

## **Contracts and Procurement Division (General Services Department)**

### **Highlights and Division Program Budget Detail**

#### **Division Highlights and Significant Changes**

- Administer the flow of approximately 22,000 purchasing transactions through the Financial Information Management System (FIMS) resulting in the successful procurement of over \$200 million in budgeted goods, services and public improvement projects.
- Prepare and administer 300 formal bids (greater than \$25,000) and request for proposal (RFP) documents for solicitation for goods, services, and public improvement projects in compliance with state and city purchasing requirements.
- Successfully 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.** Provide goods and services to user departments in a timely manner that is consistent with public contracting law.

##### **Program Improvement Objectives**

- Develop abbreviated edition of the City Purchasing Manual as a "user's guide;" modify, with the City Attorney's concurrence, the City's Purchasing Manual to reflect State of Oregon statute changes, specifically ORS Ch. 279.
- 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. 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."

- 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.** 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 2004-05**

Acct No.	Description	Dept Rec	Adopted
<b>52510</b>	<b>TRAINING</b>		
	Oregon Public Purchasing Association (Buyers)	\$ 700	\$ 700
	George Washington University (Purchasing Administrator)	2,850	2,850
		\$ 3,550	\$ 3,550
<b>54850</b>	<b>OTHER SPECIAL PAYMENTS</b>		
	Publication of mandated public notice(s) and towing, moving or other transportation expenses associated the disposition of surplus property	\$ 1,500	\$ 1,500

**CITY OF SALEM BUDGET  
2004 to 2005  
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			
		Budget 01-02	Actual 01-02	Budget 02-03	Actual 02-03	Budget 03-04	Dept Rec 04-05	Difference from 03-04	Adopted 04-05
51010	SALARIES & WAGES	\$ 288,015	\$ 281,560	\$ 288,100	\$ 239,369	\$ 242,130	\$ 251,660	\$ 9,530	\$ 251,660
51020	OVERTIME	-	268	-	-	-	-	-	-
51100	INCENTIVES	670	-	905	15	1,920	2,040	120	2,040
51120	LEAVE PAYOFF	-	534	590	12,232	-	-	-	-
51195	OTHER PAY/BENEFITS	-	-	-	-	-	-	1,410	1,410
51210	FICA & MEDICARE	21,410	21,479	22,040	19,122	18,520	19,240	720	19,240
51220	WORKERS' COMPENSATION	3,200	3,082	3,485	2,482	3,340	3,210	(130)	3,210
51240	EMPLR - RETIREMENT PERS	33,805	33,940	34,625	30,869	38,240	33,900	(4,340)	33,900
51245	EMPLR - PERS PICKUP	-	-	-	4,060	10,120	7,580	(2,540)	7,580
51250	INSURANCE - MEDICAL	26,925	27,320	32,010	25,116	26,890	30,650	3,760	30,650
51255	INSURANCE - VISION	1,595	1,556	1,555	1,286	1,250	1,250	-	1,250
51260	INSURANCE - DENTAL	4,245	4,167	4,165	3,550	3,580	3,960	380	3,960
51265	INSURANCE - LIFE	20	47	20	106	150	150	-	150
51270	INSURANCE - DISABILITY	1,200	1,210	1,255	1,069	1,170	1,060	(110)	1,060
51300	FRINGE BENEFITS	130	-	120	-	-	-	-	-
	Total Personal Services	\$ 381,215	\$ 375,163	\$ 388,870	\$ 339,278	\$ 347,310	\$ 354,700	\$ 8,800	\$ 356,110
	NUMBER OF POSITIONS	6.00	6.00	6.00	6.00	5.00	5.00		5.00
52110	SUBSCRIPTIONS & BOOKS	\$ 6,210	\$ 329	\$ 5,900	\$ 336	\$ 5,780	\$ 5,780	\$ -	\$ 5,780
52120	MAIL	6,000	1,215	3,900	2,046	1,500	1,500	-	1,500
52130	SUPPLIES	3,500	2,576	3,605	3,528	2,790	2,500	(290)	2,500
52320	ADVERTISING	900	215	930	-	450	450	-	450
52405	TELEPHONE - OFFICE	-	-	-	125	-	2,650	2,650	2,650
52410	TELEPHONE - CELLULAR	-	-	-	-	-	150	150	150
52510	TRAINING	4,785	3,939	1,880	2,729	3,350	3,550	200	3,550
52550	MILEAGE	150	250	160	26	120	30	(90)	30
52660	TEMP. EMPLOYMENT SERVICES	27,250	5,340	-	-	-	-	-	-
52670	OTHER PROFESS. SERVICES	-	141	-	-	-	-	-	-
52710	MEMBERSHIP DUES	-	5,455	430	5,360	430	430	-	430
52820	SMALL EQUIPMENT & SUPPLIES	-	-	-	-	-	1,500	1,500	1,500
52865	TECHNICAL SUPPLIES	2,000	250	-	-	250	-	(250)	-
53320	EQUIPMENT MAINTENANCE	640	-	965	597	-	-	-	-
53380	OTHER MAINT. & REPAIR	-	419	-	-	-	-	-	-
53730	CLOTHING-SAFETY & UNIFORM	-	-	-	13	-	-	-	-
53810	INTRA CITY - INTERNAL CHARGES	-	1,250	-	-	-	-	-	-
53840	MOTOR POOL RENTAL	-	183	400	8	400	100	(300)	100
53850	PRINTING & DUPLIC. - CITY	7,620	7,074	7,850	5,219	7,000	-	(7,000)	-
53851	COPY	-	-	-	-	-	4,000	4,000	4,000
53853	PRINTING	-	-	-	-	-	1,000	1,000	1,000
53854	PHOTOCOPIES	-	-	-	-	-	1,500	1,500	1,500
54850	OTHER SPECIAL PAYMENTS	3,500	350	3,500	-	1,500	1,500	-	1,500
	Total Materials & Services	\$ 62,555	\$ 28,986	\$ 29,520	\$ 19,988	\$ 23,570	\$ 26,640	\$ 3,070	\$ 26,640
55130	EQUIPMENT & MACHINERY	\$ -	\$ 1,684	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Capital Outlay	\$ -	\$ 1,684	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Requirements	\$ 443,770	\$ 405,833	\$ 418,390	\$ 359,265	\$ 370,880	\$ 381,340	\$ 11,870	\$ 382,750