

# **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 within the department for greater efficiency.

RESOURCES	1996	1997
Direct Costs	\$ 879,620	\$ 892,860
Program Revenues	\$ 74,000	\$ 72,000
Personnel	13FT	13FT

## . 1997 RESOURCE PLAN

DEPARTMENT: PURCHASING	•	•									
	FINANCIAL	SUMMARY			PE	RSONNE	LS	UMMA	RY		
DIVISION	1996 REVISED	1997 BUDGET		1996	REVIS	ED			199	7 BUD	BET"
D1 12010.1			l FT	PT	T	TOTAL	I	FT	PT	T	TOTAL
PURCHASING SERVICES	879,620	892,860	1 13			13	1	13			13
PORCHASING SERVICES		100 mm on the ris the res on the	]				1				
	879,620	892,860	1 13			13	ı	13			13
OPERATING COST	877,020	0,2,000	1======	=====	<b>====</b>	*====	==:	====	=====	====	=====
	0	a	1								
ADD DEBT SERVICE	U		1								
			1								
DIRECT ORGANIZATION COST	879,620	892,860	!								
			1								
ADD INTRAGOVERNMENTAL	221,830	229,290									
CHARGES FROM OTHERS		•	ì								••
·	به در شاخه چه پي <sub>ن درد</sub> چه چه درد درد		1	*							
TOTAL DEPARTMENT COST	1,101,450	1,122,150	l								
			1								
LESS INTRAGOVERNMENTAL	1,027,080	1,049,930	i								
CHARGES TO OTHERS			1								
			1						,		
FUNCTION COST	74,370	72,220	1								
FORC 1 TON COST	,		1								
LESS PROGRAM REVENUES	74,000	72,000	ì								
LESS PROGRAM REVENUES	7-7,000		1								
	370	220									
NET PROGRAM COST	570	220	' 	~====	-=====	======	:==	=====	:====	:====	:======

## 1997 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT
PURCHASING SERVICES	800,030	12,000	85,060	10,520	907,610
DEPT. TOTAL WITHOUT DEBT SERVICE LESS VACANCY FACTOR	800,030 14,750	12,000	85,060	10,520	907,610 14,750
ADD DEBT SERVICE TOTAL DIRECT ORGANIZATION COST	785,280	12,000	85,060	10,520	892,860

## **RECONCILIATION FROM 1996 REVISED BUDGET TO 1997 BUDGET**

DEPARTMENT: PURCHASING					
	DIR	ECT COSTS	P	OSITION	S
	-		FT	PT	T
1996 REVISED BUDGET:	\$	879,620	13	0	0
1996 ONE-TIME REQUIREMENTS: - None					
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1997: - Salaries and Benefits Adjustment - Non-Personal Services Inflation Adjustment		9,980 3,260			
1996 CONTINUATION LEVEL:	\$	892,860	13	0	0
FUNDED NEW/EXPANDED SERVICE LEVELS: - None					
UNFUNDED CURRENT SERVICE LEVELS: - None					
MISCELLANEOUS INCREASES (DECREASES) - None					
1997 BUDGET REQUEST:	\$	892,860	13 FT	0 PT	от

#### 1997 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.

#### 1996 PERFORMANCES:

- Continued consolidating purchases of Municipal supplies and services wherever feasible for greater savings.

- Continued to make surplus supplies and materials available on a

Municipal-wide basis.

- Continued improving and replacing the Purchasing Department's automated systems which were deteriorating and becoming obsolete.

#### 1997 PERFORMANCE OBJECTIVES:

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

- Continue consolidating purchases of Municipal supplies and services

wherever feasible for greater savings.

- Continue to make surplus supplies and materials available on a Municipal wide basis.

- Finish improving and replacing the Purchasing Department's automated systems which are deteriorating and becoming obsolete.

#### **RESOURCES:**

PERSONNEL:	1995 FT 13	REVI: PT 0	SED T O	1996 FT 13	REVI PT 0	SED T 0	1997 FT 13	BUDO PT 0	GET T O
PERSONAL SERVICES SUPPLIES OTHER SERVICES CAPITAL OUTLAY	\$	90	650 000 050 500	\$	87,	,430 ,000 ,190 ,000	\$	785, 12, 85, 10,	000 060
TOTAL DIRECT COST:	\$	891,	200	\$	879,	,620	\$	892,	860
PROGRAM REVENUES:	\$	80,	000	\$	74,	,000	\$	72,	000
WORK MEASURES: - Construction contracts - Formal bids - Request for Proposals - Request for Quotes - Purchase Orders issued (includes Change Orders and Releases)			75 141 80 292 016		6	85 130 80 350 ,000			85 130 80 400 000

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

BPAB010R 09/06/96

## MUNICIPALITY OF ANCHORAGE 1997 DEPARTMENT RANKING

165614

DEPT: 19 -PURCHASING DEPT BUDGET UNIT/

RANK PROGRAM

SL SVC CODE LVL

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

1 Provide for procurement of construction OF supplies, and services for all agencies

1 of the Municipality as required by Titl Seven of the Anchorage Municipal Code.

IGC SUPPORT
PROGRAM REVENUES 72,000

PEI FT 13	RSONN PT 0	EL T O	PERSONAL SERVICE 785,280	SUPPLIES 12,000	OTHER SERVICES 85,060	DEBT SERVICE 0	CAPITAL OUTLAY 10,520	TOTAL 892,860
SUBT	TAL	OF F	UNDED SERVICE	LEVELS, PU	RCHASING			
PER	RSONN	EL	PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	Т	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
13	0	0	785,280	12,000	85,060	0	10,520	892,860
		– DEf	PARTMENT OF P	URCHASING		FUNDING LIN	IE	
		– DEf	PARTMENT OF P	URCHASING		FUNDING LIN	IE	892,860
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6		- DEF	PARTMENT OF P	URCHASING		FUNDING LIN	IE	892,860
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T01	`ALS	• •	PARTMENT OF P			FUNDING LIN		892,860
	ALS I	FOR I			OTHER			892,860
		FOR I	DEPARTMENT OF		OTHER	, FUNDED AN	ID UNFUNDED	892,860