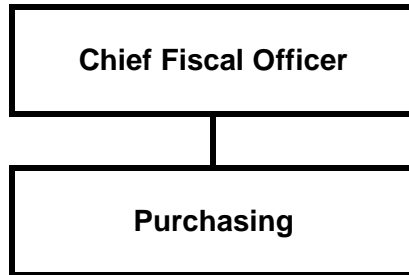


Purchasing



Purchasing

Description

The Purchasing Department is the office responsible for the acquisition of supplies, services, and construction supporting the operations of the Municipality. The Department is the entity within the Municipality authorized to issue Invitations to Bid and Requests for Proposals. The Department issues purchase orders, and contracts to acquire supplies and services. The Department also disposes of all municipal surplus property and equipment.

The Purchasing Department is very conscious of its responsibility and accountability in the expenditure of public funds. Therefore, the Purchasing Department maintains a competitive bidding process in accordance with Federal and State laws, regulations, and Municipal ordinances. It is the Purchasing Department's policy to encourage the participation of qualified vendors in the bidding process, emphasizing opportunities for small businesses and disadvantaged and women owned businesses. Preference may be given to local bidders when not prohibited by the funding source.

Projects and requirements for the Municipality vary widely and as a result, rely heavily upon the local business and contractor community to meet its needs. We encourage the local contractor community to participate in the various bidding processes offered. A local bidder's preference is applied for these local businesses & contractors residing within the corporate boundaries of the Municipality. The use of minority and women owned businesses are highly encouraged, and participation goals for sub-contracting may be required depending on the source of funding.

Department Goals

- Improve service levels with the increasing demands placed upon the department
- Provide departments with the knowledge needed to successfully procure items/services at the best value for the City with minimal difficulty (standardize and streamline processes)
- Ensure that procurements are made in compliance with all laws and policies
- Provide contract administration training to departments
- Provide training to departments on the purchasing processes
- Continue to work with and explore alternative procurement methods when contracting situations would benefit from their use

Purchasing Department Summary

	2013 Actuals	2014 Revised	2015 Proposed	15 v 14 % Chg
Direct Cost by Division				
Purchasing Administration	1,473,919	1,698,760	1,735,845	2.18%
Direct Cost Total	1,473,919	1,698,760	1,735,845	2.18%
Intragovernmental Charges				
Charges by/to Other Departments	(1,200,063)	(1,429,261)	(1,466,345)	2.59%
Function Cost Total	273,856	269,499	269,500	-
Program Generated Revenue	(320,854)	(269,500)	(269,500)	-
Net Cost Total	(46,998)	(1)	-	<130.16%>
Direct Cost by Category				
Salaries and Benefits	1,300,789	1,603,955	1,644,182	2.51%
Supplies	10,761	8,060	6,060	<24.81%>
Travel	-	-	-	-
Contractual/Other Services	162,369	86,745	85,603	<1.32%>
Debt Service	-	-	-	-
Direct Cost Total	1,473,919	1,698,760	1,735,845	2.18%
Position Summary as Budgeted				
Full-Time	14	14	14	
Part-Time	-	-	-	
Position Total	14	14	14	

Purchasing
Reconciliation from 2014 Revised Budget to 2015 Proposed Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
2014 Revised Budget	1,698,760	14	-	-
Changes in Existing Programs/Funding for 2015				
- Salary and benefits adjustments	40,227	-	-	-
2015 Continuation Level	1,738,987	14	-	-
2015 Proposed Budget Changes				
- Miscellaneous non-labor savings	(3,142)	-	-	-
2015 Proposed Budget	1,735,845	14	-	-

