

# 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.

FY21 posed challenges. The office was moved from the second to the first floor of City Hall as part of reallocation of space on account of COVID. To protect the health and safety of workers and the public most departmental work was done remotely: there were never more than 2 persons in the office at any one time. Bid opening and prebid procedures had to be modified to address COVID concerns as well.

The pandemic also changed how the City procured. Bids and proposals are down about 18% over this time last year; reqs are up 33% for the same period. However, the City made emergency procurements aggregating \$6,744,870 for such things as HVAC upgrades, COVID testing, and distancing requirements.

COVID affected the Mail Room and Print Shop as well. The Mail Room saw an uptick in its work on account of an increased number of mail in ballots. Between the primary and general elections last fall, approximately 60,000 ballots were mailed and received. Printing, however, was down by almost 50%. This is a consequence of the digitization of many high volume printing tasks such as the Councilors' meeting packets and the Budget and CIP books.

Significant accomplishments include:

- Worked with departments and private designers to manage the advertising, issuing, intake and management of 50 Invitations For Bids and Request For Proposals totaling \$16,091,288 for FY21 YTD.

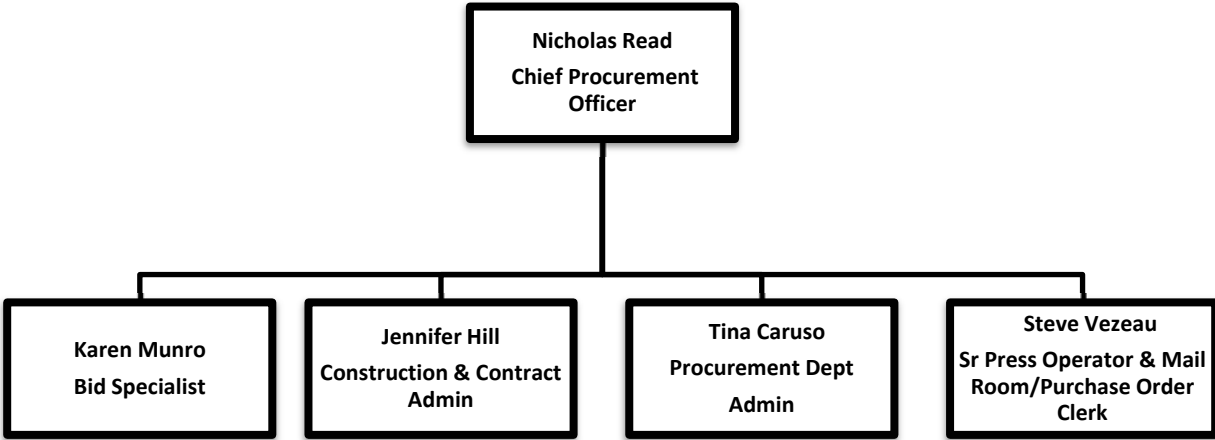
- Issued new policies for the more efficient and accurate inputting and maintenance of vendor tax information and the issuance of vendor numbers.
- Corrected and approved 3,000+ requisitions and converted approved requisitions into purchase orders.
- Printed and mailed all City purchase orders
- Issued a monthly newsletter on procurement topics to City Councilors, Department Heads and internal and external subscribers.
- Attended municipal purchasing official meetings and continuing education programs.
- Metered, mailed and received 60,000 national and municipal absentee ballots.

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 FY22.



