RO-ED 196
Box 60 Project Files (1933-37)
File H-1300

A P P L I C A T I O N

FOR $150,000,000 LOAN FROM THE FEDERAL GOVERNMENT

TOGETHER WITH REPORTS ON EXISTING CONDITIONS AND RECOMMENDATIONS

IN RESPECT TO THE USE OF THIS SUM AS AN INITIAL STEP

IN A LARGE SCALE SLUM CLEARANCE AND LOW RENTAL HOUSING PROGRAM

NEW YORK CITY HOUSING AUTHORITY

Langdon W. Post, Chairman

Mary K. Simkhovitch, Vice-Chairman — Louis H. Pink

Rev. E. Roberts Moore — B. Charney Vladeck

VOLUME II

April 20, 1935

PURCHASE DIVISION

Purchase of materials and supplies for the divisions of the Authority will be made in the following manner:

1. REQUISITIONS

Purchase requisitions are originated in duplicate by the consuming division, certified to as to necessity, proper code indicated; approved by division heads and forwarded to the Purchase Division.

2. EXPEDITING AND ACCOUNTING REGISTRY BUREAUS

Incoming requisitions are received by these bureaus, assigned numbers, estimated costs entered in control registers and forwarded to the buying bureaus.

3. OPEN MARKET OR BUYER'S BUREAU

Requisitions are then routed to the interested buyers for editing. Such editing varies from mere edition of standard specification numbers to conversion into language of the industries from which bids are solicited. The buyer then attaches a list of vendors, approximately 15, in order to obtain proper competition. The requisition and this list then forwarded to the typing division.

4. BID TYPING BUREAU

The 13 part superfold bid form is prepared by the typists. This form contains two pages, which are prepared in hectograph ink, in order that additional copies may be run, either for the first mailing, or to be furnished to interested vendors who apply for bid sheets in the vendor's service room.

The bureau has a staff of clerks who prepare envelopes which are mailed to the vendor with the bid, and which identify the bid by number and opening date, when it returns to this department.

The requisitions are held in this department until the date of opening and are then forwarded together with the schedule to the bid room (the ordinary interval allowed between the date bids are typed and returns are requested in four (4) days).

5. BID ROOM

Bids are received either by mail or by messenger in the bid room until the opening time, say 2 P.M. Bids received after that time are routed as late, and are not included in the official tabulation.

Each bid is opened in the presence of all interested vendors, and all item prices are called out. No record of these prices is made in the bid room. Each bid is examined for erasures and alterations. The number of bids received are certified to on the requisition, and the bids are forwarded to the tabulating division.

6. TABULATING BUREAU

This bureau records in duplicate all bids received for each inquiry, indicating discounts and other special terms, and wherever possible the lowest bidder. The original copy of the tabulation is forwarded to the buyer's bureau, together with the requisition and all the bids. The duplicate copy is forwarded to the vendor's service room, where it remains on public file for 30 days.

7. BUYER'S BUREAU

All papers are forwarded to the buyer for handling the transaction. The buyer examines the bids, determines the low formal bidder and indicates on the original tabulation the vendor or vendors to whom the order or orders are to be awarded. In the event of tie bids, it is customary to decide the tie by lot.

Questions of specifications or substitutions are referred to the engineer and legal department before awards are made.

8. TYPING ORDER BUREAU

This bureau types the purchase order in quintuplicate. The original copy being a hectograph master from which additional copies are made later. After typing, the orders are forwarded to the checking bureau.

9. CHECKING BUREAU

This bureau examines each order for typographical and mathematical accuracy. After checking, all bids and incidental papers are detached, and the order and the requisition are forwarded to the Purchase Director for his review and initialing. Following this, the orders are sent to the Secretary or Comptroller or his authorized representative, for signature, and the order and requisition are filed with the Auditor (Finance Division).

10. MAILING BUREAU

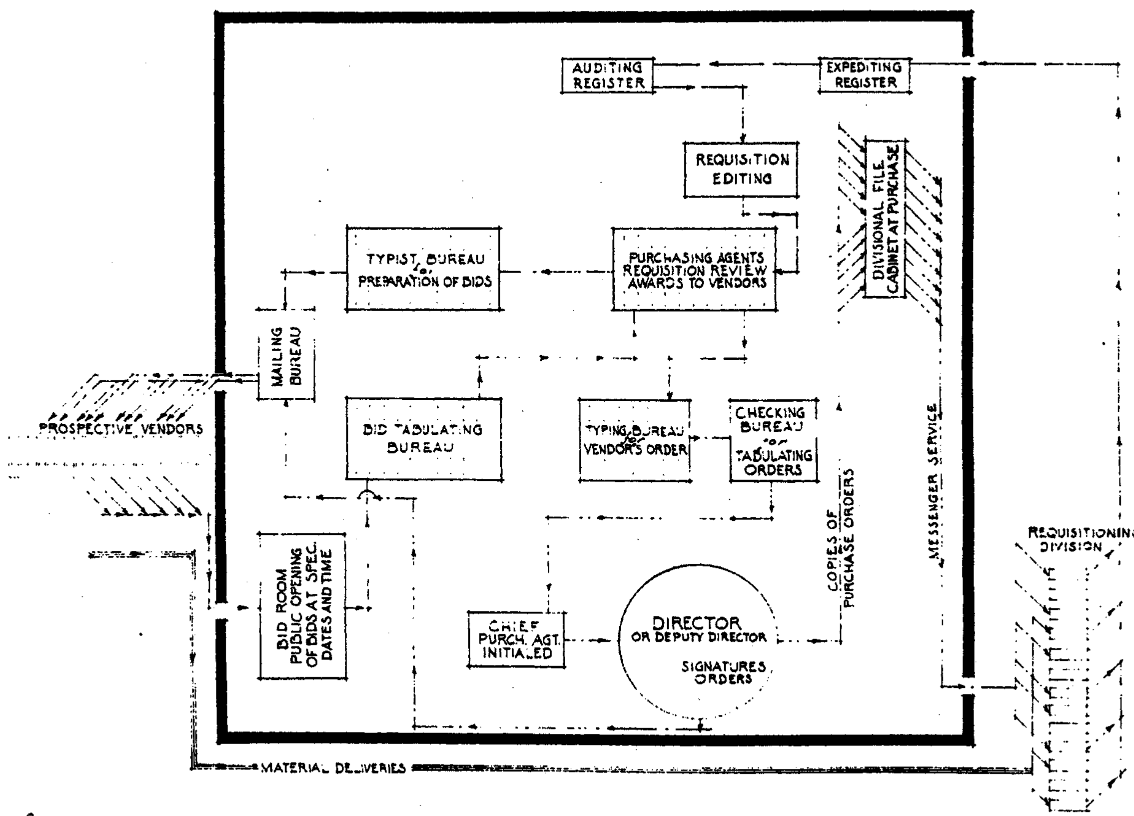
The orders are then forwarded to the mailing bureau where in addition to the purchase order, invoice and voucher forms in blank, are mailed to the vendors to be filled out by the vendor, after he has made satisfactory and accepted deliveries.

Deliveries made to the various requisitioning divisions will be receipted for by definite receipt form, a copy of which is handed to the vendor. A duplicate is forwarded to the Auditor (Finance Division) for comparison with the Auditor's copy of the order. Any differences will be referred to the Purchase Director for correction.

NEW YORK CITY HOUSING AUTHORITY

PURCHASE — DIVISION

FLOW CHART



LEGEND
REQUISITIONS
PURCHASE ORDERS
MATERIAL DELIVERIES

FLOW CHART
PURCHASE DIVISION

DATE
APR. 10, 1935

N39040.02