

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 Program 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

	1994	1995
Direct Costs	\$ 895,930	\$ 894,400
Program Revenues	\$ 80,000	\$ 80,000
Personnel	13FT	13FT

1995 R E S O U R C E P L A N

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1994 REVISED	1995 BUDGET	1994 REVISED				1995 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
PURCHASING SERVICES	895,930	894,400	13			13	13			13
OPERATING COST	895,930	894,400	13			13	13			13
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	895,930	894,400								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	254,450	235,710								
TOTAL DEPARTMENT COST	1,150,380	1,130,110								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,072,730	1,049,270								
FUNCTION COST	77,650	80,840								
LESS PROGRAM REVENUES	80,000	80,000								
NET PROGRAM COST	2,350-	840								

1995 R E S O U R C E S B Y C A T E G O R Y O F E X P E N S E

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	797,600	12,000	90,050	9,500	909,150
DEPT. TOTAL WITHOUT DEBT SERVICE	797,600	12,000	90,050	9,500	909,150
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	782,850	12,000	90,050	9,500	894,400

RECONCILIATION FROM 1994 REVISED BUDGET TO 1995 BUDGET

DEPARTMENT: PURCHASING

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>
		FT PT T
1994 REVISED BUDGET:	\$ 895,930	13
1994 ONE-TIME REQUIREMENTS:		
- None		
1994 BUDGET REDUCTIONS (1995 IMPACT):		
- None		
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1995:		
- Salaries and Benefits Adjustment	13,000	
- Non-Personal Services Inflation Adjustment	4,130	
1994 CONTINUATION LEVEL:	\$ 913,060	13
FUNDED NEW/EXPANDED SERVICE LEVELS:		
- None		
UNFUNDED CURRENT SERVICE LEVELS:		
- None		
MISCELLANEOUS INCREASES (DECREASES):		
- Personal Services Changes	(18,660)	
1995 BUDGET:	<u>\$ 894,400</u>	<u>13FT OPT OT</u>

1995 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.

1994 PERFORMANCES:

- Audited transactions of the Annual Supply Contracts and the Blanket Purchase Orders.
- Improved the Purchasing Department's automated systems.
- Continued consolidating the municipal supplies and services for greater savings.
- Continued using surplus supplies and materials on a Municipal wide basis.

1995 PERFORMANCE OBJECTIVES:

- Continue to audit transactions of the Annual Supply Contracts and the Blanket Purchase Orders.
- Continue consolidation of municipal supplies and services for greater savings.
- Continue to utilize surplus supplies and materials on a Municipal wide basis.
- Further improve and replace the Purchasing Department's automated systems which are deteriorating and becoming obsolete.

RESOURCES:

	1993 REVISED			1994 REVISED			1995 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	13	0	0	13	0	0	13	0	0
PERSONAL SERVICES	\$	805,220		\$	774,570		\$	782,850	
SUPPLIES		12,000			12,000			12,000	
OTHER SERVICES		86,890			87,290			90,050	
CAPITAL OUTLAY		370			22,070			9,500	
TOTAL DIRECT COST:	\$	904,480		\$	895,930		\$	894,400	
PROGRAM REVENUES:	\$	80,000		\$	80,000		\$	80,000	

WORK MEASURES:

- Construction Contracts	65	95	70
- Formal Bids	115	130	130
- Request for Proposals	81	85	85
- Request for Quotes	415	400	440
- Purchase Orders Issued (Includes Change Orders and Releases)	5,553	5,700	5,600

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

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12/20/94
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M U N I C I P A L I T Y O F A N C H O R A G E
1995 DEPARTMENT RANKING

DEPT: 19 -PURCHASING

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

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

CB	1	Provide for procurement of construction,
	0F	supplies, and services for all agencies
	1	of the municipality as required by Title
		Seven of the Anchorage Municipal Code.
		(CB)

IGC SUPPORT
PROGRAM REVENUES 80,000

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
13	0	0	782,850	12,000	90,050	0	9,500	894,400

SUBTOTAL OF FUNDED SERVICE LEVELS, PURCHASING

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
13	0	0	782,850	12,000	90,050	0	9,500	894,400

----- DEPARTMENT OF PURCHASING

FUNDING LINE

894,400

TOTALS FOR DEPARTMENT OF PURCHASING

, FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
13	0	0	782,850	12,000	90,050	0	9,500	894,400