

HHC PURCHASING *AN INTRODUCTION*



HHC NEW YORK CITY
HEALTH AND
HOSPITALS
CORPORATION

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.

BIDDER'S MAILING LIST **APPLICATION AND INFORMATION**

If you are interested in doing business with HHC, please go to <http://www.nyc.gov/html/hhc/html/contact/contact.shtml>. To access the Bidder's Mailing List Application form (HHC-1334), go to: http://www.nyc.gov/html/hhc/downloads/pdf/HHC-1334_web.pdf, which we ask that you complete and return to the e-mail address on page two of the form:

You can also access a copy of this booklet, HHC Purchasing, An Introduction (HHC-1999), http://www.nyc.gov/html/hhc/downloads/pdf/HHC%20-1999_web.pdf which describes our purchasing process.

In addition, you can check the "City Record" to see what bids are available by going to www.nyc.gov in the City Agencies section.

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

CENTRAL OFFICE LOCATIONS

OFFICE OF MATERIALS MANAGEMENT

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

CAPITAL BUDGET CONTROL

346 Broadway – 12th 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)

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)

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

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)

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)

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)

QUEENS HOSPITAL CENTER

82-68 164th Street
Jamaica, NY 11432

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

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)

SEA VIEW HOSPITAL REHABILITATION CENTER & HOME

461 Brielle Avenue
Staten Island, NY 11314

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

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)

DR. SUSAN SMITH MCKINNEY NURSING & REHABILITATION CENTER

594 Albany Avenue
Brooklyn, NY 11203

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

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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