



Office for Capital Facilities Newsletter

Editors: Jessica R. Miller & Ashley Brainard

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TOOLS TRAINING COMMUNICATION

Upcoming Events

SCUBA
April 10th-12th

Board of Trustees
May 2nd-3rd

Purchasing Conf.
May 9th-11th

PPAA/NYAPPA
June 12th-14th

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Note from the Associate Vice Chancellor - Karren Bee-Donohoe

Energy and Sustainability: In the Chancellor's State of the University System address in January, the Chancellor set out 4 goals for SUNY, one of which was Sustainability. Within the sustainability goal are sub goals which include:

- ◆ Purchasing 100% of grid sourced electricity from renewable resources;
- ◆ Designing new building to be Zero Net Energy (ZNE) capable beginning in 2020;
- ◆ Performing deep energy retrofits on existing buildings; and
- ◆ Increasing the clean energy workforce in both operations and manufacturing.

Campuses have asked what this means, particularly for capital projects that are currently in development. To develop a plan to guide campuses, two actions are underway.

First, NYPA and others are assisting

SUNY with development of a Roadmap to a Sustainable SUNY. This document is anticipated to guide many of the future actions that will be taken to achieve the Chancellor's goals. The Roadmap is expected to be complete in late Spring.

Additionally, the Construction Fund has formed a committee that will focus on the details of achieving ZNE. This group will make recommendations to update Fund directives to include items that will work toward the ZNE goal. Much more information will follow in the coming months.

AiM: AiM property and space will soon be available with enterprise licensing, meaning campuses will no longer be limited to the number of staff that may have access to AiM.

Each campus must provide contact information for a person to manage on-campus licensing. If this has not yet been provided, send the information to ashley.brainard@suny.edu.

Implementation of AiM's O&M Modules – David Ferrari

Twenty four (24) campuses have made the decision to move forward with AssetWORKS AiM O&M modules. The contract has been executed, and the implementation plan is being finalized, with six (6) campuses being part of the initial implementation.

These six pilot campuses will walk through the implementation process with the team from AssetWORKS. This will include gathering the data from current systems for use in AiM. There is a large amount of data to be brought over, but with campus help, it should be a smooth transition.

Additionally, OCF is pleased to announce the hiring of Daniel Burgan as the AiM O&M Project Manager. Daniel comes to SUNY from the private sector where he served as a project manager supporting the implementation of new software and equipment for the election process for hundreds of state, county, and local governments.

Daniel will be your AiM O&M point of contact, and can be reached at (518) 320-1472 or Daniel.Burgan@suny.edu.

Please join us in welcoming Daniel to the team!



AiM – Property and Space Management Module Updates – Patrick Deloughery

The AiM Resources webpage (www.system.suny.edu/capital-facilities/aim-resources/) was recently updated. The following is a short summary of those updates:

- The [Department Code](#) list has been updated with two changes. Department 85.55 has been re-named from “Disabled Student Service” to “Disability Support Services”; and a new department 85.53 “Office for Diversity, Equity, & Inclusion” has been created.
- The [Location Type Crosswalk](#) has been updated with two changes. Location Types 310.60 (OFFICE – STUDENT ORGANIZATION) and 315.60 (OFFICE – STUDENT ORGANIZATION SERVICE) are now valid location types.

- **The Location Import Template has been updated.** This tool allows users to import location and space data in bulk for new buildings; or for gut renovation projects where large areas are being renovated.

Please note - the template must be saved as a Macro-Enabled Worksheet for all features to work. Additional tables & links have been added; and now with the push of a button the Organizational Occupancy worksheet will auto-populate with all the assignable spaces that require an organizational occupancy and usage. Users must still enter in Department, Organization, and Usage data.

To ensure you are using the most recent version - download a new copy of the template each time you plan to submit location data. Please reach out to the [AiM Help Desk](#) if you have any questions on how to use the template.

