



## 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. Developed a training program for project managers on public bidding procedures, laws, and processes.
2. Devised and implemented an EXCEL tracking process to meet reporting requirements to the State Office of Women and Minority Business Assistance (SOMWBA) on all state funded construction projects that will be used by the State as a model.
3. Processed 101 Public Bids, 30 Contract Extension, 39 Change Orders and 7,099 purchase orders.

4. Implemented changes required by M.G.L. c.193 Acts of 2004 related to processing Public Building and Public Works Construction projects.
5. Mailroom processed over 200,000 pieces of outgoing mail and approximately 1.9 million pieces of incoming mail.

#### **Print Shop**

1. Provided 1,908,068 black and white copies annually that include: reports, records, calendars, and the Library monthly newsletter.
2. Processed 528,450 colored pamphlets, flyers, and reports.

### **GOALS**

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.
4. Review the City's needs and investigate ways to obtain those resources in a cost efficient manner.
5. Review and incorporate State Contracts for City use wherever appropriate, advantageous, and cost effective.

DEPARTMENT:

105 - PURCHASING

**CITY OF NEWTON BUDGET  
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	277,292	264,367	297,049	15,794	312,843	325,757	12,914	4%
52 - EXPENSES	83,106	59,024	108,074	0	108,074	73,903	-34,171	-32%
58 - DEBT AND CAPITAL	2,291	2,899	3,000	0	3,000	3,000	0	0%
<b>SUB-TOTALS:</b>	<b>362,689</b>	<b>326,290</b>	<b>408,123</b>	<b>15,794</b>	<b>423,917</b>	<b>402,660</b>	<b>-21,257</b>	<b>-5%</b>
57 - FRINGE BENEFITS	47,079	53,449	68,000	0	68,000	55,983	-12,017	-18%
<b>SUB-TOTALS:</b>	<b>47,079</b>	<b>53,449</b>	<b>68,000</b>	<b>0</b>	<b>68,000</b>	<b>55,983</b>	<b>-12,017</b>	<b>-18%</b>
<b>DEPARTMENT TOTALS:</b>	<b>409,768</b>	<b>379,739</b>	<b>476,123</b>	<b>15,794</b>	<b>491,917</b>	<b>458,643</b>	<b>-33,274</b>	<b>-7%</b>

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
0110501 PURCHASING	293,734	278,845	332,986	14,405	347,391	345,699	-1,692	0%
0110502 TELECOMMUNICATIONS	37,794	10,236	52,000	0	52,000	16,950	-35,050	-67%
0110503 PRINTING	78,240	90,658	91,137	1,389	92,526	95,994	3,468	4%
<b>DEPARTMENT TOTALS:</b>	<b>409,768</b>	<b>379,739</b>	<b>476,123</b>	<b>15,794</b>	<b>491,917</b>	<b>458,643</b>	<b>-33,274</b>	<b>-7%</b>

PURCHASING	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	233,364	217,150	247,638	14,502	262,140	272,186	10,046	4%
52 - EXPENSES	23,644	18,937	28,724	0	28,724	28,920	196	1%
58 - DEBT AND CAPITAL	2,291	2,899	3,000	0	3,000	3,000	0	0%
<b>SUB-TOTALS:</b>	<b>259,299</b>	<b>238,986</b>	<b>279,362</b>	<b>14,502</b>	<b>293,864</b>	<b>304,106</b>	<b>10,242</b>	<b>3%</b>
57 - FRINGE BENEFITS	34,435	39,859	53,624	-97	53,527	41,593	-11,934	-22%
<b>SUB-TOTALS:</b>	<b>34,435</b>	<b>39,859</b>	<b>53,624</b>	<b>-97</b>	<b>53,527</b>	<b>41,593</b>	<b>-11,934</b>	<b>-22%</b>
<b>Element Totals:</b>	<b>293,734</b>	<b>278,845</b>	<b>332,986</b>	<b>14,405</b>	<b>347,391</b>	<b>345,699</b>	<b>-1,692</b>	<b>0%</b>

TELECOMMUNICATIONS	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
52 - EXPENSES	37,794	10,236	52,000	0	52,000	16,950	-35,050	-67%
<b>SUB-TOTALS:</b>	<b>37,794</b>	<b>10,236</b>	<b>52,000</b>	<b>0</b>	<b>52,000</b>	<b>16,950</b>	<b>-35,050</b>	<b>-67%</b>
<b>Element Totals:</b>	<b>37,794</b>	<b>10,236</b>	<b>52,000</b>	<b>0</b>	<b>52,000</b>	<b>16,950</b>	<b>-35,050</b>	<b>-67%</b>

PRINTING	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	43,927	47,217	49,411	1,292	50,703	53,571	2,868	6%
52 - EXPENSES	21,668	29,851	27,350	0	27,350	28,033	683	2%
<b>SUB-TOTALS:</b>	<b>65,595</b>	<b>77,069</b>	<b>76,761</b>	<b>1,292</b>	<b>78,053</b>	<b>81,604</b>	<b>3,551</b>	<b>5%</b>
57 - FRINGE BENEFITS	12,644	13,590	14,376	97	14,473	14,390	-83	-1%
<b>SUB-TOTALS:</b>	<b>12,644</b>	<b>13,590</b>	<b>14,376</b>	<b>97</b>	<b>14,473</b>	<b>14,390</b>	<b>-83</b>	<b>-1%</b>
<b>Element Totals:</b>	<b>78,240</b>	<b>90,658</b>	<b>91,137</b>	<b>1,389</b>	<b>92,526</b>	<b>95,994</b>	<b>3,468</b>	<b>4%</b>

DEPARTMENT:  
**105 - PURCHASING**

**CITY OF NEWTON BUDGET  
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2008 BUDGET		2009 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Purchasing Agent	H12	1	83,874	1	87,704
511001	Asst. Purchasing Agent	H21	1	56,951	1	61,757
511001	Head Clerk	S05	2	77,129	2	79,457
511001	Purchase Order Clerk	S04	1	39,549	1	40,743
511001	Sr. Press Operator	S07	1	49,640	1	52,571
<b>Account Totals:</b>			<b>6</b>	<b>307,144</b>	<b>6</b>	<b>322,232</b>
<b>Report Totals:</b>			<b>6</b>	<b>307,144</b>	<b>6</b>	<b>322,232</b>