**Purchasing
Division Summary
Purchasing Administration
(Fund Center # 138179, 138100)**

	2013 Actuals	2014 Revised	2015 Proposed	15 v 14 % Chg
Direct Cost by Category				
Salaries and Benefits	1,300,789	1,603,955	1,644,182	2.51%
Supplies	10,761	8,060	6,060	<24.81%>
Travel	-	-	-	
Contractual/Other Services	162,369	86,745	85,603	<1.32%>
Manageable Direct Cost Total	1,473,919	1,698,760	1,735,845	2.18%
Debt Service	-	-	-	
Direct Cost Total	1,473,919	1,698,760	1,735,845	2.18%
Revenue by Fund				
Fund 101000 - Areawide General	320,854	269,500	269,500	-
Revenue Total	320,854	269,500	269,500	-

Positions as Budgeted

	2013 Revised		2014 Revised		2015 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	4	-	4	-	3	-
Deputy Purchasing Officer	2	-	2	-	2	-
Director	1	-	1	-	1	-
Junior Admin Officer	1	-	1	-	2	-
Office Associate	1	-	1	-	2	-
Principal Admin Officer	2	-	2	-	2	-
Senior Admin Officer	1	-	1	-	2	-
Senior Office Associate	2	-	2	-	-	-
Positions as Budgeted Total	14	-	14	-	14	-

Purchasing
Division Detail
Purchasing Administration
(Fund Center # 138179, 138100)

	2013 Actuals	2014 Revised	2015 Proposed	15 v 14 % Chg
Direct Cost by Category				
Salaries and Benefits	1,300,789	1,603,955	1,644,182	2.51%
Supplies	10,761	8,060	6,060	<24.81%>
Travel	-	-	-	-
Contractual/Other Services	162,369	86,745	85,603	<1.32%>
Manageable Direct Cost Total	1,473,919	1,698,760	1,735,845	2.18%
Debt Service	-	-	-	-
Direct Cost Total	1,473,919	1,698,760	1,735,845	2.18%
Intra-Governmental Charges				
Charges by/to Other Departments	(1,200,063)	(1,429,261)	(1,466,345)	2.59%
Program Generated Revenue				
404020 - Taxi Cab Permits	19,975	-	-	-
406620 - Reimbursed Cost-ER	-	105,000	105,000	-
406625 - Rmb Cost-NonGrntFund	80,157	-	-	-
408550 - Cash Over & Short	(100)	-	-	-
408570 - Sle Of Cntror Specs	9,841	4,500	4,500	-
408580 - Miscellaneous Revenues	173,781	160,000	160,000	-
460070 - MOA Property Sales	37,199	-	-	-
Program Generated Revenue Total	320,854	269,500	269,500	-
Net Cost				
Manageable Direct Cost	1,473,919	1,698,760	1,735,845	2.18%
Debt Service	-	-	-	-
Charges by/to Other Departments	(1,200,063)	(1,429,261)	(1,466,345)	2.59%
Program Generated Revenue	(320,854)	(269,500)	(269,500)	-
Net Cost Total	(46,998)	(1)	-	<130.16%>

Anchorage: Performance. Value. Results

Purchasing Department

Anchorage: Performance. Value. Results.

Performance Measures

Progress in achieving goals will be measured by:

Measure #1: Cost to provide efficient purchasing services as a percent of total MOA purchases and compare to national benchmarks.
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2011	2012	2013	2Q 2014
.5%	.4%	.2%	.21%

Benchmark below 1%

Measure #2: Number of formal protests sent to Bidding Review Board (BRB)

2011	2012	2013	2Q 2014
1	0	1	3

Goal: 0

2011 (Bidding review upheld MOA decision, ERP)

2013 (Contractor withdrew appeal subsequent to Bidding Review Board decision, BRB upheld MOA decision)

Measure #3: Expenditures in the local area

2011	2012	2013	2Q 2014
79%	74%	44%	22%

2012 (decrease due to large GE Turbine purchase for ML&P)

2013 (decrease due to \$200M contract to Quanta Power Systems and \$44M change order to GE systems, without these actions, it was 76%)

2014 (numbers are skewed due to \$228M change order roll over activity with Quanta. GE Systems, and Alstrom Grid contracts of moving 2013 funding to 2014 funding and a number of large out of state purchases in the second quarter, w/o these actions it was 65%)

No formal Goal but matter of local interest