Note: AiM and AiM IQ (AiM's Reporting Tool) work best using either Chrome or Firefox. Users have noted issues when opening AiM IQ via Internet Explorer. We have not heard of any issues with MS Edge. Asset-Works is aware of the issue and is working to resolve it.

Please reach out to the [AiM Help Desk](#) if you have any questions about any of these updates and please continue to send any AiM related questions you may have to the AiM Help Desk (AiMHelp@suny.edu).

Campus Let Contracts Regional Training Sessions – Jessica R. Miller

SUNY’s Office for Capital Facilities will be offering a series of Campus Let Contracts Training Sessions this spring. The content will be similar to the Regional Training Sessions offered in 2013 and 2015. If you did not have the opportunity to attend one of those sessions, or you would like a little refresher, please join us!

Click [HERE](#) to register!

- April 18th, Optometry
- May 8th, System Admin
- May 17th, Binghamton

COURSE DESCRIPTION:

The Campus Let Contracts Regional Training Session will provide an overview of the various procurement requirements for campus let design and construction contracts. The session is intended for facilities and procurement staff who support, or have responsibility for, capital projects. This might include campus project coordinators, facilities planners, facilities service personnel or procurement agents. The session will include:

- Financial Management of Capital Funds – What is capital? How should those funds be managed?

- Procurement Requirements – What are the procurement requirements, where they come from, and when do they apply?
- Consultant Selection Overview– a light version of the webinar that will be offered in June, covering the basics of selecting design, engineering or surveying services.
- Frequently Asked Questions – a quick overview of a handful of the most often asked questions related to campus let procurements.

Winter Electricity Prices – Melinda Race

Campuses may have noticed a significant increase in the electric bill this winter. In comparison to last January, electricity supply prices have more than doubled. What causes such a spike? Supply and demand!

First, let's review the electric industry within New York State. An electric bill has two components – delivery services and supply services.

Delivery - Geographic location determines which utility company delivers the electricity. In total, NYS has 48 electric utility delivery companies across the state. Two examples are National Grid, which services the Capital District, Mohawk Valley, and Western territories and New York State Electric & Gas (NYSEG) which services Central and Northern territories.

Utility companies are regulated by the Public Service Commission (PSC). To increase the delivery portion of your bill, utility companies must apply to and provide justification to the PSC for a rate increase.

Supply - Deregulation of the electricity market in NYS allows customers to choose an Energy Service Company (ESCO) to supply power. The ESCO of your choice purchases electricity from the grid. With about 150 ESCOs to choose from, the direct benefits to customers include savings and green energy options. The SUNY Energy Buying Group is a special form of an ESCO and provides electric supply to many of the SUNY campuses.

Second, let's go over how the electricity market works.

Wholesale Market - The New York Independent System Operator (NYISO), located near Albany, is responsible for managing the electric grid and the competitive wholesale electric marketplace. NYISO coordinates and directs the flow of electricity between generators (supply) and ESCOs (demand), over NY's utility (transmission) system.

ESCOs (demand) bid into the Day Ahead Market (DAM) the quantity of energy they estimate their custom-

ers need for the following day. Generators (supply) bid an energy offer into the same DAM. The energy offer includes how many MWh the generator can produce, and at what price the generator can supply those MWh. The cost of the fuels used by the power plant to generate electricity influences this supply price.

And lastly, this is the reason for the spike.

