



penticton.ca

2015 Budget

Purchasing Department



Purchasing Department Mission Statement

The Purchasing Department provides central purchasing services for the City while maintaining the highest ethical standards in dealing with both users and suppliers of goods and services.



Purchasing Department Staffing

- 4 FTE CUPE members and 1 FTE exempt
- CUPE members include 3 clerical and 1 Storekeeper/Buyer
- The Purchasing Manager is an FTE exempt



Purchasing Department Duties

- purchase, receive and issue inventory items
- oversees the disposition of surplus and obsolete equipment and materials
- processes invoices for payment
- assists the Fleet and Facilities departments as required



Purchasing Department Overview

Clerical staff provide support for the following departments:

- Purchasing Public Works
- Fleet
- Facilities
- Parks
- Engineering and
- Vacation coverage for the Electrical Utility department



Purchasing Department Overview

Purchasing Manager works with City departments to prepare:

- Requests for Quotations
- Requests for Proposals
- Expressions of Interest and Qualifications
- Tenders
- Prepare contracts for goods and services
- Order non-inventory goods and services



Purchasing Department Goals

- Increase warehouse and yards security
- Reduce the number of inventory items
- Continue to work with valley municipalities to take advantage of group purchase and contract services
- Implement barcoding for inventory



Purchasing Department Hi-lites

Description	2012	2013	2014 to Sept 30, 2014
Number of RFQs, RFPs, Tenders	72	82	71
Revenue from Disposals	\$109,342.47	\$63,083.52	\$42,269.81
Cost Savings to City and taxpayers	\$1,038,199.35	\$1,086,221.13	\$1,545,292.35



Purchasing Department Budget Proposal

Description	2013 actual	2014 budget	2014 projection	2015 budget
Wages	\$307,507	\$413,100	\$412,000	\$360,750
Inventory Count	\$5,563	\$4,500	\$7,800	\$4,000
Freight	\$2,191	\$5,000	\$4,000	\$4,000
Mileage	\$10,088	\$650	\$680	\$750
Office Supplies	\$64,341	\$43,050	\$50,500	\$42,500
Supplies/Small Tools	\$0	\$750	\$750	\$1,500
Total	\$389,690	\$467,050	\$475,730	\$413,500

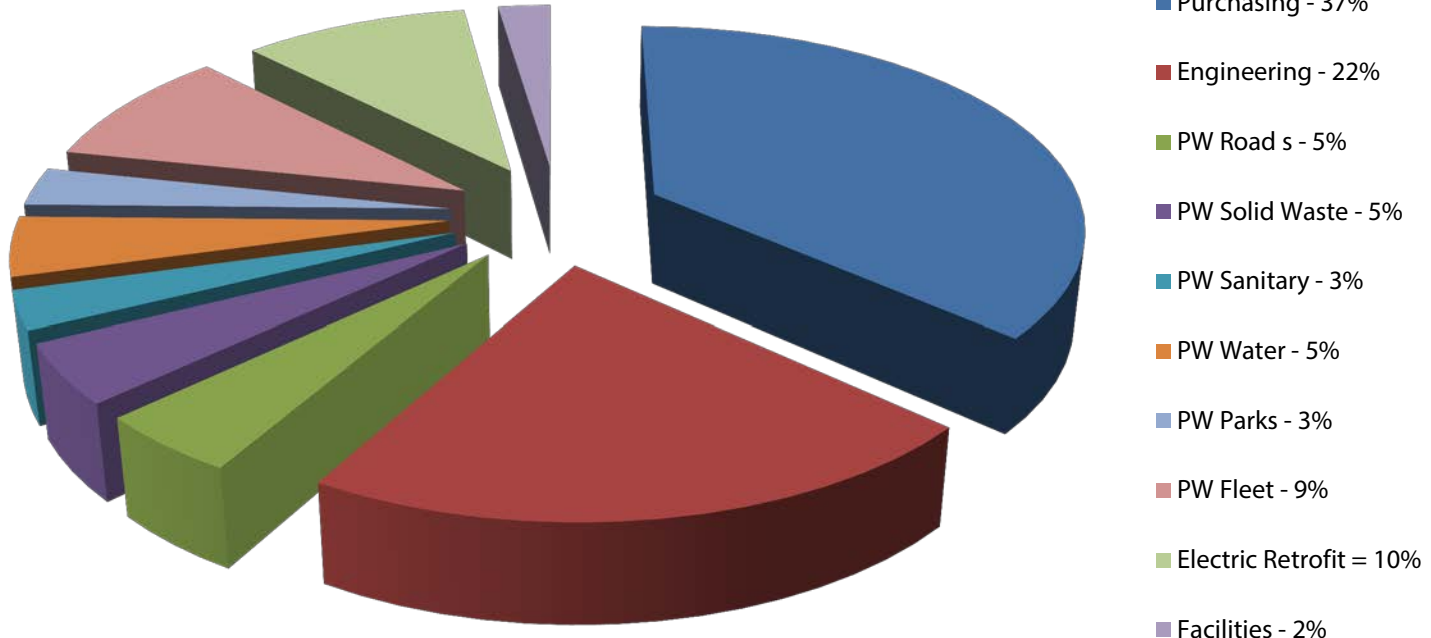


Purchasing Department Budget Proposals

Description	2013 actual	2014 budget	2014 projection	2015 budget
Revenue from Sale of Surplus Items	\$63,083	\$0	\$60,000	\$50,000



Purchasing wage allocation for clerical





penticton.ca

Questions?