



Andrew M. Cuomo
Governor

Rose Harvey
Commissioner

New York State Office of Parks, Recreation and Historic Preservation

Albany, New York 12238
www.nysparks.com

MINORITY-OWNED AND WOMEN-OWNED BUSINESS ENTERPRISE DEVELOPMENT PROGRAM

What is the Office of Parks, Recreation and Historic Preservation (OPRHP)?

- The Office of Parks, Recreation and Historic Preservation (OPRHP) is an agency of New York State which oversees a wide variety of recreational and historic facilities which provide educational and leisure time activities for New York State residents and visitors.
- The agency administers 214 State Parks and Historic Sites which annually attracts 60+ million people per year. In addition to traditional parks, beaches and historic sites, the agency also provides unique facilities such as hotels, eateries, fitness trails, championship golf courses, performing arts centers and other related amenities.
- Through OPRHP, opportunities for camping are provided with more than 8,000 cabins and campsites throughout the State.
- A range of programming and outreach are also a part of our mission; everything from educational interpretation programs for schools to cultural performances and technical assistance for municipal governments.
- The agency also has responsibility for administrative distributions of federal and other state grant funding for recreation and historic preservation.

Who do I contact to become a certified Minority and/or Women-Owned Business Enterprise Company?

Empire State Development
Division of Minority and Women's Business Development
625 Broadway
Albany, New York 12233
Phone: (518) 292-5250
Website: <https://ny.newnycontracts.com>

Who should I contact at OPRHP after my firm has been certified?

Phone or e-mail your information to:

Ashley Arnold
Bureau of Fiscal Management
Phone: (518) 486-2636
E-mail: Ashley.Arnold@parks.ny.gov

How does OPRHP buy the commodities/services it needs?

- OPRHP personnel are obligated to purchase from the Office of General Services' Centralized Term Contracts and Preferred Sources for commodities and services before they can elect to purchase on the "open-market". Additionally OPRHP seeks procurement via Minority and Women Owned Business Enterprises (MWBEs) in compliance with Article 15A of the Executive Law.
- Generally speaking, OPRHP's purchasing operations are centralized in the Albany Office and require competitive bidding for large purchases. Awards are made to the lowest responsible bidder or the offer providing the best value.
- In some instances where bidding is not required, each region may initiate and make purchases for under \$5,000, if a reasonable price can be demonstrated.
- OPRHP uses New York State issued Visa credit cards, therefore being a participating vendor will enhance your firm's ability to do business with our agency.



Who do I contact to receive information on the Office of General Services Centralized Term Contracts for supplies/services?

- In order to receive the Office of General Services Standards and Purchasing Group bid information, contact the address listed below and request an application for Centralized Term Contracts. You may also contact the Procurement Services Group listed below as well.

NYS Office of General Services
Office of Minority/Women Owned Businesses
& Community Relations
Empire State Plaza, Corning Tower
Albany, NY 12242
Phone: (518) 486-9284
Website: <http://www.ogs.state.ny.us>

Procurement Services Group
Customer Services
Empire State Plaza, Corning Tower- 37th Floor
Albany, NY 12242
Phone: (518) 474-6717

What commodities does your Agency buy?

- OPRHP purchases a wide range of commodities and products - from unique curatorial supplies and materials needed for the historic preservations, to various materials required to keep parks and historic sites operating. Many purchases are for amounts less than \$2,500. The majority of OPRHP purchases are concentrated among the following commodities:

- Asphalt
- Athletic Equipment & Uniforms
- Audiovisual Equipment
- Automotive Repair & Tractor Supplies & Equipment
- Carpeting
- Clothing (jackets, shirts, hats)
- Fencing, Snow & Chain Link
- Fertilizer, Grass Seed, Herbicides & Fungicides
- General Building Supplies
- Heavy Equipment Repair Supplies
- IT Equipment and Supplies
- Key Blanks, Locks
- Lab Supplies
- Lumber (untreated & pressure treated)
- Novelty Items (buttons, key chains, balloons)
- Paint (interior/exterior & pool)
- Plumbing Supplies, Electrical Supplies
- Pool Chemicals & Supplies
- Printing & Graphics
- Refuse Equipment & Supplies
- Safety Equipment & First Aid Supplies
- Sand, Concrete & Concrete Forms, Gravel
- School & Art Supplies
- Tile Adhesives
- Tires (auto & tractor)
- Trophies & Medals
- Miscellaneous Operating Equipment: (playground equipment, building equipment, concession equipment)

Does your Agency purchase services?