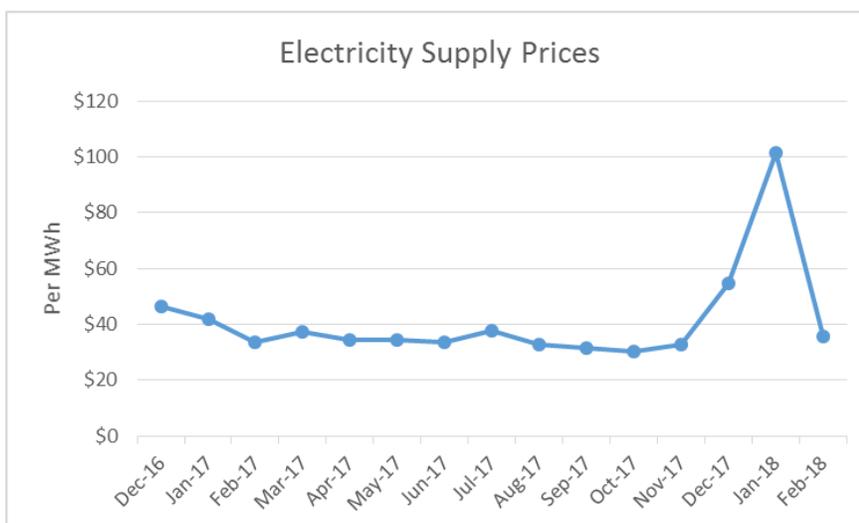
Weather Considerations - Natural gas is a major heating fuel source for residential, commercial, and industrial customers. In addition, over half of the electric generating capacity in NYS is fueled by natural gas.

During mild weather and normal market conditions, the equilibrium price of electricity is around \$35 per MWh. During periods of extreme cold, the demand for heating competes with generating, pushing market prices for natural gas to all-time highs.

With the price of natural gas and the cost of electricity closely correlated, any surge in the market price for natural gas will drive up the supply price of electricity.

The January cold snap included many days where the price of natural gas exceeded that of oil, which drove up wholesale market prices for electricity for the month.

At the beginning of the cold snap in December, electricity price almost doubled to \$55 per MWh. For January the price nearly tripled to \$105 per MWh. Campus electric supply bills will reflect these temporary increases.





Discretionary Authority - Jessica R. Miller



The question ‘Can I use my discretionary authority to make this purchase?’ often comes up, especially when considering an award to a Minority or Women Owned Business. It is important to remember that discretionary authority varies depending on what is being purchased.

Discretionary authority means competitive bidding is not required, but it does not eliminate the need for documentation of reasonableness of price and several other procurement requirements.

Discretionary Thresholds

- ◆ Commodities and Services (including construction items): \$125,000
- ◆ Awards to certified MWBEs for Commodities and Services: \$200,000
- ◆ Construction: \$20,000
- ◆ Construction Related Consultants: \$25,000

Note that the increased discretionary threshold to \$200,000 for procurements from small, minority- and women-owned business does NOT apply to construction & construction-related services. The only construction related applicability for the \$200,000 discretionary threshold is for construction items (materials) which fall under commodities. There are some facilities related services, which are not construction related, that can be purchased as a service under procedure 7553, and for which the discretionary thresholds for commodities and services would apply. Examples include



standalone purchases of painting or carpeting.

Other requirements, such as advertisement, subcontractor goals, vendor responsibility and procurement lobbying still apply at the various thresholds. There is a chart available on the OCF website ([link](#)) which summarizes the various procurement requirements for construction and construction-related consultant contracts.

For additional background regarding discretionary thresholds please see the specific legislation language and definitions below.

NYS Finance Law §163. Purchasing services and commodities.

6. Discretionary buying thresholds. Pursuant to guidelines established by the state procurement council: ... state agencies may purchase com-

modities or services from small business concerns or those certified pursuant to article fifteen-A of the executive law, or commodities or technology that are recycled or remanufactured, in an amount not exceeding two hundred thousand dollars without a formal competitive process.

NYS Finance Law §160. Definitions. As used in this article, the following terms shall have the following meanings unless specified otherwise:

3. "Commodity" or "commodities" means, except with respect to contracts for state printing, material goods, supplies, products, construction items or other standard articles of commerce other than technology which are the subject of any purchase or other exchange.

4. "Construction item" means any item or material used in construction and which is procured directly by a state agency or by a person other than a municipality under contract with a state agency.

