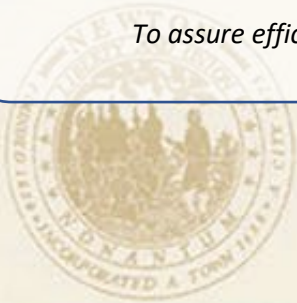


Purchasing Department

Mission

To 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 the law. Purchasing works with Departments to ensure specifications are precisely written and fully advertised to allow fair and open competition. Purchasing staff work cooperatively with all City Departments, including the Newton Public Schools, 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 our goal is "to proscribe an orderly framework for awarding contracts through an open and competitive process" This process results in best value for the City and our 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* (6th ed.) (a/k/a the Purple 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.

Because of the ongoing pandemic, FY22 continued to pose operational challenges. To protect the health and safety of workers and the public, departmental work was done in part remotely. We continue to follow modified bid opening and prebid procedures to address COVID concerns as well.

Bids and proposals are level over this time last year (FY21, 51; FY22, 41), as are purchase orders (FY21, 2,971; FY22, 2,814).

COVID affected the Mail Room and Print Shop as well. Overall, mailings are down. But this is due mainly the fact that FY21 saw a significant bump in mailing costs due to mailing ballots for multiple state and federal elections. 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. In FY22, YTD print volume is a bit higher (FY21, 271,124; FY22, 361,195).

Significant accomplishments include:

- Worked with departments and private designers to manage the advertising, issuing, intake and management of 41 Invitations for Bids (IFB) and Request for Proposals (RFP), totaling \$16.7M for FY22 YTD.
- Issued 6th edition of *Procedures for Departmental Purchasing* (Purple Book).
- Approved (and, if necessary, corrected) 2,814 requisitions and converted approved requisitions into purchase orders.
- Printed and mailed all City purchase orders.

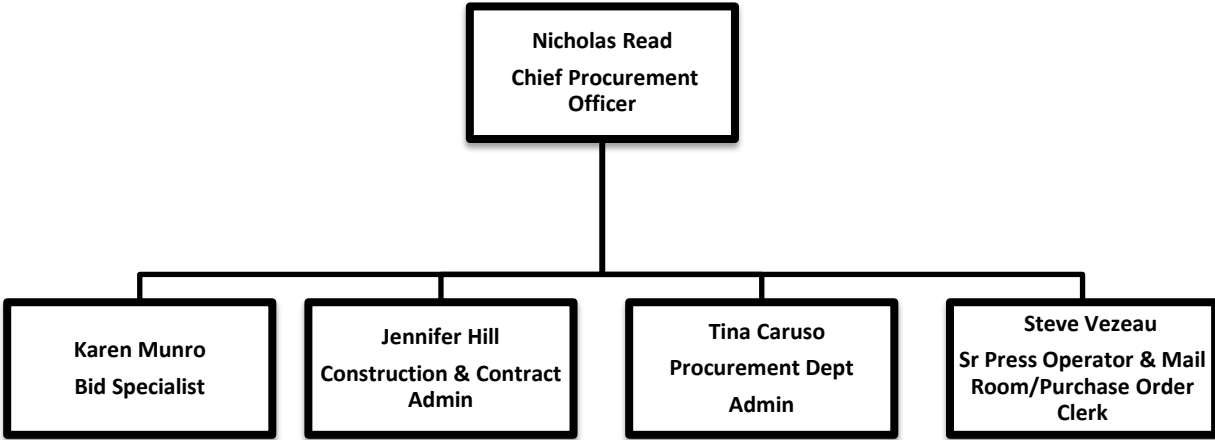
- Issued a monthly newsletter on procurement topics to City Councilors, Department Heads, and internal and external subscribers.
- Attended municipal purchasing official meetings and continuing education programs.
- Metered and mailed 113,535 letters and packages.
- Explored opportunities to further diversity, equity and inclusion goals through procurement and purchasing programs and policies.

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 FY23.