Nicholas Read  
Chief Procurement Officer

# PURCHASING



# Financial and Operating Highlights

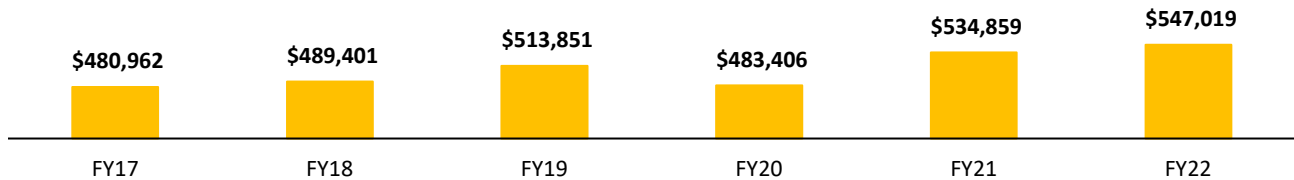
## Financial Highlights

	<-----Actual----->				Original	Proposed
	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
<b>Expenditure by Department</b>						
Purchasing	\$ 361,248	\$ 373,153	\$ 124,990	\$ 114,248	\$ 396,788	\$ 408,660
Telecomm	\$ 8,427	\$ (1,959)	\$ (1,519)	\$ (15,939)	\$ -	\$ -
Printing	\$ 111,287	\$ 118,207	\$ 390,380	\$ 385,097	\$ 138,071	\$ 138,358
<b>Total</b>	\$ 480,962	\$ 489,401	\$ 513,851	\$ 483,406	\$ 534,859	\$ 547,019
<b>% Incr</b>		1.75%	5.00%	-5.92%	10.64%	2.27%

## Personnel

Full-Time	5	5	5	5	5	5
Part-Time	0	0	0	0	0	0
<b>Total</b>	5	5	5	5	5	5

## Total Purchasing Department Expenditures



## Operating Highlights

Purchasing	FY20	FY21 YTD
Invitations For Bids (Number)	74	46
Requests For Proposals (Number)	8	4
Requests For Qualifications	5	1
Bids & Proposals (Dollars)	\$7,353,008	\$16,091,288
Purchase Orders (Number)	4,351	2,971
Purchase Orders (Aggregate Value)	\$16,314,252	\$12,329,817

## Print Shop

Black & White Copies	647,071	174,018
Color Copies	434,546	97,106
Total All Copies	1,081,617	271,124

## Mail Room

Number of Items Mailed	157,506	193,307
Total Cost of Mailings	\$93,565	\$112,125

# Purchasing Department

## Fiscal Year 2022 Outcomes and Strategies

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### Outcome 1

#### Provide Administration Services & Assure Compliance For All City Procurement

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competitive process ....” Competition is more robust when the field of bidders is large and reducing the number of potential bidders on account of alleged minor deficiencies serves no public purpose. Within these parameters it is the goal of the Purchasing Department to do whatever we can to facilitate and preserve fair, orderly, and robust procurements in order to obtain the highest quality supplies and services at the best price in accordance with state laws and City Policy.

To meet this goal, we follow procedures that are designed to assure that all procurements are made in an orderly manner and in compliance with all applicable laws and policies. Assisting department with their bids, providing forms, putting draft bids in final form, advertising and issuing bids, doing intake and review, assisting in the selection of winning bidders and preparing, issuing and administering execution are all part of the Department’s year to year responsibilities.

Between Invitations For Bids, Request For Proposals and purchase orders, the Purchase Department administers procurements totaling almost \$50 million annually. The Department’s goal is “to proscribe an orderly framework for awarding contracts through an open and

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### Outcome 2

#### Expand Digital Procurement Documentation

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In FY21 Purchasing was able to adopt digital alternative, such as electronic signatures, to procurement processes. Further digitization in FY22 will include the transmission of purchase orders electronically rather than by mail.

In FY19, four copies of each PO were printed, one each for the Department, the Comptroller, the Purchasing Department and the vendor. Since POs are readily accessible digitally in MUNIS, now only vendor copy of a PO is printed. Purchasing will email as many vendor purchase orders as possible in FY22.

The City’s procurement dollars can be used to promote social goals, e.g., equity, diversity and inclusion, as well purchasing supplies and services. There are many possible opportunities to do this, though they must be fully evaluated and considered in the context of law and public policy.

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### Outcome 3

#### Possibilities For Social Contracting

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# Purchasing Department

## Fiscal Year 2022 Outcomes and Strategies

The Purchasing Department, together with other City departments and the City's Economic Development Commission, will investigate statutory and policy options, work with other municipalities to establish a community standard, and determine the procedures and personnel needed to implement the various options. The goal will be to submit viable options to the Mayor by the end of FY22.

