

Purchasing

Mission Statement

To assist City Departments in obtaining the highest quality supplies and services for the best possible price through a transparent competitive bidding procedure in accordance with all state and local laws; as well as to provide mailroom and print shop services.

Fiscal Year 2012 Accomplishments

Public Bids - Updated bid documents to include language regarding failure to pay local taxes, prompt payment discounts, and MBE/WBE tracking.

Transfer Bills - Established electronic monthly transfer bills for printing, postage and telephone services for City Departments.

Purchase Orders - Automated Purchase Requisition System, including attachments, and eliminating 5-part paper forms.

Public Bids - Added two staff certifications in Public Bids for Goods and Services, and one certification for Construction Bids.

Print Shop & Mail - Partnered with Newton North High school to begin an internship program for special needs students.

Surplus - Created a policy for Disposal of Surplus Property valued under \$5,000.

Fiscal Year 2013 Desired Outcomes

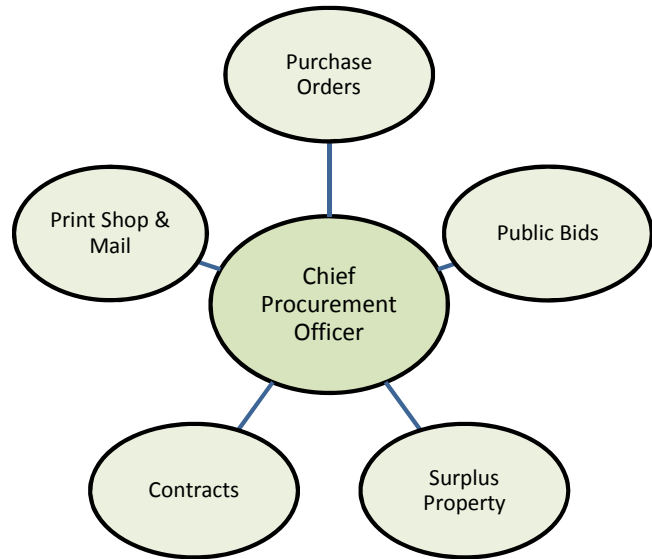
Surplus - Implementation of new Surplus Property policy

Purchase Orders - All purchase orders processed within 2 days of receipt of final approvals

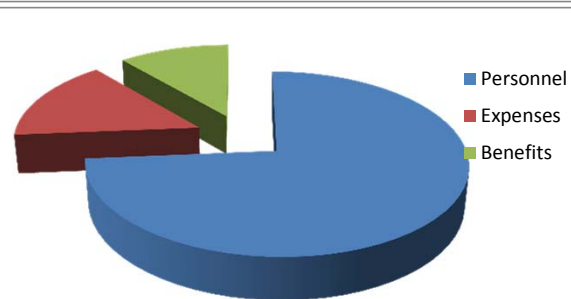
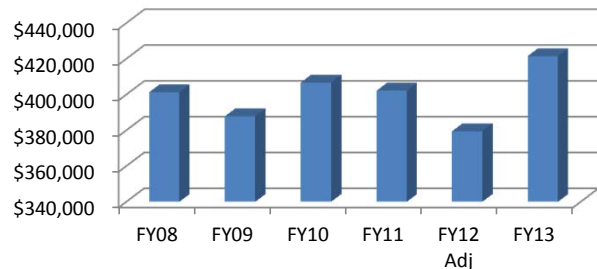
Public Bids - Timely, transparent, competitive bidding procedure for all public bids

Print Shop - Enhanced printing services for City Departments

Contracts - Transparent, automated, user-friendly execution of contracts



Purchasing



Department Detail

	Actual				Adj Budget		Proposed	
	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2013	
Expenditure by Core Function								
Personnel	\$ 306,911	\$ 304,582	\$ 314,873	\$ 302,298	\$ 285,428	\$ 310,557		
Expenses	\$ 40,599	\$ 35,889	\$ 43,329	\$ 43,777	\$ 47,706	\$ 63,806		
Benefits	\$ 53,752	\$ 47,405	\$ 48,553	\$ 56,097	\$ 46,405	\$ 47,196		
Total	\$ 401,262	\$ 387,876	\$ 406,755	\$ 402,172	\$ 379,539	\$ 421,559		
% Incr		-3.34%	4.87%	-1.13%	-5.63%	11.07%		
Personnel								
Full-Time	6	6	6	6	5	5		
Part-Time	0	0	0	0	0	0		
Total	6	6	6	6	5	5		

Outcome #1 - Implementation of new Surplus Property policy **Target**

Strategy #1. Support and outreach

Post policy on the Intranet for all users to view	August 2012
Send memo to all department heads	August 2012
Answer questions about disposal and assist with disposal as needed	Ongoing

Outcome #2: All purchase orders processed within 2 days of receipt of final approvals **Target**

