

Purchasing Department

Mission

Assure efficiency and legal compliance for everything the City of Newton buys.



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 law. It works with Departments to ensure specifications are precisely written and fully advertised to allow fair and open competition. This is done for all City Departments, including the Newton Public Schools. The Department works cooperatively with requesting Departments, 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 its goal is "to proscribe an orderly framework for awarding contracts through an open and competitive process" This guarantees best value for the City and its 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 (5th ed.) (a/k/a the Red 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 (NPS). While the Department has no public face, as its customers are internal, its operation affects every Department every day.

Significant accomplishments include:

- Worked with departments and private designers to manage the advertising, issuing, intake and management of Invitations For Bids and Request For Proposals.
- Adopted new departmental procedures to conform to MUNIS, the City's new financial software.
- Addressed MUNIS conversion issues arising out of integration of the old and new software systems.
- Issued new policies for the more efficient and accurate inputting and maintenance of vendor tax information and the issuance of vendor numbers.
- Corrected and approved approximately 5,000 requisitions and converted approved requisitions into purchase orders.
- Printed and mailed all City purchase orders
- Hired and trained new Bid Specialist to replace retiring Purchasing Agent.
- Issued a monthly newsletter on procurement topics to City Councilors, Department Heads and internal and external subscribers.
- CPO taught a class entitled "Being a CPO" at the Massachusetts Office of Inspector General, was recertified as an MCPPO and attended municipal purchasing official meetings and continuing education programs.
- Participated in new employee training through the HR orientation program.

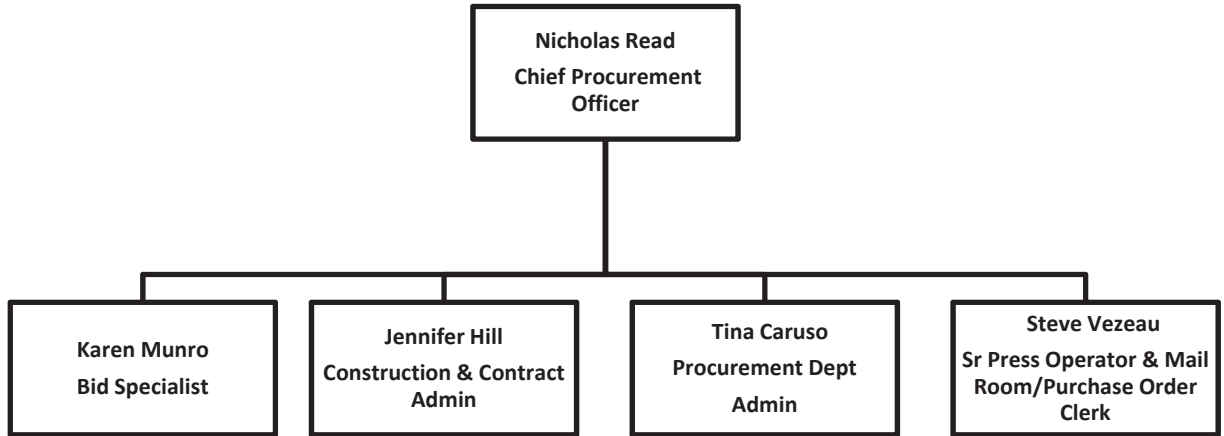
- Maintained and upgraded Print Shop and Mail Room equipment; leased new folder/stuffer/sealer.

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 FY21.



Nicholas Read
Chief Procurement Officer

PURCHASING



Financial and Operating Highlights

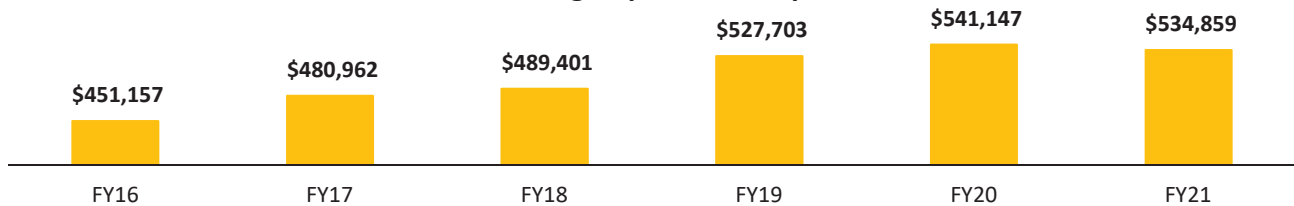
Financial Highlights

	Actual			Adj Budget		Proposed
	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Expenditure by Department						
Purchasing	\$ 357,558	\$ 361,248	\$ 373,153	\$ 395,385	\$ 402,152	\$ 396,788
Telecomm	\$ 6,370	\$ 8,427	\$ (1,959)	\$ -	\$ -	\$ -
Printing	\$ 87,229	\$ 111,287	\$ 118,207	\$ 132,318	\$ 138,995	\$ 138,071
Total	\$ 451,157	\$ 480,962	\$ 489,401	\$ 527,703	\$ 541,147	\$ 534,859
% Incr		6.61%	1.75%	7.83%	2.55%	-1.16%

