Environmental Protection
Michael R. Bloomberg, Mayor
Cas Holloway, Commissioner

WEEKLY PIPELINE

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Procurement Unit Wins ACCO-lades During Tough Economic Times

In these days of economic austerity, city government needs to spend money wisely to eliminate any waste of public funds while still providing necessary services to New Yorkers. That is the goal of all the units within the Agency Chief Contracting Office, which is managed by Assistant Commissioner/Agency Chief Contracting Officer **Mary Pazan.** One of these units—the Procurement Management Office (PMO), is responsible for making sure the agency follows City Procurement Policy Board rules and other budgetary and internal guidelines in the procurement of goods, services, construction/construction-related services and other services that constitutes "small purchases," a term used for the purchase of goods and services that are $100,000 or less in value. From laboratory supplies to plumbing supplies—and from janitorial services to consultant services—the unit has a team of experts that makes sure there is maximum value received for every dollar spent. To streamline the buying process, PMO staff work with liaisons from the various bureaus to identify areas for procurement consolidation and cost savings. The contracts the PMO works on daily include: landscaping services, maintenance and support of various systems, small construction equipment, furniture, safety equipment and hardware supplies.

The PMO comprises two business sections: audit and bidding. The audit section is responsible for the post-audit of all micro-purchase or non-competitive transactions that

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Spotlight on Safety

Poison Prevention Week

March 20 to 26 is **Poison Prevention Week,** which makes it a good time to realize that today's workplaces may have more poison dangers than you may be aware of. Lack of knowledge about chemicals used at work could put you at risk. Don't take these work materials for granted:

- adhesives
- paints
- solvents or aerosols
- machining lubricants
- printing supplies (toner)

Here are some general guidelines to prevent poisoning due to overexposure:

- Make sure you attend or take your Hazardous Communication/Right to Know/Field Safety mandated training annually.
- Read and become familiar with the Material Safety Data Sheet (MSDS) on the chemical before you use it. Note the emergency number located on the MSDS should you need it.
- Use chemicals in well-ventilated areas.
- Use personal protective equipment, as indicated in your Job Hazard/PPE assessments to protect yourself.
- If you have any questions about the chemical you are using, ask your supervisor, bureau EHS or OEHS for further guidance.
- Consider posting the National Poison Help Line—800-222-1222—near the workplace first aid kit.

To read the full article, please click here.

At DEP, everyone is responsible for safety. If you or anyone on your team is concerned about your working conditions, it's okay to ask your supervisor or your bureau's EHS liaison how they can help. If you've still got questions, you can call the EHS Employee Concerns Hotline. It's DEP's responsibility to acknowledge and fix unsafe situations, procedures, and practices. With your help, we'll not only get the job done, we'll make it safer for ourselves, our coworkers, our families, and our city.

CALL (800) 897-9677 OR SEND A MESSAGE THROUGH PIPELINE. HELP IS ON THE WAY.

Special Guest *Commissioner's Corner*

Christine Quinn, *Speaker of the New York City Council, is a guest commentator this week.*

Throughout our history, the greatness of New York City grew directly from our connection to water. But over the years we allowed far too much of our waterfront to become run down and we stopped taking advantage of this unique resource. Now we're making a decision to more fully embrace that waterfront, in a way that's both thoughtful and strategic.

Last week **Mayor Bloomberg** and I released Vision 2020, the first comprehensive plan for New York City's waterfront in nearly two decades. This was the culmination of more than two years of work, starting with legislation passed by Waterfront Committee Chair **Michael Nelson** and the full City Council back in 2008.

And the great thing about this plan is that it doesn't just focus on a few aspects of our waterfront. Our goals range from supporting the working waterfront to expanding public access to increasing climate resilience. And in nearly every area there are real opportunities to preserve and improve our city's environment, through the continued leadership of **Commissioner Holloway** and the nearly 6,000 committed employees at DEP.

Vision 2020 identifies places where we can create more open space, and opportunities for recreation both on the waterfront and in the water itself. It recognizes the need to use our blue highways as a transportation network, reducing congestion and air pollution by getting New Yorkers out of their cars and onto ferries. This summer we'll be launching an East River Ferry Pilot, and when it's successful we'll look to expand to all five boroughs.

The Waterfront Plan also looks at ways we can create a more sustainable city by looking at our waterfronts, whether by taking steps to clean our water, or by moving more goods in and out via barges—which are six times more efficient than trucks.

Again, working with DEP, we'll take steps to upgrade our wastewater treatment plants by cutting nitrogen discharges that degrade the ecology of our waterways. We'll focus on green infrastructure investments, creating more green roofs and street tree pits to reduce combined sewer overflows while beautifying our communities in the process. Through several innovative pilot programs, we'll reintroduce oysters, mussels, and eel grass to serve as a natural filtration system for our waterways. We'll preserve and enhance streams, ponds, and wetlands to create enhanced bluebelts, and we'll perform major restorations to wetland spaces in Staten Island, Jamaica Bay, and the East River.

By cleaning up brownfields, we can free up land for both open space and new development. We can make sure waterfront projects use environmentally sensitive design and construction methods. We'll find ways to support the maritime industry, and the 13,000 New Yorkers it employs, while protecting our waterfronts from contamination. And finally, we'll take steps to prepare for the effects of climate change, to safeguard New Yorkers from possible sea level rise or coastal storms.

Vision 2020 is the product of hundreds of meetings with advocates, experts, elected leaders and community members. The amount of work that went into its creation sends a powerful message. This is not just a report that will sit on a shelf, but a real commitment to building a more vibrant waterfront and a more vibrant city for future generations. The City Council looks forward to working with Mayor Bloomberg, DEP, and many other city agencies to make that commitment a reality.