- OPRHP purchases a variety of services, which may vary by region. The majority of our services are concentrated among the following:

- Archeological Consultants
- Cleaning Services
- Design Consultants
- Dredging Services
- Equipment Rental (Tents, Tables, Chairs)
- Exterminating Services
- Fire Intrusion Systems
- Heavy Equipment Rental
- Maintenance Contracts: (typewriters, calculators, cash registers, etc.)
- Propane
- Recreational Service Programs (Developmental-Recreational)
- Refuse Removal
- Tree Services
- Two-Way Radio Equipment Maintenance

Does your Agency use concessionaires?

- OPRHP has numerous concession operations, all of which are individually bid within each park system. Typical concession operations are listed below:

- Cross Country Ski Rentals
- Gasoline
- Golf Cart Rentals
- Golf Pros, Shops, Club Houses
- Grocery Stores
- Laundry Facilities
- Marine Operations
- Refreshment Stands
- Vending Machines

Contact the Concessions Bureau if you are interested in a particular concession operation. New ideas are always appreciated. Visit nysparks.com and click on business for concessionaire operations.



Does giving my firm's name to your Agency mean I will automatically be given business?

- Giving your firm's name does not automatically mean your firm will be granted business opportunities. It means that your firm will be solicited for quotes when the product or service your firm provides is needed. Purchases of \$50,000 or more are published in the Contract Reporter. You can subscribe to the Contract Reporter at www.nyscr.org.

How long will I have to wait for payment if my firm does business with your Agency?

- Efficient payment depends upon how quickly an accurate and complete invoice is submitted to OPRHP. It is important that all required invoice information is provided and submitted to the appropriate designated payment office. Payments are usually made within 30 days; however, sometimes delays are experienced. Participation as a vendor accepting VISA credit card payment will result in immediate payments for lower dollar procurements. ***All vendors must be registered with SFS (Statewide Financial System) in order to be paid by New York State.*** Vendor registration is administered through the Office of the State Comptroller (OSC). More information on how to register as a vendor and receive a NYS Vendor ID can be found through their website www.osc.state.ny.us/vendors/vendorsguide/guide.htm#self

What about construction jobs? Does your Agency bid any construction work?

- The Capital Programs Bureau within OPRHP oversees the planning, design, construction, repairs, maintenance and infrastructure for all parks and facilities. Administration of these responsibilities is achieved through partnerships with consultants for design services, and contractors for construction projects.
- Construction projects which are valued at less than \$50,000 are bid and awarded at the regional level; projects which are valued over \$50,000 are advertised in the Contract Reporter, local newspapers and a more formal bidding process is used.

My firm has submitted bids to the State before but has never received an award. How does my firm become more competitive in order to successfully be granted an award?

- In order to maintain a fair procurement environment OPRHP is precluded from advising your firm how to make your bid more competitive than other firms bidding for the same project or contract. Your firm should consider that some businesses use list/discount and others utilize cost/mark-up methods to determine the price. Generally, the best way to prepare an appropriate bid is to determine market value by comparing prices of previously purchased commodities/services, and use those prices as a comparison. Agency Purchasing Officers are trying to get the best price possible, but at the same time they will do whatever they can within the parameters of the law to be of help to MWBE vendors.

Does your Agency administer grant-in-aid programs?

- OPRHP Grant-in-aid programs include the following:
 - Environmental Protection Fund (EPF)
 - Recreational Trail Program (RTP)
 - Historic Preservation Fund – Certified Local Government Program
 - Consolidated Funding Applications (CFA)

Are there contracting opportunities available for my firm's participation with grant-in-aid projects?