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### Outcome 4

#### Continue and Expand Education Initiatives

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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

An important educational is the Department's *Procedures For Departmental Purchasing*, which describes in detail all the steps necessary for small and large procurements. The last issue of the *Procedures* was issued in FY20. With the MUNIS conversion that year and the COVID in FY21, our procedures are quite different than they were 2 years ago. An edition reflecting current practice will be issued in FY22.

Departmental visits and HR orientation meeting were curtailed by COVID, but we will hopefully resume continue these initiatives, and expand them to the extent practicable in FY22.

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FUND: 0001 - GENERAL FUND  
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET  
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ORIGINAL 2021	RECOMMENDED 2022	CHANGE 2021 to 2022
<b>PURCHASING SUMMARY</b>						
51 - PERSONNEL SERVICES	363,446	376,300	381,572	389,434	398,963	9,529
52 - EXPENSES	35,140	47,672	23,514	61,750	61,000	-750
57 - FRINGE BENEFITS	84,594	89,879	78,320	83,675	87,056	3,381
<b>TOTAL DEPARTMENT</b>	<b>483,180</b>	<b>513,851</b>	<b>483,406</b>	<b>534,859</b>	<b>547,019</b>	<b>12,160</b>
<b>PURCHASING</b>						
51 - PERSONNEL SERVICES	295,719	307,581	312,879	320,566	330,595	10,029
52 - EXPENSES	12,849	14,472	16,244	15,850	15,100	-750
57 - FRINGE BENEFITS	64,586	68,327	55,974	60,373	62,966	2,593
<b>TOTAL PURCHASING</b>	<b>373,153</b>	<b>390,380</b>	<b>385,097</b>	<b>396,788</b>	<b>408,660</b>	<b>11,872</b>
<b>TELECOMMUNICATIONS</b>						
52 - EXPENSES	-1,959	-1,519	-15,939	0	0	0
<b>TOTAL TELECOMMUNICATIONS</b>	<b>-1,959</b>	<b>-1,519</b>	<b>-15,939</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PRINTING</b>						
51 - PERSONNEL SERVICES	67,727	68,719	68,693	68,868	68,368	-500
52 - EXPENSES	24,250	34,719	23,210	45,900	45,900	0
57 - FRINGE BENEFITS	20,008	21,552	22,346	23,302	24,090	788
<b>TOTAL PRINTING</b>	<b>111,986</b>	<b>124,990</b>	<b>114,248</b>	<b>138,071</b>	<b>138,358</b>	<b>288</b>

