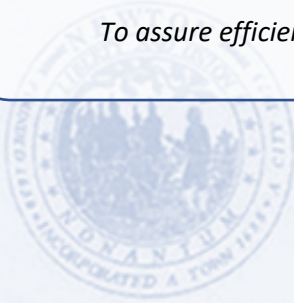


Purchasing Department

Mission

To assure efficiency and legal compliance for everything the City of Newton purchases.



CITY OF NEWTON
1000 COMMONWEALTH AVENUE
NEWTON, MA 02459
PHONE: 617-796-1220
FAX: 617-796-1227

Tax Exempt No. 046-001-404

Instructions to vendor
1. Submit original &
2. Submit separate
3. Note terms and

Purchase Order Date	Date Required	Requisition No.	Vendor No.
02/22/19		1903642	11790

VENDOR:

MINUTEMAN TRUCKS, INC
2181 PROVIDENCE HWY

BILL TO/SHIP TO

The Purchasing Department is entrusted with assuring that City supplies and services are procured efficiently and in accordance with the law. Purchasing works with Departments to ensure specifications are precisely written and fully advertised to allow fair and open competition. Purchasing staff work cooperatively with all City Departments, including the Newton Public Schools, as successful purchasing is a team effort.

The Department has established policies for orderly procurements and seeks to assist departments on their application. Our policy is to avoid buying on exceptions and accommodations here and there; the process would soon become chaotic. Purchasing does not seek "to create a tangle of red tape or technical pitfalls." Rather our goal is "to prescribe an orderly framework for awarding contracts through an open and competitive process" This process results in best value for the City and our taxpayers and fairness to our suppliers and contractors.

One principle applies to all procurements: the City uses open, fair competition. Therefore, all procurements are made using sound business practices, solicitation of quotes, invitations for bid (IFBs), or requests for proposals (RFPs).

The Purchasing Department works hard to teach City employees best practices for procurement. Education initiatives include the annual *Procedures For Departmental Purchasing* (6th ed.) (a/k/a the Purple Book), a monthly Newsletter called Nick's Notes, participation in HR orientation programs for new employees, and departmental visits.

The Mail Room and Print Shop are also part of the Purchasing Department. The Print Shop provides services to virtually all City Departments, including Treasury, Retirement, City Clerk, Library, DPW, Fire and Parks & Recreation. Our mission is to provide mail and print services efficiently, responsibly and in a timely manner.

The Purchasing Department provides essential procurement, print and mail services to City Departments and procurement services to the Newton Public Schools. While the Department has no public face, as its customers are internal, its operations affect every Department every day.

Many major procurements have been initiated in FY23 and will continue into FY24. The Department either manages or supports OPMs or consultants managing these procurements, which include medical insurance administrations services, parking violations ticketing services, capital equipment for the City's forestry division, and pending construction projects, i.e., NewCAL, Lincoln Elliot ES, Franklin ES and Gath Pool upgrades.

Bids and proposals are up over this time last year (FY22, 41; YTD FY23, 76), as are purchase orders (FY22, 2,814; FY23, 3,334).

COVID affected the Mail Room and Print Shop. Mailings have increased from prior years, both in number of items and total cost, which were 255,612 and \$153,268 respectively for 2022 and 265,314 and \$170,098 for YTD FY23 (annualized). Printing was down significantly at the start of the pandemic. This is a consequence of the digitization of many high-volume printing tasks, such as the Councilors' meeting packets. Copies fell from a high in 2021 and have been at a fairly consistent level (FY23 623,312 (annualized)) ever since.

Significant accomplishments include:

- Worked with departments and private designers to manage the advertising, issuing, intake and management of 76 Invitations for Bids (IFBs) and Request for Proposals (RFPs), totaling and \$21,196,730

(as of 3/31/23) for YTD23 (106 IFBs/RFPs totaling \$65.7M for FY22¹).

- Updated 6th edition of *Procedures for Departmental Purchasing* (Purple Book) to reflect changes in City bid thresholds.
- Processed 4,433 purchase orders totaling \$17.6M.
- Attended municipal purchasing official meetings and continuing education programs.
- Metered and mailed YTD FY23 176,876 letters and packages.
- Explored opportunities to further diversity, equity and inclusion goals through procurement and purchasing programs and policies.