- Numerous contracting opportunities exist throughout the grant projects in the following areas:
 - Archeology
 - Building Supplies & Materials
 - Construction & Subcontracting
 - Consultant Services
 - Landscaping
 - Mortar, Brick & Cement

How can I find out if my bid was competitive?

- After a bid has been awarded, through the Freedom of Information Act information regarding all bids is available to the general public. Simply contact the Regional Business Office where your bid was submitted or contact the Albany Office at the following address:

NYS Office of Parks, Recreation and Historic Preservation
Bureau of Affirmative Action and Equal Opportunity
Albany, NY 12238
E-mail: equality@parks.ny.gov



If you have any additional questions on OPRHP's Minority and Women-Owned Business Enterprise Program, contact our Affirmative Action Office, listed above. OPRHP staff will be happy to assist you in obtaining the information you need.

| OPRHP REGIONAL OFFICES | REGIONAL DIRECTORS | CAPITAL FACILITIES MANAGERS | BUSINESS OFFICE ADMINISTRATORS | GRANTS ADMINISTRATORS |
|--|--------------------|-----------------------------|--------------------------------|--|
| Allegany State Park Region Allegany State Park Salamanca, NY 14779 (716) 354-9101 | Brad Whitcomb | Dave Herring | Kelly Carias | Lynn LeFeber (716) 354-9101 ext. 235 |
| Central State Park Region 6105 East Seneca Turnpike Jamesville, NY 13078 (315) 492-1756 | Robert Hiltbrand | Richard Riedsorph | Laurie West | Jean Egenhofer Cinda Pierce (315) 492-1756 |
| Finger Lakes State Park Region P.O. Box 1055 Trumansburg, NY 14886 (607) 387-7041 | Tim Joseph | Jeffrey McDonald | Ronda Williamson | Laurie Moore (607) 387-7041 ext. 103 |
| Genesee State Park Region 1 Letchworth State Park Castile, NY 14427 (585) 493-3600 | Rich Parker | David Herring | Alexandra Caryl | Noelle Kardos (716) 278-1719 |
| Long Island State Park Region Belmont Lake State Park P.O. Box 247 Babylon, NY 11702 (631) 669-1000 | Ron Foley | Scott Fish | Jose Mendez | Traci Christian Carole Friedman (631) 669-1000 |
| New York City State Park Region Harlem State Office Building 163 West 125 th Street 17 th Floor New York, NY 10027 | Karen Phillips | Chip Place | Amy Murray | Merrill Hesch (212) 866-2599 |
| Niagara State Park Region Prospect Park P.O. Box 1132 Niagara Falls, NY 14303 (716) 278-1707 | Mark Thomas | Dave Szuba | Jodi Riley | Noelle Kardos Lynne Terrana (716) 278-1719 |
| Palisades State Park Region Commission Admin. Headquarters Bear Mountain, NY 10911 (845) 786-2701 | Jim Hall | Michael Tesik | AnneMarie McVicker | Erin O'Neil (845) 889-3866 |
| Peebles Island State Park Region P.O. Box 295 Waterford, NY 12911 (518) 237-8643 | Ruth Pierpont | Barbra Couser | Debbie Macy | Not Applicable |
| Saratoga State Park Region 19 Roosevelt Drive Saratoga Springs, NY 12866 (518) 584-2000 | Alane Ball Chinian | Kurt Kress | Melissa Knizek | Danielle Dwyer (518) 584-2000 |
| Taconic State Park Region Staatsburg, NY 12580 (845) 8894100 | Linda Cooper | Garrett Jobson | Kim Snyder | Erin O'Neil (845) 889-3866 |
| Thousand Islands State Park Region Keewaydin State Park P.O. Box 247 Alexandria Bay, NY 13607 (315) 482-2593 | Kevin Kieff | Brian Thomas | Mary Beth Branche | Gayle Underhill-Plumb (315) 482-2593 |

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