Strategy #1. PO conversion and printing

Train full staff on process for PO conversion	September 2012
Train full staff on process for printing POs	September 2012
Monitor and convert requisitions to purchase orders daily	Ongoing
Ensure that Purchasing department staff has backup in place for conversion at all times	Ongoing

Strategy #2. Paperless purchase orders

Create an internal committee to review obstacles to the paperless PO process	October 2012
Develop a new process	June 2013
Implement paperless process for some vendors	July 2013

Outcome #3: Timely, transparent competitive bidding procedure for all public bids **Target**

Strategy #1. Continue aiding project managers and architects in submitting accurate bids on time

Train project managers and architects on bid process	Ongoing
Review incoming bids for accuracy and resolve issues with the project managers	Ongoing

Strategy #2. Transfer archived bid materials from FY07-11 on the Purchasing website

Download and post archived bids from bid document files	January 2013
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Outcome #4: Enhanced printing services for City Departments **Target**

Strategy #1. Update equipment to meet the needs of users

Add color copying capabilities	August 2012
Examine envelope stuffing machine and other equipment solutions	August 2012

Outcome #5: Transparent, automated, user-friendly execution of contracts **Target**

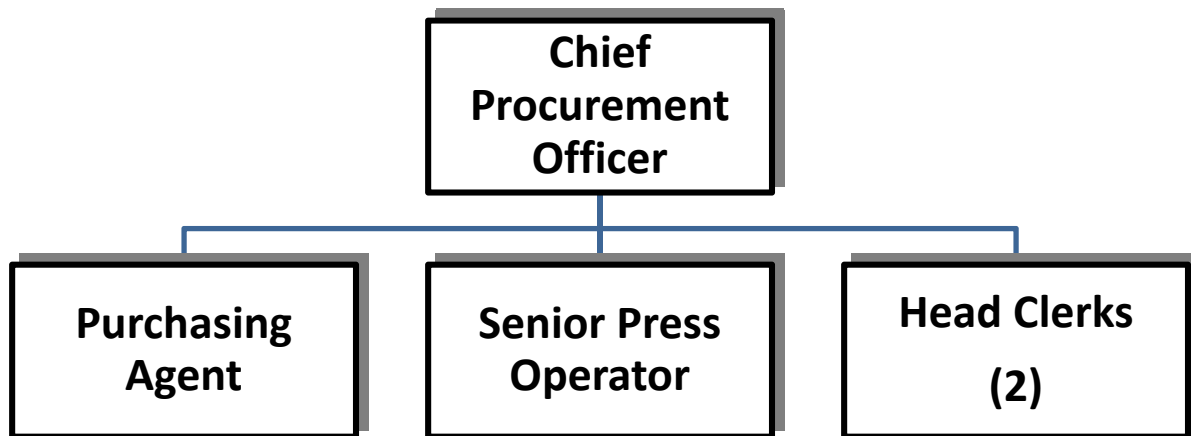
Strategy #1. Maintain up-to-date information in contract tracker

Re-train department users on contract tracking process	July 2012
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Strategy #2. Examine ways to reduce errors by vendors in the submission of contracts

Examine current vendor instructions and contract forms	January 2013
Draft changes to current format for contract paperwork	January 2013
Review changes with the Law Dept	February 2013
Develop a cheat sheet for vendors	March 2013
Implement new instructions or forms	April 2013

PURCHASING



FUND: 01 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2010	ACTUAL 2011	AMENDED 2012	YTD 03/31/2012	RECOMMENDED 2013	CHANGE 2012 to 2013
DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	314,873	302,298	285,428	216,946	310,557	25,129
52 - EXPENSES	41,047	37,604	47,706	22,604	63,806	16,100
58 - DEBT AND CAPITAL	2,505	6,173	0	0	0	0
57 - FRINGE BENEFITS	48,553	56,097	46,405	31,555	47,196	791
TOTAL DEPARTMENT	406,978	402,172	379,539	271,106	421,559	42,020
PURCHASING						
51 - PERSONAL SERVICES	260,437	247,376	230,164	173,918	252,495	22,332
52 - EXPENSES	19,105	18,191	24,673	10,696	20,773	-3,900
58 - DEBT AND CAPITAL	2,505	6,173	0	0	0	0
57 - FRINGE BENEFITS	32,994	40,529	28,836	18,638	30,893	2,057
TOTAL PURCHASING	315,040	312,269	283,673	203,252	304,161	20,488
TELECOMMUNICATIONS						
52 - EXPENSES	310	330	0	-254	0	0
TOTAL TELECOMMUNICATIONS	310	330	0	-254	0	0
PRINTING						
51 - PERSONAL SERVICES	54,436	54,922	55,265	43,028	58,062	2,797
52 - EXPENSES	21,632	19,083	23,033	12,162	43,033	20,000
57 - FRINGE BENEFITS	15,559	15,568	17,569	12,917	16,303	-1,266
TOTAL PRINTING	91,627	89,573	95,866	68,108	117,398	21,531

