PURCHASING

PURCHASING

Municipal Manager

> 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 utilization or disposal of excess/surplus property and materials.

Major Programming Highlights

- Provide a centralized purchasing function for the Municipality.
- Provide a centralized property disposal program for the Municipality.
- Consolidation of municipal supplies and services for greater savings.
- Enhance automation capabilities for greater efficiency.

| Resources | 1993 | 1994 |
|------------------|------------|------------|
| Direct Costs | \$ 904,480 | \$ 900,920 |
| Program Revenues | \$ 80,000 | \$ 80,000 |
| Personnel | 13FT | 13FT |

1994 RESOURCE PLAN

DEPARTMENT: PURCHASING

| DEPARTMENT: PURCHASING | FINANCIAL | SUMMARY | | | PE | RSONNE | L | SUMM/ | LRY | | |
|---|---------------|-------------|--------|--------|-------|--------------|----------------|-------|------------|--------|--------|
| DIVISION | 1993 REVISED | 1994 BUDGET | | 1993 | REVIS | SED . | | | 199 | 4 BUD(| SET |
| | | | FT | PT | т | TOTAL | . 1 | FT | PT | T | TOTAL |
| PURCHASING SERVICES | 904,480 | 900,920 | 13 | | | 13 | 1 | 13 | | | 13 |
| OPERATING COST | 904,480 | 900,920 | | | ===== | 13 ====== | 1 ==: | 13 | | ===== | 13 |
| ADD DEBT SERVICE | 0 | 0 | | | | | | | | | |
| | | | l | | | | | | | | |
| DIRECT ORGANIZATION COST | 904,480 | 900,920 | 1 | | | | | | | | |
| ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS | 234,080 | 254,630 | 1 | | | | | | | | |
| | | | 1 | | | | | | | | |
| TOTAL DEPARTMENT COST | 1,138,560 | 1,155,550 | 1 | | | | | | | | |
| LESS INTRAGOVERNMENTAL CHARGES TO OTHERS | 1,058,590 | 1,075,980 | 1 | | | | | | | | |
| | | | l | | | | | | | | |
| FUNCTION COST | 79,970 | 79,570 | 1 | | | | | | | | |
| LESS PROGRAM REVENUES | 80,000 | 80,000 | ! ! | | | | | | | | |
| NET PROGRAM COST | 30- | 430- | -1 | | | | | | | | |
| **************** | ************* | *********** | | 222231 | ***** | ===== | === | ==== | ###### | ===== | ====== |

1994 RESOURCES BY CATEGORY OF EXPENSE

| DIVISION | PERSONAL SERVICES | SUPPLIES | OTHER SERVICES | CAPITAL OUTLAY | TOTAL DIRECT |
|---|----------------------|----------|-------------------|-------------------|-------------------|
| PURCHASING SERVICES | 816,380 | 12,000 | 87,290 | | 915,670 |
| DEPT. TOTAL WITHOUT DEBT SERVICE LESS VACANCY FACTOR ADD DEBT SERVICE | 816,380 14,750 | 12,000 | 87,290 | | 915,670 14,750 |
| | | | | | |
| TOTAL DIRECT ORGANIZATION COST | 801,630 | 12,000 | 87,290 | | 900,920 |

RECONCILIATION FROM 1993 REVISED BUDGET TO 1994 BUDGET REQUEST

DEPARTMENT: PURCHASING

| | DIRECT | r costs | FT | <u>Positio</u> Pt | NS T |
|---|--------|------------------|------|----------------------|---------|
| 1993 REVISED BUDGET: | \$ | 904,480 | 13 | | |
| 1993 ONE-TIME REQUIREMENTS: - None | | | | | |
| AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1994: - Salaries and Benefits Adjustment - Non-Personal Services Inflation Adjustmen | t | (3,320) 3,370 | | | |
| 1993 CONTINUATION LEVEL: | \$ | 904,530 | | | |
| UNFUNDED CURRENT SERVICE LEVELS: - None | | | | | |
| FUNDED NEW/EXPANDED SERVICE LEVELS: - None | | | | | |
| MISCELLANEOUS INCREASES (DECREASES): - Non-Personal Services Inflation Adjustmen - Miscellaneous Account Changes | t | (3,370) (240) | | | |
| 1994 BUDGET REQUEST: | \$ | 900,920 | 13FT | OPT | 01 |

1994 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, consistent with applicable laws and regulations, good business practices and sound financial management practices.

