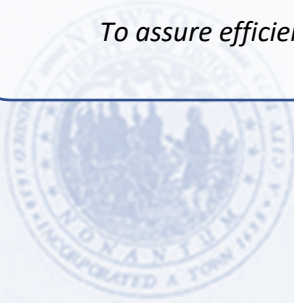


Purchasing Department

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

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 Purchasing 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 the best value for the City and our taxpayers and fairness to our suppliers and contractors.

One overriding principle applies to all procurements: the City process is open, fair and competitive. To that end, all procurements are made using sound business practices, solicitation of quotes, invitations for bid (IFBs), or requests for proposals (RFPs).

The Purchasing Department provides resources for City employees to learn best practices of procurement. Education initiatives include the annual *Procedures for Departmental Purchasing* (7th ed.) (a.k.a., the Pink Book), 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 & Culture. 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 as well as procurement services to the Newton Public Schools (NPS). While the Department has no public face, as our customers are internal, our operations affect every Department every day.

The City undertook many large procurements in FY2023 and some continued into FY2024. The Department facilitated two significant OPM-managed projects, Lincoln Eliot Elementary School and NewCAL. Purchasing administered a third large project, the new Gath Pool. Other large projects include improvements to the City Hall pond, a RFP for City transportation (NewMO), and an NPS food services RFP. The Department helped procure turf for playing fields at Albemarle and NNHS, and the Department served as the lead jurisdiction for a multicity road salt bid and was a participant in cooperative bids for ammunition (Waltham), fuel (Brookline & Cambridge) and trash collection (Brookline).

YTD bids and proposals are relatively consistent from this time last year (FY2023, 79; YTD FY2024, 59), as are purchase orders (FY2023, 4,836; YTD FY2024, 3,430).

COVID affected the Mail Room and Print Shop. Mailings have declined from a high in 2022-23, both in number of items and total cost, which were 254,530 and \$170,167 respectively for 2023 and 217,983 and \$154,750 for YTD FY24 (annualized). Printing was down significantly at the start of the pandemic. This may be a permanent change due to the digitization of many high-volume printing tasks, such as the Councilors' meeting packets. Copies have been in a general decline fairly consistently ever since.

Significant accomplishments include:

- Worked with Departments to manage the advertising, issuing, intake and management of 59 Invitations for Bids (IFBs), Requests for Proposals (RFPs) and Requests For Qualifications totaling and \$91,508,470 (as of 2/29/24)¹ for YTD2024 (106 IFBs/RFPs totaling \$33,770,892 for FY2023).
- Disposing of procurement files that were past the required retention period and digitizing all bid files for the period 2015-2020.
- Attended municipal purchasing official meetings and continuing education programs.
- Metered and mailed YTD FY2024 145,322 letters and packages.
- Explored opportunities to further diversity, equity and inclusion goals through procurement and purchasing programs and policies.

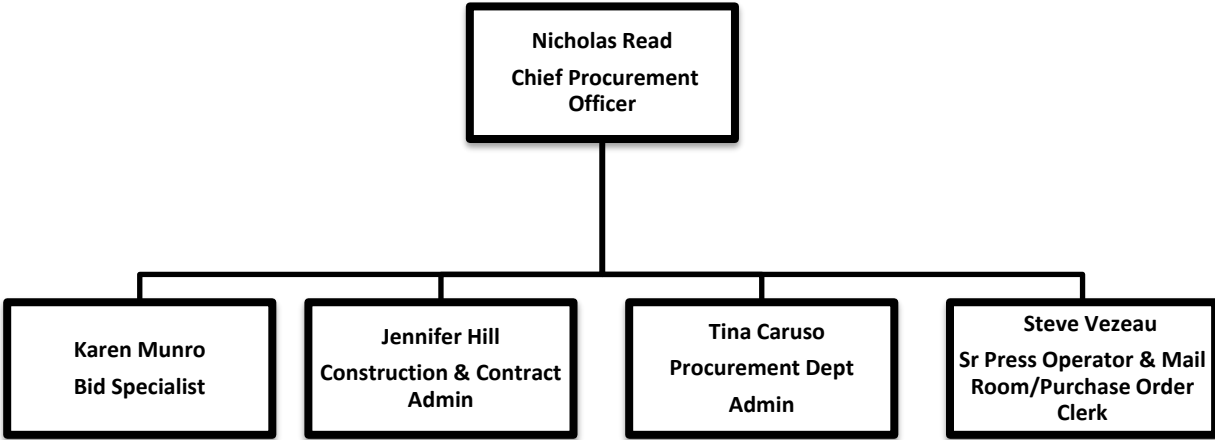
Purchasing has set a standard of integrity in public procurement while assisting Departments to navigate law and policy. We will continue to provide this high level of service into FY2025.



Nicholas Read
Chief Procurement Officer
March 1, 2024

¹ Two procurements—Lincoln Eliot and NewCal—account for this high number.