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

Purchasing	FY19	FY20 YTD
Invitations For Bids (Number)	99	46
Requests For Proposals (Number)	5	4
Bids & RFPs (Aggregate Value)	\$29,541,333	\$6,425,663
Bids & RFPs (Potential Savings)	\$8,494,628	\$2,167,057
Requisitions (Number)	4,930	3,120
Requisitions (Aggregate Value)	\$17,444,864	\$11,522,135

Print Shop

Black & White Copies	911,428	388,324
Color Copies	592,964	263,533
Total All Copies	1,505,392	651,757

Mail Room

Number of Items Mailed	81,115
Total Cost of Mailings	\$46,123

Purchasing Department

Fiscal Year 2021 Outcomes and Strategies

Outcome 1

Continue Developing Expertise in and Address Issues MUNIS Software

On July 1, 2019, all Purchasing Department requisition, vendor number tracking and accounting functions were converted to MUNIS.

Overall, the conversion was successful and the Department operates using the MUNIS software. Even though the main functions

are operating smoothly, ancillary issues like a large increase in vendor number requests require special attention. The Department will seek to resolve all such issues by the end of the fiscal year.

Outcome 2 for FY20 was implementation of electronic purchase orders (POs). In FY19, four copies of each PO were printed, one each for the Department, the Comptroller, the Purchasing Department and the vendor. The vendor received its copy by USPS mail. Storage of paper records and postage cost were required.

Since POs are readily accessible digitally in MUNIS, only the vendor copy of a PO is printed. It is still mailed, however, since getting vendor numbers fully updated was a more pressing priority. Electronic transmission of POs to as many vendors as practicable will be a carryover Outcome for FY21.

Outcome 2

Switch to Electronic Purchase Orders

Outcome 3

Continue and Expand Education Initiatives

Legal requirements, policies and procedures apply to all City and NPS procurements. The Purchasing Department itself buys little; its purpose to assure that the Departments that are doing the purchasing know the applicable rules. Rules are easier to

remember and follow if one knows why the rule is there in the first place.

With this in mind, the Purchasing Department has initiated outreach to departments, both to make the Purchasing Department accessible and to transmit information and experience. A monthly newsletter is also published, highlighting a topic or issue that arose in the previous month. Nick participates in the HR orientation program and visits departments. On account of the MUNIS conversion, the Department did not issue its annual edition of *Procedures For Departmental Purchasing*, which describes in detail all the steps necessary for small and large procurements. An edition reflecting current practice will be issued in FY21.

Purchasing Department

Fiscal Year 2021 Outcomes and Strategies

A goal for FY21 is to continue these initiatives, and expand them to the extent practicable.

The City has good intentions for encouraging minority and women-owned business participation in public bids. However, its Minority/Women Business Enterprise Plan and Supplemental Equal Employment Opportunity Anti-Discrimination and Affirmative Action Program are over 10 years old. Also, they are statements of policy rather than affirmative programs to encourage participation of these groups in municipal procurement.

In FY21 the Department will contact other municipalities to see what workable options are available, submit a proposal for approval, and hopefully implement a plan that will promote stronger MBE/WBE participation.

Outcome 4

Promotion of Bids From Minority & Women Owned Businesses

FUND: 0001 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
PURCHASING SUMMARY						
51 - PERSONAL SERVICES	348,168	363,449	376,300	384,725	389,434	4,709
52 - EXPENSES	39,223	43,320	41,871	63,250	61,750	-1,500
57 - FRINGE BENEFITS	85,535	84,594	89,879	93,170	83,675	-9,496
TOTAL DEPARTMENT	472,927	491,363	508,050	541,146	534,859	-6,287
PURCHASING						
51 - PERSONAL SERVICES	283,306	295,719	307,581	315,100	320,566	5,465
52 - EXPENSES	13,107	12,849	14,472	16,350	15,850	-500
57 - FRINGE BENEFITS	65,228	64,586	68,327	70,700	60,373	-10,328
TOTAL PURCHASING	361,640	373,153	390,380	402,151	396,788	-5,363
PRINTING						
51 - PERSONAL SERVICES	64,863	67,730	68,719	69,625	68,868	-757
52 - EXPENSES	26,116	30,472	27,399	46,900	45,900	-1,000
57 - FRINGE BENEFITS	20,308	20,008	21,552	22,470	23,302	832
TOTAL PRINTING	111,287	118,210	117,670	138,995	138,071	-924