1993 PERFORMANCES:

- Continued consolidation of municipal supplies and services for greater savings.

- Continued utilization of surplus supplies and materials on a Municipal

wide basis.

- Updated and archived the vendor/bidder data base and associated purchasing records.

- Improved the Purchasing Department's automated systems.

- Audited transactions of the Annual Supply Contracts and the Blanket Purchase Orders.

- Eliminated carboned bid and quotation forms for greater efficiency and cost savings.

- Updated the Municipal Purchasing Requestor's Guide Handbook.

1994 PERFORMANCE OBJECTIVES:

- Continue to audit transactions of the Annual Supply Contracts and the Blanket Purchase Orders.

- Continue to improve the Purchasing Department's automated systems.

- Continue consolidation of municipal supplies and services for greater

- Continue to utilize surplus supplies and materials on a Municipal wide

RESOURCES:

| RESOURCES. | 1992 FT | REVIS | SED T | 1993 FT | REVI PT | T | 1994 FT | BUD PT | T |
|---|------------|---------------------|-------------------------------|------------|------------|--------------------------------|------------|--------------------|-------------------------------|
| PERSONNEL: | 15 | 1 | 0 | 13 | 0 | 0 | 13 | 0 | 0 |
| PERSONAL SERVICES SUPPLIES OTHER SERVICES CAPITAL OUTLAY | \$ | 864, 17, 106, | 110 | \$ | | ,220 ,000 ,890 370 | \$ | 801, 12, 87, | 000 |
| TOTAL DIRECT COST: | \$ | 987, | 960 | \$ | 904, | ,480 | \$ | 900, | 920 |
| PROGRAM REVENUES: | \$ | 92, | 000 | \$ | 80 | ,000 | \$ | 80, | 000 |
| WORK MEASURES: - Construction Contracts - Formal Bids - Request for Proposals - Request for Quotes - Purchase Orders Issued (Includes Change Orders and Releases) | | | 61 191 99 461 723 | | 5 | 85 130 70 325 ,700 | | 5, | 95 130 85 400 700 |

2 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS: 1, 2

BPAB010R 09/10/93

MUNICIPALITY OF ANCHORAGE 1994 DEPARTMENT RANKING

135803

DEPT: 19 -PURCHASING SL SVC DEPT BUDGET UNIT/ CODE LVL RANK **PROGRAM**

1 1912-PURCHASING SERVICES 0079-Procurement and Contracti SOURCE OF FUNDS, THIS SVC LEVEL:

> IGC SUPPORT PROGRAM REVENUES 80,000

TOTALS FOR DEPARTMENT OF PURCHASING

PERSONAL

SERVICE

801,630

SUPPLIES

12,000

PERSONNEL

FT

13

PT

T

1 Provide for procurement of construction, CB

, FUNDED AND UNFUNDED

CAPITAL

OUTLAY

TOTAL

900,920

DEBT

SERVICE

0

OF supplies, and services for all agencies 2 of the municipality as required by Title Seven of the Anchorage Municipal Code.

(CB)

| PE FT 13 | RSONN PT 0 | EL T O | | SUPPLIES 12,000 | OTHER SERVICES 80,010 | | DEBT SERVICE 0 | CAPITAL OUTLAY O | TOTAL 893,640 |
|----------------|------------------|--------------|---|--------------------|-----------------------------|----|--------------------------|--|------------------------|
| 2 | 0079 SOUR | -Proc | CHASING SERVI curement and a FFUNDS, THIS | Contracti | CO | 0F | sufficient maintenanc | ice level protected ce, computer ce, and comm | repair and hardware |
| PE FT 0 | RSONN PT 0 | EL T 0 | PERSONAL SERVICE 0 | SUPPLIES 0 | OTHER SERVICES 7,280 | | DEBT SERVICE 0 | CAPITAL OUTLAY O | TOTAL 7,280 |
| SUBT | OTAL | of fu | UNDED SERVICE | LEVELS, PU | RCHASING | | | ng aka taha taha dan dan dan dan taha taha taha taha taha dan dan dan dan dan dan dan dan dan da | |
| PΕ | RSONN | EL | PERSONAL | | OTHER | | DEBT | CAPITAL | |
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | | SERVICE | OUTLAY | TOTAL |
| 13 | 0 | 0 | 801,630 | 12,000 | 87,290 | | 0 | 0 | 900,920 |
| | | - DEF | ARTMENT OF P | URCHASING | | | FUNDING LIN | VE | 900,920 |

OTHER

87,290

SERVICES