



Note from the Director – Karren Bee-Donohoe

Welcome to the inaugural issue of the Office for Capital Facilities Newsletter. We are working to rebuild the office and reestablish previously discontinued services. The office has grown from a base of Energy and Environmental Health and Safety, to include specialists in Residential Facility Capital, Community College Capital, Campus Let Procurement, University Police and most recently Sustainability. Following the recent retirement of Joe Fox,

I am pleased to announce the promotion of Kathy Slusher to Director of Energy Procurement and Utility Regulatory Affairs. Kathy will focus on electricity and natural gas procurement and regulatory issues along with the implementation of the new energy management budgeting system software program.

The OCF newsletter will provide one of many avenues for OCF staff to communicate with cam-

pus about their individual programs. In addition to the newsletter we have redesigned our webpage and will soon begin issuing guidance documents to provide campuses with information that will assist each of you in serving your campuses. As we continue to develop tools, communication and training we look forward to your ideas about what will be most useful to you and your staff. - *Karren Bee-Donohoe, Director of the Office for Capital Facilities*

Sustainability

The Office for Capital Facilities is pleased to announce **Deborah Singer Howard as Director of Sustainability**. Deborah will be working with campuses to implement and coordinate sustainable practices, research and training. Deborah comes to us from Washington University in St Louis where she led a variety of sustainability initiatives.

Community College Capital Program Update

The Community College Capital Program transitioned from the Construction Fund to the Office for Capital Facilities (OCF) with the hire of a program manager in May. The program has issued improved procedures and forms to provide clarity and reduce delays. Forms are available on the OCF website.

SUNY Project Approvals have been made for 39 projects at 15 colleges for \$163.6M of state contribution. This includes a variety of projects from new construction to critical maintenance.

The 2012/13 Capital Appropriations with local sponsor support were included in Gov-

ernor Cuomo's Executive Budget. SUNY successfully advocated for 52 projects at 19 colleges for \$87M of state contribution.

The program is continuing to make improvements by streamlining procedures, materials and program forms, developing guidance documents (ex. resolutions, real property) and conducting site visits to learn about colleges' unique needs.

We welcome feedback or suggestions. Please feel free to contact Rebecca Goldstein at 518-320-1501.

Personal Safety in the Workplace

The SUNY Office of University Police would like to remind staff of some simple things they can do to increase their own personal safety.

- Be aware of where emergency exits are located.
- Have emergency numbers readily available.
- Sign up for NY Alert emergency alert system.
- Keep your purse, wallet or other valuable items with you or locked in a drawer.
- Familiarize yourself with the location of fire extinguishers, AED's, and other emergency equipment.
- If you are working late, try to find a co-worker to walk with you to your car. Always make sure your doors are locked and windows up.
- Always report a door, window or lock that is broken or not working properly.

BE ALERT, your safety is most impacted by your own actions.

Are they in your contract?

Prevailing Wage Rates. Whether you're entering into \$25 million dollar contract for construction of new facility or a \$5,000 purchase order for painting, prevailing wages apply. Article 8 of NYS Labor Law requires contractors on public works projects to pay workers the prevailing wage and fringe benefits for the locality in which the work is performed.

It is SUNY's responsibility to provide the prime contractor with a copy of the appropriate prevailing wage schedule. Schedules are issued annually on July 1st of each year on a county by county basis. To obtain a schedule request one through the [Department of Labor website](#). The wage schedule must be incorporated into the contract or purchase order. The prime contractor must obtain an affidavit from each subcontractor certifying that a copy of the wage schedule was received. They must also maintain and submit to SUNY copies of certified payrolls.

A contractor can be barred from bidding on public work if in a six year period they have received two willful determinations. A willful determination involves falsification of records, kickbacks, or supplements. To check the NYS debarment list visit the Department of Labor [search page](#) for debarments.

Take a few minutes to review Chapter 14!

There was fierce media scrutiny for months - the aftermath of the 2007 Deutsche Bank fire resulted in the death of two New York City firefighters and injuries to more than one hundred others. Intense criticism was focused on the city, its fire department, its building department, and the development corporation. Fire department training and operating procedures were modified, building code enforcement enhanced, and three construction supervisors were charged with criminally negligent homicide.

The building was undergoing asbestos removal and demolition. The fire likely started from a carelessly tossed cigarette. The firefighters were endangered by missing sections of the standpipe (rendering the standpipes and sprinklers inoperable) and blocked stairwells (making them unavailable to the firefighters).

If you are even remotely involved in construction, a review of the four pages Chapter 14 of the Fire Code of New York State, Fire Safety During

Construction and Demolition, is worth your time. The chapter outlines fire precautions including smoking restrictions, and requirements for waste disposal, fire watches, hot work, flammable materials, and fire department access. Standpipes must be maintained in operable condition during demolition (within one floor). The Owner's Responsibility for Fire Protection section requires a Fire Prevention Program Superintendent be responsible for a fire prevention program planning with the local fire department.

The Energy Buying Group

Saving money is the primary goal of the SUNY Energy Buying Group (EBG). In 2002, after the deregulation of the NYS electricity system, 20 campuses and 7 community colleges formed a co-op for purchasing electricity. To date the group has saved \$11.5M dollars by purchasing electricity wholesale rather than from a transmission company.

The EBG buys electricity through the same market as

National Grid, NYSEG or other transmission companies, through the New York Independent System Operator (NYISO). NYISO is the non-for-profit company responsible for running the daily electricity markets and maintaining the backbone of the electricity grid in NY. The price of electricity is set a day ahead as a forecast. All over and under estimates of the electricity actually used are priced in five

minute increments as it happens in real-time. So every market participant actually using electricity pays a different price for their underruns and overruns than for the electricity they bought the day before.

For more information regarding the Energy Buying Group please contact Kathleen Slusher or Dan Russ at 518-320-1262.

Upcoming Reports

Past Due

- MWBE Third Quarter Report (Subcontractor Participation)

Due February 1st

- Part 1204 (Building Codes and Fire Report from State Agencies)
- Post PESH Injury/Illness Report (keep posted until 4/30)
- Annual Pesticide Report

Due March 1st

- Tier II Report
- Annual Hazardous Waste Report (Large Quantity Generators)



Residence Hall Program - Executive Budget Update

The Office for Capital Facilities (OCF) performs many critical tasks for the Residence Hall Program including: Capital Plan Development, State Budget Requests, and Bond Sale Sizing. These three tasks are unavoidably intertwined and their successes, to a large degree, are dependent upon each other.

The OCF utilized the capital plans gathered from campuses last summer to develop the

capital appropriation request sent to the New York State Division of Budget (DOB) in the fall. Prior to sizing the 2012 bond sale, we need to react to the Executive Budget released in January. It did not include any new bonded appropriation for the Res Hall program. As it stands, this means that we will not be able to authorize any new or additional project budgets beyond what we had planned through the balance of 2011-12.

We are currently working with campuses to develop a strategy to have the requested appropriation, \$355M over a two year period, restored in the Enacted Budget due April 1st. Once the amount of appropriation is finalized, we will begin the process of working with the DOB to determine the sizing and timing of this summer's bond sale.

