoral agencies, decentralized vs. centralized procurement and the primary entities involved in the contracting process.

**Appendix I** is a glossary of most commonly used purchasing terms.

**Appendix II** Procurement references, is a bibliography that lists all state and local rules and procedures which have an impact upon New York City procurement. This will further your understanding of how our policy was derived.

**Appendix III** lists those "Frequently Asked Questions" about doing business with the Department of Citywide Administrative Services/Division of Municipal Supply Services.