FUND: 0001 - GENERAL FUND  
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ORIGINAL 2021	RECOMMENDED 2022	CHANGE 2021 to 2022
<b>105 - PURCHASING</b>						
<b>0110538 - PURCHASING</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	288,869	300,051	295,264	315,316	324,345	9,029
511101 PART TIME < 20 HRS/WK	0	0	12,026	0	0	0
513010 REGULAR OVERTIME	0	180	340	0	0	0
514001 LONGEVITY	5,150	5,750	4,250	4,250	5,250	1,000
515005 BONUSES	700	600	0	0	0	0
515102 CLEANING ALLOWANCE	1,000	1,000	1,000	1,000	1,000	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>295,719</b>	<b>307,581</b>	<b>312,879</b>	<b>320,566</b>	<b>330,595</b>	<b>10,029</b>
<b>EXPENSES</b>						
524010 OFFICE EQUIPMENT R-M	160	1,743	501	500	500	0
527400 RENTAL - EQUIPMENT	0	0	3,552	0	0	0
534010 TELEPHONE	432	464	0	500	500	0
534100 POSTAGE	2,054	2,057	1,643	2,500	2,250	-250
534200 PRINTING	704	0	304	1,000	750	-250
534300 ADVERTISING/PUBLICATIO	5,139	4,999	4,402	5,000	5,000	0
542000 OFFICE SUPPLIES	3,435	3,966	3,776	3,500	3,500	0
571000 VEHICLE USE REIMBURSE	13	138	145	500	250	-250
571100 IN-STATE CONFERENCES	0	275	1,350	1,500	1,500	0
573000 DUES & SUBSCRIPTIONS	912	831	569	850	850	0
<b>TOTAL EXPENSES</b>	<b>12,849</b>	<b>14,472</b>	<b>16,244</b>	<b>15,850</b>	<b>15,100</b>	<b>-750</b>
<b>FRINGE BENEFITS</b>						
57DENT DENTAL INSURANCE	1,615	1,646	1,303	1,164	1,204	40
57HLTH HEALTH INSURANCE	53,399	56,597	44,553	47,667	49,574	1,907
57LIFE BASIC LIFE INSURANCE	227	222	170	171	171	0
57MEDA MEDICARE PAYROLL TAX	3,789	3,902	4,010	4,648	4,794	145
57OPEB OPEB CONTRIBUTION	5,557	5,959	5,938	6,722	7,223	501
<b>TOTAL FRINGE BENEFITS</b>	<b>64,586</b>	<b>68,327</b>	<b>55,974</b>	<b>60,373</b>	<b>62,966</b>	<b>2,593</b>
<b>TOTAL PURCHASING</b>	<b>373,153</b>	<b>390,380</b>	<b>385,097</b>	<b>396,788</b>	<b>408,660</b>	<b>11,872</b>
<b>0110539 - TELECOMMUNICATIONS</b>						
<b>EXPENSES</b>						
534010 TELEPHONE	-449	-1,519	9,925	0	0	0
534020 CELLULAR TELEPHONES	-1,510	0	-25,864	0	0	0
<b>TOTAL EXPENSES</b>	<b>-1,959</b>	<b>-1,519</b>	<b>-15,939</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TELECOMMUNICATIONS</b>	<b>-1,959</b>	<b>-1,519</b>	<b>-15,939</b>	<b>0</b>	<b>0</b>	<b>0</b>



<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ORIGINAL 2021	RECOMMENDED 2022	CHANGE 2021 to 2022
<b>0110540 - PRINTING</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	65,326	66,612	67,124	66,868	66,868	0
513010 REGULAR OVERTIME	551	307	68	500	0	-500
514001 LONGEVITY	1,000	1,000	1,000	1,000	1,000	0
514006 EXCEPTIONAL SVS PAY	3	0	0	0	0	0
515005 BONUSES	350	300	0	0	0	0
515101 CLOTHING ALLOWANCE	500	500	500	0	0	0
515102 CLEANING ALLOWANCE	0	0	0	500	500	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>67,730</b>	<b>68,719</b>	<b>68,693</b>	<b>68,868</b>	<b>68,368</b>	<b>-500</b>
<b>EXPENSES</b>						
524010 OFFICE EQUIPMENT R-M	12,848	6,102	2,907	4,400	4,400	0
527400 RENTAL - EQUIPMENT	17,665	27,631	27,571	35,000	35,000	0
534100 POSTAGE	7,750	476	-4,433	1,000	1,000	0
550100 PRINTING SUPPLIES	-14,459	401	-2,983	5,000	5,000	0
558100 UNIFORMS/PROTECTIVE	446	109	148	500	500	0
<b>TOTAL EXPENSES</b>	<b>24,250</b>	<b>34,719</b>	<b>23,210</b>	<b>45,900</b>	<b>45,900</b>	<b>0</b>
<b>FRINGE BENEFITS</b>						
57DENT DENTAL INSURANCE	538	560	561	582	501	-81
57HLTH HEALTH INSURANCE	18,574	20,089	20,893	21,729	22,598	869
57MEDA MEDICARE PAYROLL TAX	896	903	893	991	991	0
<b>TOTAL FRINGE BENEFITS</b>	<b>20,008</b>	<b>21,552</b>	<b>22,346</b>	<b>23,302</b>	<b>24,090</b>	<b>788</b>
<b>TOTAL PRINTING</b>	<b>111,988</b>	<b>124,990</b>	<b>114,248</b>	<b>138,071</b>	<b>138,358</b>	<b>288</b>
<b>TOTAL PURCHASING</b>	<b>483,183</b>	<b>513,851</b>	<b>483,406</b>	<b>534,859</b>	<b>547,019</b>	<b>12,160</b>