



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. Reduced the number of purchase orders for the 5th consecutive year by an additional 716, for an average savings of **\$53,700**.
2. Reduced the number of pay phones City wide by 18 for an annual savings of **\$12,899.52**
3. Devised and implemented Standard Operating Procedure manuals for each position in the Purchasing dept.
4. Hired, trained, and cross-trained three new staff members (1 temporary person for the Mailroom).

5. Devised a training program for project managers on public bidding procedures, laws, and processes.
6. Revised Bid documents to meet OSHA Safety & Health certification requirements under the changes in M.G.L. c.193 Acts of 2004 related to processing Public Buildings and Public Works construction projects.
7. Processed 86 Public Bids, 50 Contract Extension, 35 Change Orders and 6,798 purchase orders.
8. Gained two new members of our work family, Tessa March 1, 2006 to Jenni and Greg Hill and Vinny born Oct. 23, 2006 to Tina and Jessie Caruso

Print Shop

9. Provided 2,595,564 black and white copies annually that include: reports, records, calendars, and the Library monthly newsletter.
10. Processed 680,575 colored pamphlets, flyers, and reports.

GOALS

1. Implement a training course for project managers on public bidding procedures, laws, and processes.
2. Devise and implement a process to meet reporting requirements to the State Office of Women and Minority Business Assistance (SOWMBA) on all state funded construction projects.
3. Chief Procurement Officer to obtain re-certification of her state MCPPO certificate.
4. Assistant CPO to obtain her Associate MCPPO certificate.
5. Continue to review the City's needs and investigate ways to obtain those resources in a cost efficient manner.
6. Continue to review and incorporate State Contracts for City use where appropriate and advantageous.
7. Continue to work with other communities on increasing the number of cooperative purchases.

DEPARTMENT:

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**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	267,301	277,292	302,999	-230	302,769	297,049	-5,720	-2%
52 - EXPENSES	67,660	83,106	108,358	0	108,358	108,074	-284	0%
58 - DEBT AND CAPITAL	0	2,291	3,000	0	3,000	3,000	0	0%
SUB-TOTALS:	334,960	362,689	414,357	-230	414,127	408,123	-6,004	-1%
57 - FRINGE BENEFITS	44,925	47,079	57,486	0	57,486	68,000	10,514	18%
SUB-TOTALS:	44,925	47,079	57,486	0	57,486	68,000	10,514	18%
DEPARTMENT TOTALS:	379,885	409,768	471,843	-230	471,613	476,123	4,510	1%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
0110501 PURCHASING	284,518	293,734	330,940	-2,229	328,711	332,986	4,275	1%
0110502 TELECOMMUNICATIONS	28,813	37,794	52,000	-7,600	44,400	52,000	7,600	17%
0110503 PRINTING	66,555	78,240	88,903	9,599	98,502	91,137	-7,365	-7%
DEPARTMENT TOTALS:	379,885	409,768	471,843	-230	471,613	476,123	4,510	1%

PURCHASING	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	225,812	233,364	255,382	-230	255,152	247,638	-7,514	-3%
52 - EXPENSES	25,954	23,644	28,724	-1,998	26,726	28,724	1,998	7%
58 - DEBT AND CAPITAL	0	2,291	3,000	0	3,000	3,000	0	0%
SUB-TOTALS:	251,766	259,299	287,106	-2,228	284,878	279,362	-5,516	-2%
57 - FRINGE BENEFITS	32,751	34,435	43,834	-1	43,833	53,624	9,791	22%
SUB-TOTALS:	32,751	34,435	43,834	-1	43,833	53,624	9,791	22%
Element Totals:	284,518	293,734	330,940	-2,229	328,711	332,986	4,275	1%

TELECOMMUNICATIONS	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
52 - EXPENSES	28,813	37,794	52,000	-7,600	44,400	52,000	7,600	17%
SUB-TOTALS:	28,813	37,794	52,000	-7,600	44,400	52,000	7,600	17%
Element Totals:	28,813	37,794	52,000	-7,600	44,400	52,000	7,600	17%

PRINTING	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	41,489	43,927	47,617	0	47,617	49,411	1,794	4%
52 - EXPENSES	12,892	21,668	27,634	9,598	37,232	27,350	-9,882	-27%
SUB-TOTALS:	54,381	65,595	75,251	9,598	84,849	76,761	-8,088	-10%
57 - FRINGE BENEFITS	12,174	12,644	13,652	1	13,653	14,376	723	5%
SUB-TOTALS:	12,174	12,644	13,652	1	13,653	14,376	723	5%
Element Totals:	66,555	78,240	88,903	9,599	98,502	91,137	-7,365	-7%

DEPARTMENT:
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CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	RANGE	2007 BUDGET		2008 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Purchasing Agent	H12	1	77,871	1	78,171
511001	Asst. Purchasing Agent	H08	1	51,548	1	51,746
511001	Head Clerk	S05	2	75,767	2	77,322
511001	Purchase Order Clerk	S04	1	37,680	1	37,825
511001	Sr. Press Operator	S07	1	46,667	1	48,461
Account Totals:			6	289,532	6	293,524
Report Totals:			6	289,532	6	293,524