FUND: 01 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2010	ACTUAL FY2011	AMENDED 2012	YTD 03/31/2012	RECOMMENDED 2013	CHANGE 2012 to 2013
105 - PURCHASING						
0110501 - PURCHASING						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	257,412	243,351	223,514	167,268	249,845	26,332
514001 LONGEVITY	1,525	1,525	1,650	1,650	1,650	0
515005 BONUSES	0	1,000	4,000	4,000	0	-4,000
515102 CLEANING ALLOWANCE	1,500	1,500	1,000	1,000	1,000	0
TOTAL PERSONAL SERVICES	260,437	247,376	230,164	173,918	252,495	22,332
EXPENSES						
52401 OFFICE EQUIPMENT R-M	3,583	3,927	4,500	4,425	4,500	0
5274 RENTAL - EQUIPMENT	768	768	775	0	775	0
53401 TELEPHONE	790	594	648	433	648	0
5341 POSTAGE	1,292	5,002	2,000	1,493	2,000	0
5342 PRINTING	422	720	1,500	362	1,500	0
5343 ADVERTISING/PUBLICATIO	10,438	4,938	12,000	2,051	8,000	-4,000
5420 OFFICE SUPPLIES	1,211	1,208	1,200	1,132	1,200	0
5711 IN-STATE CONFERENCES	450	850	1,850	650	1,950	100
5730 DUES & SUBSCRIPTIONS	150	185	200	150	200	0
TOTAL EXPENSES	19,105	18,191	24,673	10,696	20,773	-3,900
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	984	1,099	1,486	779	1,052	-434
57HLTH HEALTH INSURANCE	28,112	35,790	23,759	15,114	25,953	2,194
57LIFE BASIC LIFE INSURANCE	255	245	227	184	227	0
57MEDA MEDICARE PAYROLL TAX	3,643	3,394	3,364	2,560	3,661	297
TOTAL FRINGE BENEFITS	32,994	40,529	28,836	18,638	30,893	2,057
DEBT AND CAPITAL						
58514 OFFICE EQUIPMENT	2,505	6,173	0	0	0	0
TOTAL DEBT AND CAPITAL	2,505	6,173	0	0	0	0
TOTAL PURCHASING	315,040	312,269	283,673	203,252	304,161	20,488
0110502 - TELECOMMUNICATIONS						
EXPENSES						
53401 TELEPHONE	310	330	0	-254	0	0
TOTAL EXPENSES	310	330	0	-254	0	0
TOTAL TELECOMMUNICATIONS	310	330	0	-254	0	0

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2010	ACTUAL FY2011	AMENDED 2012	YTD 03/31/2012	RECOMMENDED 2013	CHANGE 2012 to 2013
0110503 - PRINTING						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	53,472	53,472	54,015	41,599	56,187	2,172
513001 REGULAR OVERTIME	464	451	0	179	500	500
514001 LONGEVITY	0	0	0	0	875	875
515005 BONUSES	0	500	750	750	0	-750
515101 CLOTHING ALLOWANCE	500	500	500	500	500	0
TOTAL PERSONAL SERVICES	54,436	54,922	55,265	43,028	58,062	2,797
EXPENSES						
52401 OFFICE EQUIPMENT R-M	16,495	13,781	14,333	10,634	14,333	0
5313 TEMP STAFFING SERVICE	824	0	0	0	0	0
5501 PRINTING SUPPLIES	4,237	5,252	8,500	1,418	28,500	20,000
5581 UNIFORMS/PROTECTIVE	75	50	200	110	200	0
TOTAL EXPENSES	21,632	19,083	23,033	12,162	43,033	20,000
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	367	367	447	345	438	-9
57HLTH HEALTH INSURANCE	14,460	14,460	16,339	11,977	15,030	-1,309
57MEDA MEDICARE PAYROLL TAX	733	742	783	596	835	52
TOTAL FRINGE BENEFITS	15,559	15,568	17,569	12,917	16,303	-1,266
TOTAL PRINTING	91,627	89,573	95,866	68,108	117,398	21,531
TOTAL PURCHASING	406,978	402,172	379,539	271,106	421,559	42,020

FUND: 01 - GENERAL FUND
 DEPARTMENT: 105 - PURCHASING

**CITY OF NEWTON BUDGET
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2012			2013		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	Chief Procurement Officer	H13	1.0	89,814	H13	1.00	92,926
	Purchasing Agent	H06	1.0	54,921	H06	1.00	57,125
	Const Contract Admin	S0	1.0	50,159	S0	1.00	54,277
	Head Clerk	S05	1.0	39,838	S06	1.00	45,518
	Sr. Press Operator	S07	1.0	54,007	S07	1.00	56,187
	Account Totals:		5.0	288,739		5.00	306,032
	Report Totals:		5.0	288,739		5.00	306,032