



FINANCE AND ADMINISTRATION

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CCNY Procurement Bulletin #18

To: All Departmental Procurement Liaisons

From: Mario Crescenzo, Jr.
Director of Business and Finance

Subject: Contract Vendors

Date: February 9, 2012

As we enter the new year and the spring semester, it is important that departments are made aware of vendors that currently hold competitively bid contracts for commonly used commodities and services that can be utilized for Tax Levy purchases. Below you will find a brief summary of these vendors and the goods and/or services they offer. For commodities not listed here, please contact the Purchasing Office at purchasing@ccny.cuny.edu to learn if there is an existing contract in place that can be used by the College.

To further streamline the purchasing process, I encourage departments to submit blanket orders for goods and/or services that will result in monthly or recurring invoices over the course of the fiscal year. One blanket order can replace up to twelve requisitions and will not only reduce your department administrative workload, but will also facilitate prompt vendor payments.

Business Cards

High quality business cards are available from A to Z Mailroom and Shipping Supplies on NYC DCAS contract # 2787363 expiring on 9/30/12. The City College Purchasing Office has a business card proof on file with this vendor that contains the appropriate artwork and font and conforms to CCNY and CUNY standards. Cards in two colors plus black ink may be purchased in lots of 500 on white color stock for \$40.04 or on ivory color stock for \$42.10.

To order contact Phyllis Ferro at 201-945-9075 or at atozmail@aol.com.

Office Supplies

All CCNY Departments should be purchasing their office supplies from Staples Advantage who holds NYS OGS Contract # PC63830, which expires on 5/14/13. As part of the NYS Contract, Staples offers contract pricing on over 8,000 items with discounts averaging 58% off the manufacturer's list price; industry-leading internet ordering with www.StaplesLink.com (pre-registration required); free next-day delivery on all orders over \$20.00 placed by 3PM (certain restrictions apply), and a dedicated Account Manager (David Connolly – 800-950-1257 ext 4619 or david.connolly@staples.com) and an experienced dedicated CCNY Government Customer Service Team (phone # 877-285-8852).

For departments that are already registered with StaplesLink.com, it is recommended that you submit a request for a blanket order to cover your annual office supply purchases. For departments that need to be registered with StaplesLink.com, please complete the following registration form at <http://linkregistration.stapleslink.com/c/s?RegFormId=360761>

Bottled Drinking Water and Compact Water Coolers

By utilizing the City of New York Department of Citywide Administrative Services (DCAS) requirements contract # 3187226 with Nestle Waters expiring on 6/30/2014, City College departments may purchase Deer Park Brand purified drinking water in 5 gallon bottles for \$2.17 per bottle. The contract also provides for plastic storage crates for the water bottles at no additional charge.

Also available on this contract is the rental of “Energy Star” rated compact water coolers in several varieties. Cold water only and machines that provide Hot and Cold water are available for \$0.99 a month. Hot and Cold water coolers with a compact refrigerated compartment are priced at \$0.99 a month. The rental price includes immediate replacement of any non-functioning machine.

To order, contact Charles Broll at 203-531-4100.

Overnight Shipping

Discounted shipping rates as low as \$8.99 each for standard overnight delivery is available from Federal Express through E&I Cooperative contract # CNR-01193. In order to participate in the contract pricing, departments must first establish a Fed Ex account at www.fedex.com. Email your contact information and FedEx account number to mcrescenzo@ccny.cuny and you will be added to the CCNY profile to receive the discounted rates.

Travel Agency Services

The City College has opened an account with Advantage Travel through the NYS OGS contract for Travel Agency Services in order to service CCNY Faculty and Staff who are traveling on College/University Business. The contract number is PS63540 and expires on 12/4/12.

Advantage Travel representatives are knowledgeable and aware of the NYS travel limits and requirements as well as the NYS Contracts for refundable airline tickets and discount automobile rentals. There is an airline transaction booking fee of \$10.36, a train/bus booking fee of \$6.21 and an online booking fee of \$7.25. When using this service, travelers have the ability to have most of their travel costs charged to the College credit card thereby eliminating any initial out-of-pocket costs.

Faculty and Staff that would like to use this service should call Purchasing at 212-650-5250 to discuss the requirements before making any arrangements.

Toner Cartridges

Since 2008, the City College has participated in the Industries for the Blind of New York State (IBNYS) program to supply “high efficiency/double yield” PageMax printer toner cartridges to State agencies.

By utilizing these “high efficiency/double yield” cartridges, departments will reduce downtime, handling, and storage of toner cartridges and also contribute to the sustainable efforts of our campus by eliminating half of the toner cartridges used and by returning used units to PageMax for recycling.

Through advanced technology, these cartridges yield two to three times more pages per cartridge than their OEM equivalent at a very competitive per page cost. These cartridges have a full life guarantee and are in use in high profile city and state agencies, as well as several City College Administration offices.

To find toner for your specific machine, go to www.ibnys.org and type your machine model, or cartridge number in the search field in the upper right hand portion of the screen.

Please feel free to contact me at mcrescenzo@ccny.cuny.edu or at 212-650-5250 should you have any questions and/or concerns about this bulletin.