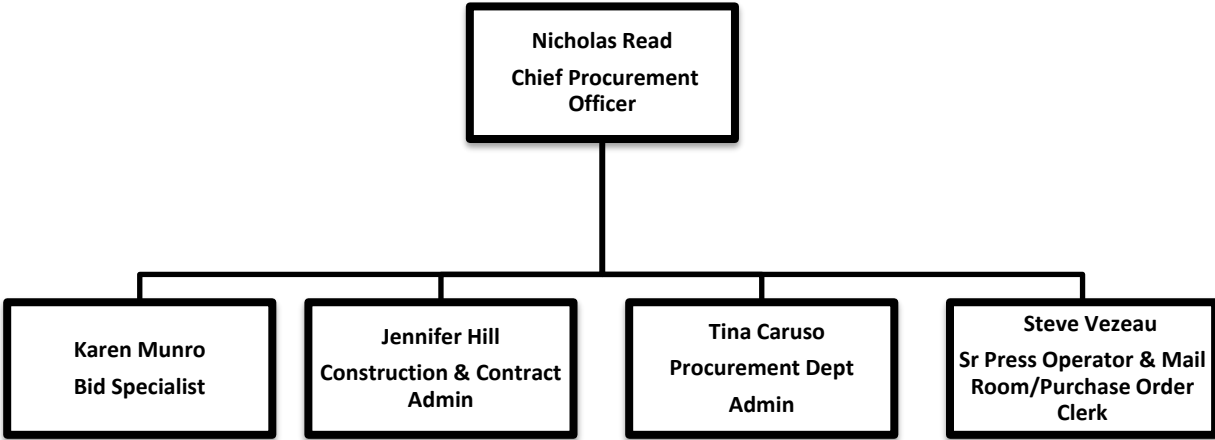
Purchasing has set a standard of integrity in public procurement while assisting departments to navigate law and policy. We will continue to provide this high level of service into FY24.



Nicholas Read
Chief Procurement Officer

¹ Two large procurements—school bus transportation (\$31.2 M) and CIP Project 8 Sewer Rehabilitation (\$5.6 M) account for this high total.

PURCHASING



Financial and Operating Highlights

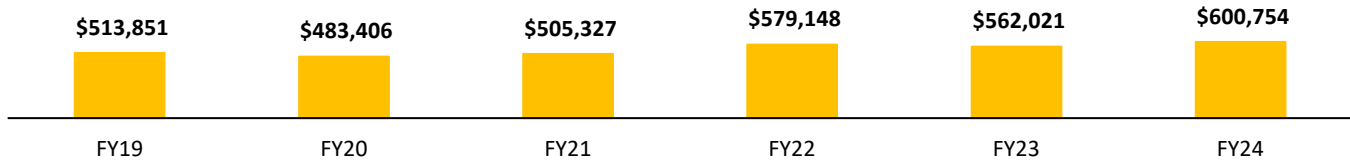
Financial Highlights

	<-----Actual----->				Original	Proposed
	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Expenditure by Department						
Purchasing	\$ 390,380	\$ 385,097	\$ 389,531	\$ 427,580	\$ 412,229	\$ 448,423
Telecomm	\$ (1,519)	\$ (15,939)	\$ 21,144	\$ 19,821	\$ -	\$ -
Printing	\$ 124,990	\$ 114,248	\$ 94,652	\$ 131,747	\$ 149,792	\$ 152,331
Total	\$ 513,851	\$ 483,406	\$ 505,327	\$ 579,148	\$ 562,021	\$ 600,754
% Incr	0.16%	-5.92%	4.53%	14.61%	-2.96%	6.89%

Personnel

Full-Time	5	5	5	5	5	5
Part-Time	0	0	0	0	0	0
Total	5	5	5	5	5	5

Total Purchasing Department Expenditures



Operating Highlights

	FY19	FY20	FY21	FY22	FY23 YTD
Purchasing					
Invitations For Bids (Number)	99	74	60	87	56
Requests For Proposals (Number)	5	8	9	14	8
Requests For Qualifications	1	3	5	5	5
Bids & Proposals (Dollars)	\$29,541,333	\$7,353,008	\$16,091,288	\$65,712,580	\$15,180,819
Purchase Orders (Number)	4,930	4,351	3,699	4,433	3,334
Purchase Orders (Aggregate Value)	\$17,444,864	\$16,314,252	\$15,371,933	\$17,613,214	\$19,479,271

Print Shop

Black & White Copies	388,324	647,071	289,519	330,024	182,713
Color Copies	263,533	434,546	189,193	294,318	180,886
Total All Copies	651,857	1,081,617	478,712	624,342	363,599

Mail Room

Number of Items Mailed	81,115	157,506	193,307	255,612	176,876
Total Cost of Mailings	\$46,123	\$93,565	\$112,125	\$153,268	113,399

Purchasing Department

Fiscal Year 2024 Outcomes and Strategies

Outcome 1

Provide Administration Services & Assure Compliance for All City Procurements

Between Invitations For Bids, Requests For Proposals and purchase orders, the Purchasing Department administers procurements totaling over \$30 million annually. The Department's goal is to provide a framework for awarding contracts through an open and competitive process.