Nicholas Read
Chief Procurement Officer
March 7, 2022

PURCHASING



Financial and Operating Highlights

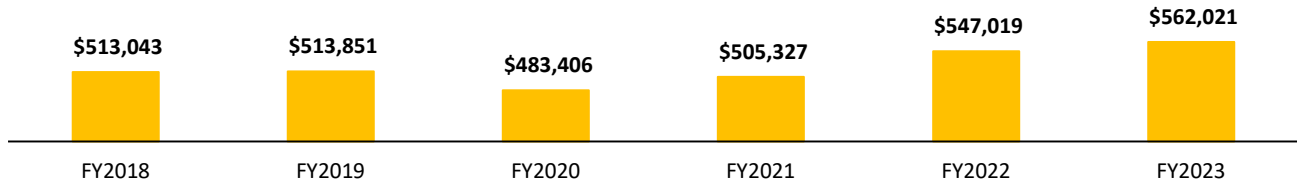
Financial Highlights

	< -----Actual ----->					Original FY2022	Proposed FY2023
	FY2018	FY2019	FY2020	FY2021	FY2022		
Expenditure by Department							
Purchasing	\$ 380,170	\$ 390,380	\$ 385,097	\$ 389,531	\$ 408,660	\$ 412,229	
Telecomm		\$ (1,519)	\$ (15,939)	\$ 21,144	\$ -	\$ -	
Printing	\$ 132,874	\$ 124,990	\$ 114,248	\$ 94,652	\$ 138,358	\$ 149,792	
Total	\$ 513,043	\$ 513,851	\$ 483,406	\$ 505,327	\$ 547,019	\$ 562,021	
% Incr	6.85%	0.16%	-5.92%	4.53%	8.25%	2.74%	

Personnel

Full-Time	5	5	5	5	5	5
Part-Time	0	0	0	0	0	0
Total	5	5	5	5	5	5

Total Purchasing Department Expenditures



Operating Highlights

	FY18	FY19	FY20	FY21	FY22 YTD
Purchasing					
Invitations For Bids (Number)	107	99	74	60	29
Requests For Proposals (Number)	10	5	8	9	9
Requests For Qualifications	2	1	3	5	3
Bids & Proposals (Dollars)	\$28,555,783	\$29,541,333	\$7,353,008	\$16,091,288	\$16,735,028
Purchase Orders (Number)	5,315	4,930	4,351	3,699	2,814
Purchase Orders (Aggregate Value)	\$24,416,910	\$17,444,864	\$16,314,252	\$15,371,933	\$11,281,043

Print Shop

Black & White Copies	633,576	388,324	647,071	289,519	233,832
Color Copies	1,146,466	263,533	434,546	189,193	127,363
Total All Copies	1,780,042	651,857	1,081,617	478,712	361,195

Mail Room

Number of Items Mailed	n/a	81,115	157,506	193,307	113,535
Total Cost of Mailings	\$107,937	\$46,123	\$93,565	\$112,125	\$64,703

Purchasing Department

Fiscal Year 2023 Outcomes and Strategies

Outcome 1

Provide Administration Services & Assure Compliance for All City Procurements

Between Invitations For Bids, Requests For Proposals and purchase orders, the Purchasing Department administers procurements totaling almost \$30 million annually. The Department's goal is to provide a framework for awarding contracts through an open and competitive process.

Competition is more robust when the field of bidders is large; reducing the number of potential bidders on account of minor deficiencies serves no public purpose. Within these parameters it is the goal of the Purchasing Department to do whatever it 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 contract execution are all part of the Department's daily responsibilities.

In FY22, Purchasing adopted digital alternatives, such as electronic signatures, to procurement processes. Further digitization in FY23 will include the transmission of purchase orders electronically rather than by mail.

Outcome 2

Expand Digital Procurement Documentation

Prior to the pandemic, in FY19, four copies of each purchase order (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 transition by emailing as many vendor purchase orders as possible in FY23.

Purchasing Department

Fiscal Year 2023 Outcomes and Strategies

Outcome 3

Possibilities for Increasing Diversity, Equity and Inclusion in Contracting

The City's procurement dollars, as well as purchasing supplies and services, can be used to further goals of equity, diversity and inclusion. There are many possible opportunities to do this, and we are fully evaluating them and considering them in the context of law and public policy.

The Purchasing Department, together with other City departments and the City's Economic Development Commission, will continue to work with the Black Economic Council of Massachusetts (BECMA) and neighboring cities and towns investigate statutory and policy options, establish a community standard, and determine the procedures and personnel needed to implement the various options.

Legal requirements, policies and procedures apply to all City and NPS procurements. The Purchasing Department itself buys little; its purpose is 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

Outcome 4

Continue and Expand Education Initiatives

An important educational initiative is the Department's *Procedures For Departmental Purchasing*, which describes in detail all the steps necessary for small and large procurements. A new edition was issued in September 2021, and reflected changes due to the MUNIS conversion and alternative practices in response to the COVID pandemic.

Departmental visits and HR orientation meetings will hopefully increase and expand to the extent practicable in FY23.

