

Contracts and Procurement Division (General Services Department)

Highlights and Division Program Budget Detail

Division Highlights and Significant Changes

- Administer the flow of approximately 24,000 purchasing transactions through the Financial Information Management System (FIMS) resulting in the successful procurement of over \$300 million in budgeted goods, services and public improvement projects.
- Prepare and administer 400 formal and informal bids (ITB and RFQ) and request for proposal (RFP) documents for solicitation for goods, services, and public improvement projects in compliance with state and city purchasing requirements.
- Prepare and administer approximately 360 annual requirements contracts for maintenance, repair and operating (MRO) efficiencies.
- Administer the disposal of all citywide surplus, found and forfeiture property in compliance with state and city property disposal requirements. Continue disposal of some surplus items through cooperative agreement with the state.

Program Detail

Purchasing

Program Goal. To provide goods and services to the City of Salem, Urban Renewal Agency, and the Salem Housing Authority in an economic, efficient and timely manner that is consistent with public contracting law and is in the best interest of the public.

Program Improvement Objectives

- In conjunction with the City Attorney's Office, prepare necessary revisions to the new purchasing manual for City Council approval.
- Continue to work with the City Attorney's office to review and modify, as required, formal competitive procurement documents and contract boilerplates and processes.

- Cross-train staff to handle fluctuating work requirements in the different procurement areas. Continue to interface with other state and local government purchasing agencies and professional procurement organizations to stay current in procurement processes and procedures with the goal of incorporating "best practices" into City operations for improved efficiencies. Incorporate Oregon legislative changes as required.
- Continue to develop FIMS purchasing module. Continue training all city-wide users on FIMS purchasing module, establishing an on-going users group for the purpose of maintaining system expertise, distributing system upgrades and "work arounds." Work with the project manager, "super users," and project consultants toward a trouble free migration to Oracle upgrades.
- Continue to review operations to take advantage of economies of scale. This will be accomplished by increasing annual contracts and cooperative procurement agreements, including mutual purchasing agreements with other agencies.

Surplus Property Disposal

Program Goal. Diminished funding of this program makes it imperative that we seek alternate uses and applications for surplus, forfeiture and found property that will result in dollar savings to the City. Dispose of City surplus, forfeiture, and found property in a timely and least cost manner resulting in the highest dollar return to appropriate revenue funds.

Program Improvement Objectives

- Review and reorganize surplus property disposal to take greater advantage of cooperative arrangements with State of Oregon surplus sales.
- Continue to promote City-wide "in house" use of all surplus property prior to consigning to state surplus sales program.
- Continue to improve on methods of assigning surplus property to City-wide alternate applications.

**GENERAL SERVICES
CONTRACTS & PROCUREMENT
(101-22-20)
FY 2005-06**

Acct No.	Description	Dept Rec	Adopted
52510	TRAINING		
	Oregon Public Purchasing Association	\$ 700	\$ 700
	George Washington University Government Contracts (rebudgeted)	3,050	4,720
		\$ 3,750	\$ 5,420

**CITY OF SALEM BUDGET
2005 to 2006
FUND NO. 101
GENERAL**

Department: General Services
Cost Center: Contracts and Procurement
Cost Center No: 22-20-00-00