PURCHASING



Financial and Operating Highlights

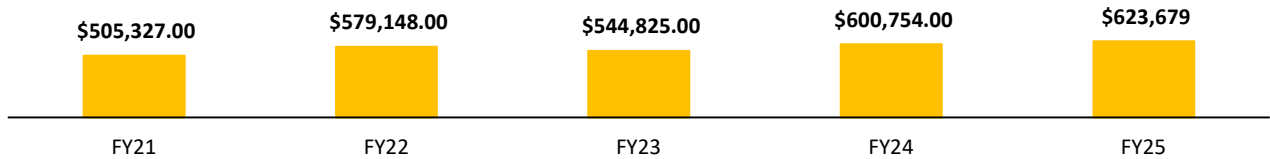
Financial Highlights

	<-----Actual----->					Original FY2024	Proposed FY2025
	FY2021	FY2022	FY2023				
Expenditure by Department							
Purchasing	\$ 389,531	\$ 427,580	\$ 434,985	\$ 448,423	\$ 464,404		
Telecomm	\$ 21,144	\$ 19,821	\$ 3,710	\$ -	\$ -		
Printing	\$ 94,652	\$ 131,747	\$ 106,130	\$ 152,331	\$ 159,275		
Total	\$ 505,327	\$ 579,148	\$ 544,825	\$ 600,754	\$ 623,679		
% Incr	4.53%	14.61%	-5.93%	10.27%	3.82%		

Personnel

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

Total Purchasing Department Expenditures



Operating Highlights

	FY19	FY20	FY21	FY22	FY23
Purchasing					
Invitations For Bids (N	99	74	60	87	78
Requests For Proposal	5	8	9	14	12
Requests For Qualifica	n/a	3	5	5	20
Bids & Proposals (Doll	\$29,541,333	\$7,353,008	\$16,091,288	\$65,712,580	\$33,770,892
Purchase Orders (Num	4,930	4,351	3,699	4,433	4,836
Purchase Orders (Aggi	\$17,444,864	\$16,314,252	\$15,371,933	\$17,613,214	\$29,238,197

Print Shop

Black & White Copies	911,428	647,071	289,519	330,024	324,494
Color Copies	592,964	434,546	189,193	294,318	408,325
Total All Copies	1,505,392	1,081,617	478,712	624,342	732,829

Mail Room

Number of Items Mail	162,955	157,506	193,307	255,612	254,530
Total Cost of Mailings	\$98,682	\$93,565	\$112,125	\$153,268	170,617

Purchasing Department

Fiscal Year 2025 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 to do whatever it 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 Departments 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.

An important, ongoing 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 June 2023. Policy and procedure changes may mean the *Procedures* will be updated in FY2025.

In FY2024, Purchasing integrated digital alternatives, such as electronic signatures, onto procurement processes. Further digitization in FY2025 will include delegation of transmission of POs to Departments rather than using USPS mail services.

Outcome 2

Continue Expansion of Digital Procurement Documentation

Purchasing has worked 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.

In addition, IT is expanding the use of the MUNIS platform for (i) the execution of contracts using approvals rather than signatures and (ii) acceptance of electronic bids. Training will be ongoing into FY2025. This will also reduce paper records and will aid with the compliance with public records requests.

Purchasing Department

Fiscal Year 2025 Outcomes and Strategies

Outcome 3

Explore Avenues 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 equity, diversity 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 investigate statutory and policy options, establish a community standard, and determine the procedures and personnel needed to implement the various options.

The City Mail Room and Print Shop is staffed by Steve Vezeau, who will be retiring mid-FY2025. This provides an opportunity to restructure the mail and print functions, which have changed dramatically in the past decade.

Outcome 4

Restructure Mail and Print Services

This retirement allows for the City to explore alternative ways of delivering services. The Purchasing Department will explore them and make recommendations, as appropriate.

FUND: 0001 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

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

	ACTUAL 2021	ACTUAL 2022	ACTUAL 2023	ORIGINAL 2024	RECOMMENDED 2025	CHANGE 2024 to 2025
PURCHASING SUMMARY						
51 - PERSONNEL SERVICES	386,709	437,801	430,638	441,904	450,581	8,677
52 - EXPENSES	35,087	57,096	24,293	63,560	66,860	3,300
57 - FRINGE BENEFITS	83,031	84,250	89,894	95,290	106,238	10,948
TOTAL DEPARTMENT	504,827	579,148	544,825	600,754	623,679	22,925
PURCHASING						
51 - PERSONNEL SERVICES	318,670	356,880	352,878	361,933	370,313	8,380
52 - EXPENSES	10,977	10,616	17,237	17,660	17,660	0
57 - FRINGE BENEFITS	59,884	60,084	64,870	68,830	76,431	7,601
TOTAL PURCHASING	389,531	427,580	434,985	448,423	464,404	15,981
TELECOMMUNICATIONS						
52 - EXPENSES	21,144	19,821	3,710	0	0	0
TOTAL TELECOMMUNICATIONS	21,144	19,821	3,710	0	0	0
PRINTING						
51 - PERSONNEL SERVICES	68,039	80,922	77,760	79,971	80,268	297
52 - EXPENSES	2,966	26,659	3,346	45,900	49,200	3,300
57 - FRINGE BENEFITS	23,147	24,167	25,024	26,460	29,807	3,347
TOTAL PRINTING	94,152	131,747	106,130	152,331	159,275	6,944