FUND: 0001 - GENERAL FUND
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ORIGINAL 2022	RECOMMENDED 2023	CHANGE 2022 to 2023
105 - PURCHASING						
0110538 - PURCHASING						
PERSONNEL SERVICES						
511001 FULL TIME SALARIES	300,051	295,264	313,420	324,345	346,451	22,106
511101 PART TIME < 20 HRS/WK	0	12,026	0	0	0	0
513010 REGULAR OVERTIME	180	340	0	0	0	0
514001 LONGEVITY	5,750	4,250	4,250	5,250	5,400	150
515005 BONUSES	600	0	0	0	0	0
515102 CLEANING ALLOWANCE	1,000	1,000	1,000	1,000	1,000	0
TOTAL PERSONNEL SERVICES	307,581	312,879	318,670	330,595	352,851	22,256
EXPENSES						
524010 OFFICE EQUIPMENT R-M	1,743	501	610	500	500	0
527400 RENTAL - EQUIPMENT	0	3,552	0	0	2,750	2,750
534010 TELEPHONE	464	0	0	500	500	0
534100 POSTAGE	2,057	1,643	1,006	2,250	1,500	-750
534200 PRINTING	0	304	0	750	1,000	250
534300 ADVERTISING/PUBLICATIO	4,999	4,402	4,423	5,000	7,000	2,000
542000 OFFICE SUPPLIES	3,966	3,776	2,332	3,500	3,250	-250
571000 VEHICLE USE REIMBURSE	138	145	0	250	250	0
571100 IN-STATE CONFERENCES	275	1,350	1,846	1,500	1,500	0
573000 DUES & SUBSCRIPTIONS	831	569	759	850	850	0
TOTAL EXPENSES	14,472	16,244	10,977	15,100	19,100	4,000
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	1,646	1,303	1,240	1,204	1,204	0
57HLTH HEALTH INSURANCE	56,597	44,553	47,668	49,574	30,993	-18,581
57LIFE BASIC LIFE INSURANCE	222	170	170	171	171	0
57MEDA MEDICARE PAYROLL TAX	3,902	4,010	4,111	4,794	5,116	322
57OPEB OPEB CONTRIBUTION	5,959	5,938	6,696	7,223	2,794	-4,429
TOTAL FRINGE BENEFITS	68,327	55,974	59,884	62,966	40,278	-22,688
TOTAL PURCHASING	390,380	385,097	389,531	408,660	412,229	3,569
0110539 - TELECOMMUNICATIONS						
EXPENSES						
534010 TELEPHONE	-1,519	9,925	338	0	0	0
534020 CELLULAR TELEPHONES	0	-25,864	20,806	0	0	0
TOTAL EXPENSES	-1,519	-15,939	21,144	0	0	0
TOTAL TELECOMMUNICATIONS	-1,519	-15,939	21,144	0	0	0

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ORIGINAL 2022	RECOMMENDED 2023	CHANGE 2022 to 2023
0110540 - PRINTING						
PERSONNEL SERVICES						
511001 FULL TIME SALARIES	66,612	67,124	66,868	66,868	75,261	8,393
513010 REGULAR OVERTIME	307	68	171	0	0	0
514001 LONGEVITY	1,000	1,000	1,000	1,000	2,000	1,000
515005 BONUSES	300	0	0	0	0	0
515101 CLOTHING ALLOWANCE	500	500	500	0	0	0
515102 CLEANING ALLOWANCE	0	0	0	500	500	0
TOTAL PERSONNEL SERVICES	68,719	68,693	68,539	68,368	77,761	9,393
EXPENSES						
524010 OFFICE EQUIPMENT R-M	6,102	2,907	340	4,400	2,400	-2,000
527400 RENTAL - EQUIPMENT	27,631	27,571	34,848	35,000	38,000	3,000
534100 POSTAGE	476	-4,433	-32,943	1,000	1,000	0
534200 PRINTING	0	0	-5,117	0	0	0
550100 PRINTING SUPPLIES	401	-2,983	5,689	5,000	5,000	0
558100 UNIFORMS/PROTECTIVE	109	148	149	500	500	0
TOTAL EXPENSES	34,719	23,210	2,966	45,900	46,900	1,000
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	560	561	516	501	501	0
57HLTH HEALTH INSURANCE	20,089	20,893	21,729	22,598	23,502	904
57MEDA MEDICARE PAYROLL TAX	903	893	902	991	1,128	137
TOTAL FRINGE BENEFITS	21,552	22,346	23,147	24,090	25,131	1,041
TOTAL PRINTING	124,990	114,248	94,652	138,358	149,792	11,433
TOTAL PURCHASING	513,851	483,406	505,327	547,019	562,020	15,002