Competition is more robust when the field of bidders is large; reducing the number of potential bidders on account of minor deficiencies serves little public purpose. Within these parameters, the goal of the Purchasing Department is to do whatever we can to facilitate and preserve fair, orderly, and robust procurements in order to obtain the highest quality supplies and services at the best price, in accordance with state laws and City Policy.

To meet this goal, we follow procedures that are designed to assure that all procurements are made in an orderly manner and in compliance with all applicable laws and policies. Assisting department with their bids, providing forms, putting draft bids in final form, advertising and issuing bids, doing intake and review, assisting in the selection of winning bidders and preparing, issuing and administering contract execution are all part of the Department's daily responsibilities.

In FY23, Purchasing adopted digital alternatives, such as electronic signatures, to procurement processes. Further digitization in FY24 will include delegation of transmission of POs to departments rather than using USPS mail services.

Purchasing is working with the Clerk's Office to scan all existing procurement files. This project is ongoing. The goal is to eliminate paper files altogether and in addition, once the record retention periods have passed, to dispose of all files in the department's vault.

Purchasing will work with IT in FY24 to establish a MUNIS platform for the acceptance of electronic bids. This will also reduce paper records and will aid in compliance with public records requests.

Outcome 2

Continue Expansion of Digital Procurement Documentation

Purchasing Department

Fiscal Year 2024 Outcomes and Strategies

Outcome 3

Look for Possibilities for Increasing Diversity, Equity and Inclusion in Contracting

The City's procurement dollars, as well as purchasing supplies and services, can be used to further goals of diversity, equity, and inclusion. There are many possible opportunities to do this, and we are fully evaluating them and considering them in the context of law and public policy.

The Purchasing Department, together with other City departments and the City's Economic Development Commission, will continue to work with the Black Economic Council of Massachusetts (BECMA) and neighboring cities and towns to investigate statutory and policy options, establish a community standard, and determine the procedures and personnel needed to implement the various options.

Legal requirements, policies and procedures apply to all City and NPS procurements. The Purchasing Department itself buys little; our purpose is to assure that the Departments that are doing the purchasing know and follow the applicable rules. We find that rules are easier to remember and follow if one knows why the rule is there in the first place.

Outcome 4

Continue and Expand Education Initiatives

An important educational initiative is the Department's *Procedures For Departmental Purchasing*, which describes in detail all the steps necessary for small and large procurements. A new edition was issued in September 2021. With Policy changes adopted at the start of 2023 we will update the *Procedures* in FY24.

We look forward to departmental visits and HR orientation meetings in FY24 as another educational opportunity.

FUND: 0001 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

**CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL**

	ACTUAL 2020	ACTUAL 2021	ACTUAL 2022	ORIGINAL 2023	RECOMMENDED 2024	CHANGE 2023 to 2024
PURCHASING SUMMARY						
51 - PERSONNEL SERVICES	381,232	387,209	437,801	430,612	441,904	11,292
52 - EXPENSES	23,514	35,087	57,096	66,000	63,560	-2,440
57 - FRINGE BENEFITS	78,320	83,031	84,250	65,408	95,290	29,882
TOTAL DEPARTMENT	483,066	505,327	579,148	562,020	600,754	38,734
PURCHASING						
51 - PERSONNEL SERVICES	312,539	318,670	356,880	352,851	361,933	9,082
52 - EXPENSES	16,244	10,977	10,616	19,100	17,660	-1,440
57 - FRINGE BENEFITS	55,974	59,884	60,084	40,278	68,830	28,552
TOTAL PURCHASING	384,757	389,531	427,580	412,229	448,423	36,194
TELECOMMUNICATIONS						
52 - EXPENSES	-15,939	21,144	19,821	0	0	0
TOTAL TELECOMMUNICATIONS	-15,939	21,144	19,821	0	0	0
PRINTING						
51 - PERSONNEL SERVICES	68,693	68,539	80,922	77,761	79,971	2,210
52 - EXPENSES	23,210	2,966	26,659	46,900	45,900	-1,000
57 - FRINGE BENEFITS	22,346	23,147	24,167	25,131	26,460	1,329
TOTAL PRINTING	114,248	94,652	131,747	149,792	152,331	2,539