FUND: 0001 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL 2021	ACTUAL 2022	ACTUAL 2023	ORIGINAL 2024	RECOMMENDED 2025	CHANGE 2024 to 2025
105 - PURCHASING						
0110538 - PURCHASING						
PERSONNEL SERVICES						
511001 FULL TIME SALARIES	313,420	348,603	346,478	355,533	363,163	7,630
511101 PART TIME < 20 HRS/WK	0	2,027	0	0	0	0
514001 LONGEVITY	4,250	5,250	5,400	5,400	6,150	750
515102 CLEANING ALLOWANCE	1,000	1,000	1,000	1,000	1,000	0
TOTAL PERSONNEL SERVICES	318,670	356,880	352,878	361,933	370,313	8,380
EXPENSES						
524010 OFFICE EQUIPMENT R-M	610	160	190	500	500	0
527400 RENTAL - EQUIPMENT	0	1,752	2,102	2,750	2,750	0
534010 TELEPHONE	0	0	174	360	360	0
534100 POSTAGE	1,006	1,186	1,266	1,500	1,500	0
534200 PRINTING	0	0	0	400	400	0
534300 ADVERTISING/PUBLICATIO	4,423	4,282	5,431	5,000	5,000	0
542000 OFFICE SUPPLIES	2,332	1,683	5,745	4,000	4,000	0
571000 VEHICLE USE REIMBURSE	0	66	71	150	150	0
571100 IN-STATE CONFERENCES	1,846	529	34	1,500	1,500	0
573000 DUES & SUBSCRIPTIONS	759	959	2,224	1,500	1,500	0
TOTAL EXPENSES	10,977	10,616	17,237	17,660	17,660	0
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	1,240	1,204	1,204	1,269	1,208	-61
57HLTH HEALTH INSURANCE	47,668	46,912	51,556	54,343	61,678	7,335
57LIFE BASIC LIFE INSURANCE	170	156	170	179	170	-9
57MEDA MEDICARE PAYROLL TAX	4,111	4,643	4,536	5,268	5,370	102
57OPEB OPEB CONTRIBUTION	6,696	7,168	7,403	7,771	8,005	234
TOTAL FRINGE BENEFITS	59,884	60,084	64,870	68,830	76,431	7,601
TOTAL PURCHASING	389,531	427,580	434,985	448,423	464,404	15,981
0110539 - TELECOMMUNICATIONS						
EXPENSES						
534010 TELEPHONE	338	292	87	0	0	0
534020 CELLULAR TELEPHONES	20,806	19,529	3,623	0	0	0
TOTAL EXPENSES	21,144	19,821	3,710	0	0	0
TOTAL TELECOMMUNICATIONS	21,144	19,821	3,710	0	0	0

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL 2021	ACTUAL 2022	ACTUAL 2023	ORIGINAL 2024	RECOMMENDED 2025	CHANGE 2024 to 2025
0110540 - PRINTING							
PERSONNEL SERVICES							
511001	FULL TIME SALARIES	66,868	79,328	75,260	77,221	77,518	297
513010	REGULAR OVERTIME	171	93	0	250	250	0
514001	LONGEVITY	1,000	1,000	2,000	2,000	2,000	0
515101	CLOTHING ALLOWANCE	500	0	0	0	0	0
515102	CLEANING ALLOWANCE	0	500	500	500	500	0
TOTAL PERSONNEL SERVICES		68,539	80,922	77,760	79,971	80,268	297
EXPENSES							
524010	OFFICE EQUIPMENT R-M	340	531	926	1,400	1,400	0
527400	RENTAL - EQUIPMENT	34,848	33,857	33,915	38,000	41,300	3,300
534100	POSTAGE	-32,943	-3,586	-4,259	1,000	1,000	0
534200	PRINTING	-5,117	0	2,684	0	0	0
550100	PRINTING SUPPLIES	5,689	-4,391	-30,025	5,000	5,000	0
558100	UNIFORMS/PROTECTIVE	149	248	104	500	500	0
TOTAL EXPENSES		2,966	26,659	3,346	45,900	49,200	3,300
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	516	501	501	528	503	-25
57HLTH	HEALTH INSURANCE	21,729	22,598	23,501	24,772	28,144	3,372
57MEDA	MEDICARE PAYROLL TAX	902	1,068	1,021	1,160	1,160	0
TOTAL FRINGE BENEFITS		23,147	24,167	25,024	26,460	29,807	3,347
TOTAL PRINTING		94,652	131,747	106,130	152,331	159,275	6,944
TOTAL PURCHASING		505,327	579,148	544,825	600,754	623,679	22,925