# PURCHASING

# PURCHASING DEPARTMENT

Management Services

Purchasing 1912

## DEPARTMENT SUMMARY

DEPARTMENT

**PURCHASING** 

# Mission

To ensure the public and municipal agencies that fair, economically feasible and timely purchasing policies and procedures are followed for the procurement of property, materials, supplies, services, construction services, and equipment, and for the disposal of property, materials, supplies and equipment.

# MAJOR PROGRAMMING HIGHLIGHTS

- Provide a centralized purchasing function for the Municipality.
- Provide a centralized property disposal program for the Municipality.
- Continuation of the freight consolidation program.
- Consolidation of municipal supplies and services for greater savings.

Resources	1988	1989			
Direct Costs	\$ 887,210	\$ 801,040			
Program Revenues	\$ 117,000	\$ 128,530			
Personnel	14FT	14FT			

### 1989 RESOURCE PLAN

DEPARTMENT: PURCHASING

	FINANCIAL	SUMMARY			PE	RSONNE	LS	SUMMA	RY		
DIVISION	1988 REVISED	1989 BUDGET		1988	REVIS	ED			1989	BUD6	ET
			l FT	PT	Ŧ	TOTAL	i	FT	PT	T	TOTAL
PURCHASING SERVICES	887,210	801,040	14			14	l	14			14
							ı				
OPERATING COST	887,210	801,040	14			14	ı	14			14
•			======	:====	=====	=====	===	====	=====	=====	=====
ADD DEBT SERVICE	0	0	1								
			!								
DIRECT ORGANIZATION COST	887,210	801,040	1								
	707 (00	277 242	!								
ADD INTRAGOVERNMENTAL CHARGES	383,600	277,940	1								
CHARGES FROM OTHERS	•		1								
TOTAL DEPARTMENT COST	1,270,810	1,078,980	1	٠							
TOTAL DEPARTMENT COST	1,270,010	1,076,760	1								
LESS INTRAGOVERNMENTAL	1,157,180	949,560									
CHARGES TO OTHERS	1,157,100	747,500	1								
CHARGES TO OTHERS			1								
FUNCTION COST	113,630	129,420	1								
		,,	i								
LESS PROGRAM REVENUES	117,000	128,530	i								
			1								
NET PROGRAM COST	3,370-	890	l								

# 1989 RESOURCES BY CATEGORY, OF EXPENSE

•					
DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT
PURCHASING SERVICES	660,340	17,100	138,350		815,790
DEPT. TOTAL WITHOUT DEBT SERVICE	660,340	17,100	138,350		815,790
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	645,590	17,100	138,350		801,040

# RECONCILIATION FROM 1988 REVISED TO 1989 BUDGET

DEPARTMENT: PURCHASING

	Dir	ECT Costs	Positio FT PT	NS T
1988 REVISED BUDGET:	\$	887,210	14FT	
Amount Required to Continue Existing Programs in 1989:		(55,840)		
REDUCTIONS TO EXISTING PROGRAMS:				
- Principal Administrative Officer		(70,760)	(1FT)	
EXPANSIONS IN EXISTING PROGRAMS:				
- Buyer		40,430	1FT	
NEW PROGRAMS:				
None				
MISCELLANEOUS INCREASES (DECREASES):				
None				
1989 BUDGET	<u></u>	801.040	14FT	····

#### 1989 PROGRAM PLAN

DEPARTMENT: PURCHASING DIVISION: PURCHASING SERVICES

PROGRAM: Procurement and Contracting Services

#### PURPOSE:

Provide a purchasing system that ensures maximum use of fair and open competition and receipt of the best value for funds available, consistant with applicable laws and regulations, good business practices and sound financial management policies.

### 1988 PERFORMANCES:

- Implement the new policies and procedures developed by the Purchasing Committee to improve the purchasing services to municipal agencies.
- Implement the automation plan for the Purchasing Department.
- Increase the number of Municipal Annual Supply Contracts..
- Support for the privatization program.

### 1989 OBJECTIVES:

- Implement new procedures to improve the participation of local vendors of supplies and services in municipal business.
- Improve the Purchasing Department's automated systems.
- Develop alternative procurement procedures which are less staff intensive while supporting the governing laws.

### **RESOURCES:**

	1987 REVISED FT PT T	1988 REVISED FT PT T	1989 BUDGET FT PT T
PERSONNEL:	27 0 0	14 0 0	14 0 0
PERSONAL SERVICES SUPPLIES OTHER SERVICES DEBT SERVICE	\$ 1,263,980 22,620 184,190 23,400	\$ 723,250 17,100 146,860 0	\$ 645,590 17,100 138,350 0
TOTAL DIRECT COST:	\$ 1,494,190	\$ 887,210	\$ 801,040
PROGRAM REVENUES:	\$ 123,000	\$ 117,000	\$ 128,530
PERFORMANCE MEASURES: - Formal Bids - Requests for quotes - Construction contracts - Purchase orders issued - Requests for proposals	115 289 114 6,100 110	116 446 90 5,390 110	120 500 100 6,000

<sup>2</sup> SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS: 1, 2