FUND: 0001 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

**CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL**

	ACTUAL 2020	ACTUAL 2021	ACTUAL 2022	ORIGINAL 2023	RECOMMENDED 2024	CHANGE 2023 to 2024
105 - PURCHASING						
0110538 - PURCHASING						
PERSONNEL SERVICES						
511001 FULL TIME SALARIES	295,264	313,420	348,603	346,451	355,533	9,082
511101 PART TIME < 20 HRS/WK	12,026	0	2,027	0	0	0
513010 REGULAR OVERTIME	340	0	0	0	0	0
514001 LONGEVITY	4,250	4,250	5,250	5,400	5,400	0
515102 CLEANING ALLOWANCE	1,000	1,000	1,000	1,000	1,000	0
TOTAL PERSONNEL SERVICES	312,879	318,670	356,880	352,851	361,933	9,082
EXPENSES						
524010 OFFICE EQUIPMENT R-M	501	610	160	500	500	0
527400 RENTAL - EQUIPMENT	3,552	0	1,752	2,750	2,750	0
534010 TELEPHONE	0	0	0	500	360	-140
534100 POSTAGE	1,643	1,006	1,186	1,500	1,500	0
534200 PRINTING	304	0	0	1,000	400	-600
534300 ADVERTISING/PUBLICATIO	4,402	4,423	4,282	7,000	5,000	-2,000
542000 OFFICE SUPPLIES	3,776	2,332	1,683	3,250	4,000	750
571000 VEHICLE USE REIMBURSE	145	0	66	250	150	-100
571100 IN-STATE CONFERENCES	1,350	1,846	529	1,500	1,500	0
573000 DUES & SUBSCRIPTIONS	569	759	959	850	1,500	650
TOTAL EXPENSES	16,244	10,977	10,616	19,100	17,660	-1,440
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	1,303	1,240	1,204	1,204	1,269	65
57HLTH HEALTH INSURANCE	44,553	47,668	46,912	30,993	54,343	23,350
57LIFE BASIC LIFE INSURANCE	170	170	156	171	179	8
57MEDA MEDICARE PAYROLL TAX	4,010	4,111	4,643	5,116	5,268	152
57OPEB OPEB CONTRIBUTION	5,938	6,696	7,168	2,794	7,771	4,977
TOTAL FRINGE BENEFITS	55,974	59,884	60,084	40,278	68,830	28,552
TOTAL PURCHASING	385,097	389,531	427,580	412,229	448,423	36,194
0110539 - TELECOMMUNICATIONS						
EXPENSES						
534010 TELEPHONE	9,925	338	292	0	0	0
534020 CELLULAR TELEPHONES	-25,864	20,806	19,529	0	0	0
TOTAL EXPENSES	-15,939	21,144	19,821	0	0	0
TOTAL TELECOMMUNICATIONS	-15,939	21,144	19,821	0	0	0

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL 2020	ACTUAL 2021	ACTUAL 2022	ORIGINAL 2023	RECOMMENDED 2024	CHANGE 2023 to 2024
0110540 - PRINTING						
PERSONNEL SERVICES						
511001 FULL TIME SALARIES	67,124	66,868	79,328	75,261	77,221	1,960
513010 REGULAR OVERTIME	68	171	93	0	250	250
514001 LONGEVITY	1,000	1,000	1,000	2,000	2,000	0
515101 CLOTHING ALLOWANCE	500	500	0	0	0	0
515102 CLEANING ALLOWANCE	0	0	500	500	500	0
TOTAL PERSONNEL SERVICES	68,693	68,539	80,922	77,761	79,971	2,210
EXPENSES						
524010 OFFICE EQUIPMENT R-M	2,907	340	531	2,400	1,400	-1,000
527400 RENTAL - EQUIPMENT	27,571	34,848	33,857	38,000	38,000	0
534100 POSTAGE	-4,433	-32,943	-3,586	1,000	1,000	0
534200 PRINTING	0	-5,117	0	0	0	0
550100 PRINTING SUPPLIES	-2,983	5,689	-4,391	5,000	5,000	0
558100 UNIFORMS/PROTECTIVE	148	149	248	500	500	0
TOTAL EXPENSES	23,210	2,966	26,659	46,900	45,900	-1,000
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	561	516	501	501	528	27
57HLTH HEALTH INSURANCE	20,893	21,729	22,598	23,502	24,772	1,270
57MEDA MEDICARE PAYROLL TAX	893	902	1,068	1,128	1,160	32
TOTAL FRINGE BENEFITS	22,346	23,147	24,167	25,131	26,460	1,329
TOTAL PRINTING	114,248	94,652	131,747	149,792	152,331	2,539
TOTAL PURCHASING	483,406	505,327	579,148	562,020	600,754	38,734