FUND: 0001 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
105 - PURCHASING						
0110538 - PURCHASING						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	278,581	288,869	300,051	308,950	315,316	6,365
513010 REGULAR OVERTIME	225	0	180	0	0	0
514001 LONGEVITY	3,500	5,150	5,750	5,150	4,250	-900
515005 BONUSES	0	700	600	0	0	0
515102 CLEANING ALLOWANCE	1,000	1,000	1,000	1,000	1,000	0
TOTAL PERSONAL SERVICES	283,306	295,719	307,581	315,100	320,566	5,465
EXPENSES						
524010 OFFICE EQUIPMENT R-M	1,064	160	1,743	2,000	500	-1,500
527400 RENTAL - EQUIPMENT	393	0	0	0	0	0
534010 TELEPHONE	485	432	464	500	500	0
534100 POSTAGE	1,922	2,054	2,057	2,500	2,500	0
534200 PRINTING	141	704	0	1,000	1,000	0
534300 ADVERTISING/PUBLICATIO	5,110	5,139	4,999	5,000	5,000	0
542000 OFFICE SUPPLIES	3,141	3,435	3,966	3,500	3,500	0
571000 VEHICLE USE REIMBURSE	150	13	138	0	500	500
571100 IN-STATE CONFERENCES	0	0	275	1,250	1,500	250
573000 DUES & SUBSCRIPTIONS	701	912	831	600	850	250
TOTAL EXPENSES	13,107	12,849	14,472	16,350	15,850	-500
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	1,552	1,615	1,646	1,746	1,164	-582
57HLTH HEALTH INSURANCE	54,446	53,399	56,597	60,067	47,667	-12,400
57LIFE BASIC LIFE INSURANCE	227	227	222	228	171	-57
57MEDA MEDICARE PAYROLL TAX	3,631	3,789	3,902	4,569	4,648	79
57OPEB OPEB CONTRIBUTION	5,372	5,557	5,959	4,090	6,722	2,632
TOTAL FRINGE BENEFITS	65,228	64,586	68,327	70,700	60,373	-10,328
TOTAL PURCHASING	361,640	373,153	390,380	402,151	396,788	-5,363

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

	ACTUAL FY2017	ACTUAL FY2018	ACTUAL FY2019	ORIGINAL 2020	RECOMMENDED 2021	CHANGE 2020 to 2021
0110540 - PRINTING						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	63,331	65,326	66,612	67,125	66,868	-257
513010 REGULAR OVERTIME	131	551	307	1,000	500	-500
514001 LONGEVITY	900	1,000	1,000	1,000	1,000	0
514006 EXCEPTIONAL SVS PAY	0	3	0	0	0	0
515005 BONUSES	0	350	300	0	0	0
515101 CLOTHING ALLOWANCE	500	500	500	0	0	0
515102 CLEANING ALLOWANCE	0	0	0	500	500	0
TOTAL PERSONAL SERVICES	64,863	67,730	68,719	69,625	68,868	-757
EXPENSES						
524010 OFFICE EQUIPMENT R-M	6,768	11,749	6,102	10,000	4,400	-5,600
527400 RENTAL - EQUIPMENT	17,347	17,665	27,631	30,400	35,000	4,600
534100 POSTAGE	2,737	7,750	476	1,000	1,000	0
550100 PRINTING SUPPLIES	-846	-7,139	-6,919	5,000	5,000	0
558100 UNIFORMS/PROTECTIVE	110	446	109	500	500	0
TOTAL EXPENSES	26,116	30,472	27,399	46,900	45,900	-1,000
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	517	538	560	582	582	0
57HLTH HEALTH INSURANCE	18,938	18,574	20,089	20,893	21,729	836
57MEDA MEDICARE PAYROLL TAX	852	896	903	995	991	-4
TOTAL FRINGE BENEFITS	20,308	20,008	21,552	22,470	23,302	832
TOTAL PRINTING	111,287	118,210	117,670	138,995	138,071	-924
TOTAL PURCHASING	472,927	491,363	508,050	541,146	534,859	-6,287