Milestones

Best wishes to **Anita Florin,** BWT, upon her retirement after 29 years of service.

Focus on the Field

It's easy to acknowledge of some of DEP's public accomplishments that have an immediate effect, such as leak notification or online permitting. But some of DEP's unsung heroes that make this happen are the members of the Procurement Management Office. Few people have a better perspective on what this office does than Deputy Agency Chief Contracting Officer **Ira Elmore,** who manages the day to day operations and is the main contact for 50 procurement liaisons from the bureaus. This includes making sure that all requests are processed quickly and efficiently, that all contracts are approved in the city's Financial Management System, supervising micro-purchases (under $5,000), administering the P-Card system for the entire agency, and working with the audits and bidding sections of his own office. In the course of this work Ira regularly interacts with the Mayor's Office of Contract Services, DCAS, and the Comptroller's Office. He is proud of how his office reduced the internal processing time of purchases off of citywide requirements contracts from two weeks to three days by giving the bureau liaisons direct access to the DCAS direct online system and the increase of minority-and women-owned businesses that do business with DEP.

Ira joined DEP in 2002 and has 21 years of purchasing experience, including work at the Agency for Children's Services and the Department of Information Technology and Telecommunications. He was interested in joining DEP and, as he says, "was in the right place at the right time." Ira enjoys spending time with his family and playing golf, and recently purchased a set of golf clubs for his six-year-old daughter so that he can do both at the same time.

Kudos Corner

Last week, DEP completed the installation of 625,673 wireless water meters, which puts us 75% of the way towards completion of the Automated Meter Reading project by January 2012, on time and on budget. The amazing pace of this work is made possible by the entire Technical Services staff along with the OIT team, most notably **David Acosta** of Technical Services for Field Training and Supervision during the entire project from pilot to production; **William Ocasio, Ken Martin** and **Lionel Leslie** from Technical Services for Field Training and Support; **Linden Alphonso, George Arthur** and **George Negron** of Central Inspections for AMR Installations; and **Tiara Street** and **Sheena-Kay Palmer** from Technical Services for AMR Tracking and Research. And special recognition to the driving forces behind the project: **Warren Liebold** and **Michael Roach.**

March 25th is the 100th anniversary of the Triangle Shirtwaist Fire. To learn more about this tragic event and its importance in the movement for establishment of health and safety regulations in NYC, click here.

Rooting for You to Participate in a Tree-mendous Volunteer Opportunity
On Saturday April 30, a DEP team will join volunteers from across New York City in planting trees in parks throughout the City as part of the MillionTreesNYC program. Since the program launched in 2007, more than 430,000 trees have been planted across the five boroughs, including more than 14,000 planted by DEP. If you are interested in volunteering to plant trees with your colleagues at DEP, please email Margot Schloss at MSchloss@dep.nyc.gov. Click here for more information on the program, including how to volunteer to plant trees on your own.

Kodak Moment

Photo of a female falcon taken at the Marine Parkway Bridge, by **Chris Nadareski.**

(Procurement Unit Wins ACCO-lades… continued)

are $5,000 or less generated by the bureaus. Approximately 4,000 micro-purchase transactions that total $10 million annually are made by DEP each year. They also oversee all citywide requirement contract purchases, intergovernmental purchases against state/federal contracts, sole source procurements, and manage DEP's Procurement-Card Program (P-Card). The P-Card Program is overseen by the Mayor's Office of Contract Services for all city agencies. DEP gives credit cards to selected employees so they have the ability to make micro-purchases under $5,000 as necessary.

The Procurement Management Office expanded DEP's Procurement-Card Program to all bureaus two years ago. The P-Card Program offers credit cards to DEP employees in charge of making transactions at any given time to enhance DEP services. "This card gives BWT the opportunity to buy plumbing supplies on weekends and after business hours because DEP is a 24 hours, seven days a week operation that needs to offer service to New Yorkers on time," said Deputy ACCO **Ira Elmore** who heads the PMO unit. DEP now has 161 authorized P-Card users, which includes 115 cardholders throughout the agency. Bureaus now have the ability to provide their critical operational areas with the flexibility to use other resources that may provide better competitive pricing and streamline the micro-purchase process. The audit section of PMO has the ability to monitor every P-Card transaction to ensure that the cards are used as intended.

The bidding section is responsible for all expense and capital bid solicitations between the dollar thresholds of $5,000 and $100,000. DEP is one of four city agencies including NYPD, the Parks Department and the Department of Transportation that has the ability to do solicitations through the procurement module of the city's Financial Management System. The bureaus can submit their requests and upload their bid documents to their requisition. Once approved by the bureau, the requisitions are electronically submitted to the Procurement Management Office for processing. PMO is responsible for managing vendor relations and vendor outreach programs to make sure the process goes smoothly.

DEP has successfully implemented the Direct Online System to all agency bureaus. The system provides users with direct online access to prepare and submit their direct orders against citywide requirements contracts. This system reduced the process time from approximately two weeks to three days. "It used to be a lengthy and a costly process to purchase items from the citywide requirement contracts for this agency," says Pazan. "Now it is quicker, easier and our internal customers can get the best services anywhere they find them."

Event Calendar

March 30 – 31—DEP will be at Buildings NY Show (Booth #1151), where we will be providing information about a number of issues, including water conservation, and air and noise issues. For more information, please click here.

We welcome your feedback! To submit an announcement or suggestion, please email us at: newsletter@dep.nyc.gov.