Acct Code	Account Name	2nd Yr		1 st Yr		Budget			Adopted 05-06
		Budget 02-03	Actual 02-03	Budget 03-04	Actual 03-04	Budget 04-05	Dept Rec 05-06	Difference from 04-05	
51010	SALARIES & WAGES	\$ 288,100	\$ 239,369	\$ 242,130	\$ 246,750	\$ 251,660	\$ 254,490	\$ 1,600	\$ 253,260
51020	SEASONAL & RELIEF	-	-	-	-	-	10,990	10,840	10,840
51100	INCENTIVES	905	15	1,920	-	2,040	2,240	200	2,240
51120	LEAVE PAYOFF	590	12,232	-	-	-	-	-	-
51195	OTHER PAY/BENEFITS	-	-	-	192	1,410	-	(1,410)	-
51210	FICA & MEDICARE	22,040	19,122	18,520	18,766	19,240	19,470	130	19,370
51220	WORKERS' COMPENSATION	3,485	2,482	3,340	2,334	3,210	2,950	(260)	2,950
51240	EMPLR - RETIREMENT PERS	34,625	30,869	38,240	33,263	33,900	46,230	9,170	43,070
51245	EMPLR - PERS PICKUP	-	4,060	10,120	7,436	7,580	15,270	7,620	15,200
51250	INSURANCE - MEDICAL	32,010	25,116	26,890	27,580	30,650	34,270	2,810	33,460
51255	INSURANCE - VISION	1,555	1,286	1,250	1,261	1,250	1,440	150	1,400
51260	INSURANCE - DENTAL	4,165	3,550	3,580	3,746	3,960	4,660	610	4,570
51265	INSURANCE - LIFE	20	106	150	104	150	150	-	150
51270	INSURANCE - DISABILITY	1,255	1,069	1,170	1,028	1,060	900	(160)	900
51300	FRINGE BENEFITS	120	-	-	-	-	-	-	-
	Total Personal Services	\$ 388,870	\$ 339,278	\$ 347,310	\$ 342,461	\$ 356,110	\$ 393,060	\$ 31,300	\$ 387,410
	NUMBER OF POSITIONS	6.00	6.00	5.00	5.00	5.00	5.00		5.00
52110	SUBSCRIPTIONS & BOOKS	\$ 5,900	\$ 336	\$ 5,780	\$ 5,295	\$ 5,780	\$ 5,780	\$ -	\$ 5,780
52120	MAIL	3,900	2,046	1,500	1,171	1,500	1,550	50	1,550
52130	SUPPLIES	3,605	3,528	2,790	2,914	2,500	3,190	690	3,190
52320	ADVERTISING	930	-	450	-	450	450	-	450
52405	TELEPHONE - OFFICE	-	125	-	-	2,650	2,650	-	2,650
52410	TELEPHONE - CELLULAR	-	-	-	-	150	100	(50)	100
52510	TRAINING	1,880	2,729	3,350	3,739	3,550	3,750	1,870	5,420
52550	MILEAGE	160	26	120	-	30	30	-	30
52710	MEMBERSHIP DUES	430	5,360	430	380	430	430	-	430
52820	SMALL EQUIPMENT & SUPPLIES	-	-	-	-	1,500	-	(1,500)	-
52865	TECHNICAL SUPPLIES	-	-	250	-	-	-	-	-
53320	EQUIPMENT MAINTENANCE	965	597	-	-	-	-	-	-
53730	CLOTHING-SAFETY & UNIFORM	-	13	-	-	-	-	-	-
53815	INTRA CITY - INTERDEPT. REIMBURSE	-	-	-	81	-	-	-	-
53840	MOTOR POOL RENTAL	400	8	400	-	100	100	-	100
53850	PRINTING & DUPLIC. - CITY	7,850	5,219	7,000	-	-	-	-	-
53851	COPY	-	-	-	969	4,000	500	(3,500)	500
53853	PRINTING	-	-	-	980	1,000	500	(500)	500
53854	PHOTOCOPIES	-	-	-	3,454	1,500	5,000	3,500	5,000
54850	OTHER SPECIAL PAYMENTS	3,500	-	1,500	-	1,500	1,500	-	1,500
	Total Materials & Services	\$ 29,520	\$ 19,988	\$ 23,570	\$ 18,984	\$ 26,640	\$ 25,530	\$ 560	\$ 27,200
	Total Requirements	\$ 418,390	\$ 359,265	\$ 370,880	\$ 361,445	\$ 382,750	\$ 418,590	\$ 31,860	\$ 414,610