7. "Service" or "services" means, except with respect to contracts for state printing, the performance of a task or tasks and may include a material good or a quantity of material goods, and which is the subject of any purchase or other exchange. For the purposes of this article, technology shall be deemed a service. Services, as defined in this article, shall not apply to those contracts for architectural, engineering or surveying services, or those contracts approved in accordance with article eleven-B of this chapter.



NY-Alert Training - Barbara Boyle

The method by which campuses put out emergency messaging is in the process of transitioning. The legacy NY-Alert system is being replaced with a new cloud-based system hosted by Everbridge. The new alerting system will still be provided to campuses, by NYS, without direct cost to the campuses. The goal was to have all current NY-Alert SUNY campuses

moved to the new platform by March 30. Campus personnel have been invited to a number of live sessions or webinars for training. Additional materials and an archive of webinars will soon be posted on the website.

The new Everbridge System which is still called NY-Alert, can be rebranded to reflect your campus. The program contains many new features



and an updated user interface. It is much more intuitive, with more capabilities and fewer restrictions. The platform also works well with a number of other systems that the campus may wish to purchase.



Ergonomics Training - Barbara Boyle

With funding from SUNY's Long Term Disability Insurance contracts with the insurance company The Standard, SUNY offered professional level ergonomics training workshops at several locations around the state. Personnel from 13 campuses participated in these excellent sessions in Albany, Syracuse, and Buffalo. The sessions were led by a professional ergonomist from the consulting firm BSI in Alameda, CA.



Employees from EH&S, Facilities, Interior Design, and Human Resources offices are now more readily able to design work stations, select equipment, respond to concerns, and better fit the work environment to the worker. They have tools to modify the environment and tasks to keep employees safer. Such interventions have been shown to decrease injuries, disabilities and lost time, while increasing productivity.

New York Energy Manager (NYEM) - Eric Mazzone

The New York Energy Manager (NYEM), a virtual management service of the New York Power Authority, is now offering deep submetering and advisory services. If you are looking for asset-level insights into your largest energy-consuming buildings, consider a free consultation and scoping session with NYEM. Please reach out to Nate Ancil (Nathan.Ancil@nypa.gov) for more information. NYEM is also in the process of improving its platform backbone and functionality—stay tuned for more news and updates on “NYEM 2.0” in 2018.





CCBOA June Conference: Panel on Facilities Master Planning - Rebecca Goldstein



The Office for Capital Facilities (OCF) encourages community colleges to invest personnel and financial resources in their Facility Master Plans (FMPs) as a critical tool for planning to meet the academic mission and strategic vision of the college.

An effective FMP evaluates academic capacity and needs in conjunction with current facilities to serve as a guide to identify, prioritize, and plan future capital investments in a strategic manner.

The Middle States Commission on Higher Education, whose mission “assures students and the public of the educational quality of higher education”, has accreditation standards that place a strong emphasis on the proper upkeep of facilities.

Its criteria specifically states that an accredited institution must demonstrate, “comprehensive planning for facilities, infrastructure, and technology that includes consideration of sustainability and deferred maintenance and is linked to the institution’s strategic and financial planning process.”

Additionally, through NYS Education Law*, the SUNY Community College Boards of Trustees are entrusted “with the care, custody, control and management of the lands, grounds, buildings, facilities and equipment used for the purposes of such college and of all other property belonging to such college and used for carrying out its purposes, and it shall have power to protect, preserve and improve the same” (*NY Education Law § 6306.5)

In an effort to provide resources and a forum for colleges to further discussion on this subject area, the CCBOA Facilities Committee is developing a panel to provide a comprehensive perspective on FMPs at their next conference, planned for June 2018 in Saratoga Springs. Many CCBOA members would welcome a discussion of “lessons learned” to maximize planning, execution efforts, and getting college stakeholders to buy-in to the process.

Please contact Bill Reuter at w.reuter@hvcc.edu if you would be willing to volunteer to participate as a panelist or if you have any ideas or questions on FMPs.

