



## PURCHASING

### **DEPARTMENT DESCRIPTION**

The mission of the Purchasing Department is to provide responsive and quality support to all City departments by seeking maximum value through a transparent competitive bidding procedure in accordance with all applicable regulations that will ensure quality goods and services in a timely manner to all City departments.

The Purchasing Department also includes the Mailroom and Print Shop. Both departments strive to provide friendly supportive services to meet the City's timely demands. The Print Shop is committed to producing, in a cost effective manner, a quality printed product.

- Conduct all business in an honest, open, and fair manner with both internal and external relationships.
- Use the latest technology provided to promote competitive and transparent bidding practices.
- Practice fiscal responsibility with loyalty and commitment to the Mayor's standard of excellence.

### **ACCOMPLISHMENTS**

#### **Purchasing / Mailroom**

1. Assume all responsibilities normally paid to architects for preparing and submitting all advertisements, distributing bids, obtaining Prevailing Wage requirements, maintaining the bidder's lists and distributing all addendum(s).
2. Reduced the number of Public Bids from 101 to 77 by increasing the terms of Annual contracts, where

economically viable, to multiple year terms and using State Contracts.

3. Provided training to each department's clerical staff on using online ordering from NEOS, the state contractor for office supplies.
4. The mailroom provided educational materials associated with the mailing of manila envelopes associated with the USPS changes in 2008.

#### **Print Shop**

1. Assumed the printing responsibilities of most public bids for the Building department.
2. Provided 1,068,243 black and white copies annually that include: reports, records, calendars, and the Library monthly newsletter.
3. Processed 581,050 colored pamphlets, flyers, and reports.

### **GOALS AND OBJECTIVES**

1. Implement a training course for project managers on public bidding procedures, laws, and processes.
2. Chief Procurement Officer to obtain re-certification of her state MCPPO certificate.
3. Work with the Fire Communications Supervisor on reducing the number of Centrex telephone lines for both City and School dpts.
4. Implement changes, per MGL c.303 Acts 2008 (Prevailing Wage updates each 12 month increment and Price

DEPARTMENT:

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**CITY OF NEWTON BUDGET  
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	264,367	306,911	325,757	0	325,757	324,943	-814	0%
52 - EXPENSES	59,024	37,600	73,903	0	73,903	71,903	-2,000	-3%
58 - DEBT AND CAPITAL	2,899	3,000	3,000	0	3,000	3,000	0	0%
<b>SUB-TOTALS:</b>	<b>326,290</b>	<b>347,510</b>	<b>402,660</b>	<b>0</b>	<b>402,660</b>	<b>399,846</b>	<b>-2,814</b>	<b>-1%</b>
57 - FRINGE BENEFITS	53,449	53,752	55,983	0	55,983	45,154	-10,829	-19%
<b>SUB-TOTALS:</b>	<b>53,449</b>	<b>53,752</b>	<b>55,983</b>	<b>0</b>	<b>55,983</b>	<b>45,154</b>	<b>-10,829</b>	<b>-19%</b>
<b>DEPARTMENT TOTALS:</b>	<b>379,739</b>	<b>401,263</b>	<b>458,643</b>	<b>0</b>	<b>458,643</b>	<b>445,000</b>	<b>-13,643</b>	<b>-3%</b>

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
0110501 PURCHASING	278,845	320,357	345,699	0	345,699	331,934	-13,765	-4%
0110502 TELECOMMUNICATIONS	10,236	3,758	16,950	0	16,950	16,950	0	0%
0110503 PRINTING	90,658	77,148	95,994	0	95,994	96,116	122	0%
<b>DEPARTMENT TOTALS:</b>	<b>379,739</b>	<b>401,263</b>	<b>458,643</b>	<b>0</b>	<b>458,643</b>	<b>445,000</b>	<b>-13,643</b>	<b>-3%</b>

PURCHASING	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	217,150	256,449	272,186	0	272,186	270,470	-1,716	-1%
52 - EXPENSES	18,937	20,994	28,920	0	28,920	28,920	0	0%
58 - DEBT AND CAPITAL	2,899	3,000	3,000	0	3,000	3,000	0	0%
<b>SUB-TOTALS:</b>	<b>238,986</b>	<b>280,442</b>	<b>304,106</b>	<b>0</b>	<b>304,106</b>	<b>302,390</b>	<b>-1,716</b>	<b>-1%</b>
57 - FRINGE BENEFITS	39,859	39,915	41,593	0	41,593	29,544	-12,049	-29%
<b>SUB-TOTALS:</b>	<b>39,859</b>	<b>39,915</b>	<b>41,593</b>	<b>0</b>	<b>41,593</b>	<b>29,544</b>	<b>-12,049</b>	<b>-29%</b>
<b>Element Totals:</b>	<b>278,845</b>	<b>320,357</b>	<b>345,699</b>	<b>0</b>	<b>345,699</b>	<b>331,934</b>	<b>-13,765</b>	<b>-4%</b>

TELECOMMUNICATIONS	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
52 - EXPENSES	10,236	3,758	16,950	0	16,950	16,950	0	0%
<b>SUB-TOTALS:</b>	<b>10,236</b>	<b>3,758</b>	<b>16,950</b>	<b>0</b>	<b>16,950</b>	<b>16,950</b>	<b>0</b>	<b>0%</b>
<b>Element Totals:</b>	<b>10,236</b>	<b>3,758</b>	<b>16,950</b>	<b>0</b>	<b>16,950</b>	<b>16,950</b>	<b>0</b>	<b>0%</b>

PRINTING	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS				2009 To 2010	
51 - PERSONAL SERVICES	47,217	50,462	53,571	0		53,571	54,473	902	2%
52 - EXPENSES	29,851	12,848	28,033	0		28,033	26,033	-2,000	-7%
<b>SUB-TOTALS:</b>	<b>77,069</b>	<b>63,310</b>	<b>81,604</b>	<b>0</b>		<b>81,604</b>	<b>80,506</b>	<b>-1,098</b>	<b>-1%</b>
57 - FRINGE BENEFITS	13,590	13,838	14,390	0		14,390	15,610	1,220	8%
<b>SUB-TOTALS:</b>	<b>13,590</b>	<b>13,838</b>	<b>14,390</b>	<b>0</b>		<b>14,390</b>	<b>15,610</b>	<b>1,220</b>	<b>8%</b>
<b>Element Totals:</b>	<b>90,658</b>	<b>77,148</b>	<b>95,994</b>	<b>0</b>		<b>95,994</b>	<b>96,116</b>	<b>122</b>	<b>0%</b>

DEPARTMENT:  
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**CITY OF NEWTON BUDGET  
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2009 BUDGET		2010 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Purchasing Agent	H12	1	87,704	1	89,469
	Asst. Purchasing Agent	H06	1	54,377	1	54,617
	Head Clerk	S05	2	80,182	2	82,412
	Purchase Order Clerk	S04	1	40,743	1	40,947
	Sr. Press Operator	S07	1	52,571	1	53,473
<b>Account Totals:</b>			<b>6</b>	<b>315,577</b>	<b>6</b>	<b>320,917</b>
<b>Report Totals:</b>			<b>6</b>	<b>315,577</b>	<b>6</b>	<b>320,917</b>