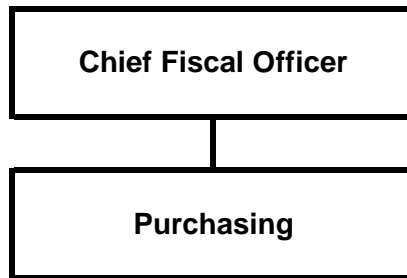


Purchasing



Purchasing

Description

The Purchasing Department is the office responsible for the acquisition of supplies, services, and construction in support of the operations of the Municipality. The Department is the entity within the Municipality authorized to issue Invitations to Bid and Requests for Proposal. The Department issues purchase orders, develops term contracts, and acquires 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 business and 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 resources 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
- Develop method of accounting for inventory and fixed assets per City guidelines
- Provide assistance contract administration training to departments throughout the process
- 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

	2012 Actuals	2013 Revised	2014 Approved	14 v 13 % Chg
Direct Cost by Division				
Purchasing Admin	1,313,462	1,659,043	1,751,470	5.57%
Direct Cost Total	1,313,462	1,659,043	1,751,470	5.57%
Intragovernmental Charges				
Charges by Other Departments	132,475	393,217	381,361	<3.02%>
Charges to Other Departments	(1,147,540)	(1,520,340)	(1,862,057)	22.48%
Function Cost Total	298,397	531,920	270,774	<49.09%>
Program Generated Revenue	(298,397)	(269,500)	(269,500)	-
Net Cost Total	-	262,420	1,274	<99.51%>
Direct Cost by Category				
Salaries and Benefits	1,197,904	1,550,563	1,656,665	6.84%
Supplies	5,703	10,060	8,060	<19.88%>
Travel	-	3,700	-	-
Contractual/OtherServices	88,055	94,720	86,745	<8.42%>
Debt Service	-	-	-	-
Equipment, Furnishings	21,801	-	-	-
Direct Cost Total	1,313,462	1,659,043	1,751,470	5.57%
Position Summary as Budgeted				
Full-Time	15	14	14	
Part-Time	1	-	-	
Position Total	16	14	14	

Purchasing

Reconciliation from 2013 Revised Budget to 2014 Approved Budget

	Direct Costs	Positions		
		FT	PT	T
2013 Revised Budget	1,659,043	14	-	-
2013 One-Time Requirements				
- Reverse one-time funding of PaymentNet 4 upgrade	(50,000)	-	-	-
Changes in Existing Programs/Funding for 2014				
- Salary and benefits adjustments	106,102	-	-	-
- Contractual - Auctioneering contract for surplus municipal property	50,000	-	-	-
2014 Continuation Level	1,765,145	14	-	-
2014 Proposed Budget Changes				
- Miscellaneous non-labor savings	(13,675)	-	-	-
2014 Approved Budget	1,751,470	14	-	-

Purchasing Division Summary

Purchasing Admin

(Fund Center # 138179, 138100)

	2012 Actuals	2013 Revised	2014 Approved	14 v 13 % Chg
Direct Cost by Category				
Salaries and Benefits	1,197,904	1,550,563	1,656,665	6.84%
Supplies	5,703	10,060	8,060	<19.88%>
Travel	-	3,700	-	
Contractual/Other Services	88,055	94,720	86,745	<8.42%>
Equipment, Furnishings	21,801	-	-	
Manageable Direct Cost Total	1,313,462	1,659,043	1,751,470	5.57%
Debt Service	-	-	-	
Direct Cost Total	1,313,462	1,659,043	1,751,470	5.57%
Revenue by Fund				
Fund 101000 - Areawide General	298,397	269,500	269,500	-
Revenue Total	298,397	269,500	269,500	-

Positions as Budgeted

	2012 Revised		2013 Revised		2014 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	6	-	4	-	4	-
Deputy Purchasing Officer	2	-	2	-	2	-
Director	-	1	1	-	1	-
Junior Admin Officer	1	-	1	-	1	-
Office Associate	2	-	1	-	1	-
Principal Admin Officer	2	-	2	-	2	-
Senior Admin Officer	-	-	1	-	1	-
Senior Office Assistant	1	-	-	-	-	-
Senior Office Associate	1	-	2	-	2	-
Positions as Budgeted Total	15	1	14	-	14	-

**Purchasing
Division Detail
Purchasing Admin**

(Fund Center # 138179, 138100)

	2012 Actuals	2013 Revised	2014 Approved	14 v 13 % Chg
Direct Cost by Category				
Salaries and Benefits	1,197,904	1,550,563	1,656,665	6.84%
Supplies	5,703	10,060	8,060	<19.88%>
Travel	-	3,700	-	-
Contractual/Other Services	88,055	94,720	86,745	<8.42%>
Equipment, Furnishings	21,801	-	-	-
Manageable Direct Cost Total	1,313,462	1,659,043	1,751,470	5.57%
Debt Service	-	-	-	-
Direct Cost Total	1,313,462	1,659,043	1,751,470	5.57%
Intra-Governmental Charges				
Charges by Other Departments	132,475	393,217	381,361	<3.02%>
Charges to Other Departments	(1,147,540)	(1,520,340)	(1,862,057)	22.48%
Program Generated Revenue				
406620 - Rmb Cost-NonGrntFund	121,187	105,000	105,000	-
408380 - Prior Yr Exp Recov	596	-	-	-
408570 - Sle Of Cntror Specs	2,467	4,500	4,500	-
408580 - Miscellaneous Revenues	174,127	160,000	160,000	-
460070 - MOA Property Sales	21	-	-	-
Program Generated Revenue Total	298,397	269,500	269,500	-
Net Cost				
Manageable Direct Cost	1,313,462	1,659,043	1,751,470	5.57%
Debt Service	-	-	-	-
Charges by Other Departments	132,475	393,217	381,361	<3.02%>
Charges to Other Departments	(1,147,540)	(1,520,340)	(1,862,057)	22.48%
Program Generated Revenue	(298,397)	(269,500)	(269,500)	-
Net Cost Total	-	262,420	1,274	<99.51%>

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.

2011	2012	7/31/13
.5%	.4%	.3%

Benchmark below 1%

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

2011	2012	7/31/13
1	0	0

2011 (Bidding review upheld MOA decision, ERP)

Measure #3: Expenditures in the local area

2011	2012	7/31/13
79%	74%	85%

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

2013 (however will decrease due to ML&P Plant 2 expansion)

No formal Goal but matter of local interest