

PURCHASING

RESOURCES	ACTUAL FY01	ACTUAL FY02	BUDGET FY03	PROJECTED FY03	RECOMMENDED FY04
Personnel Expenses	\$ 1,249,695	\$ 1,255,069	\$ 1,340,583	\$ 1,311,013	\$ 1,483,357
Operating Expenses	62,840	76,917	116,800	115,368	103,771
Operating Budget	\$ 1,312,535	\$ 1,331,986	\$ 1,457,383	\$ 1,426,381	\$ 1,587,128
Capital Outlay	32,785	16,057	23,096	23,096	9,134
Budget Allocation	\$ 1,345,320	\$ 1,348,043	\$ 1,480,479	\$ 1,449,477	\$ 1,596,262
Authorized Positions	23	23	23	23	23

The Purchasing Department, as provided for in the City Charter, is responsible for all aspects of the City's centralized procurement process. Its goal is to acquire needed goods and services as efficiently and as inexpensively as possible, while assuring fair and equal opportunity to all qualified vendors. The Purchasing Department's primary function is to assist other City Departments in their procurement efforts, securing materials and services which meet necessary standards. Concurrently, the Purchasing Department monitors all procurement to ascertain compliance with applicable laws.

Department personnel prepare the City's procurement program; establish standards for quality assurance; purchase products and services; and administer contracts. Staff prepare specifications and schedule purchases; develop advantageous contractual terms; solicit and evaluate bids; award and administer contracts; place legal advertisements; prepare contract documents; maintain procurement records for all City departments; and formulate policy for the disposition of excess and/or obsolete material. Additionally, the department assists in the disposal of surplus City property and performs specialized specification writing functions for acquisition of all automotive vehicles, heavy equipment and related service contracts. It has a major role in the ongoing implementation of the City's Women and Minority Business Enterprise (W/MBE) and Equal Employment Opportunity/Affirmative Action programs within the vendor community through involvement with the City's bid process.

The Inventory and Stores Division manages Tampa's perpetual inventory system by establishing economic order quantities and uniform inventory procedures. The major function of this division is inventory storage and control of supply operations of twelve inventories at ten City-wide locations. Personnel from the Fire Rescue (2), Parks and Recreation (1), Public Works (4), Wastewater (4), Water (8), Solid Waste (1), Fleet Maintenance (10) divisions and departments are also assigned and their costs (\$1,138,122) are budgeted in the various departments/divisions identified.

Functioning as a major business office of the City with the vendor community, the Purchasing Department strives to promote goodwill through sound business practices and efficient operations while providing the greatest value for the tax dollar.

Accomplishments and objectives for FY04 are listed below.

Performance Measures	FY02 Actual	FY03 Projected	FY04 Projected
Purchase Orders Issued	27,923	28,000	28,000
Total Dollars (\$thousands)	\$285,868	\$285,000	\$285,000
Number of Active Bidders	1,585	1,500	1,500
Number of Certified W/MBE Vendors	585	600	600
Number of Certified Affirmative Action Plans	2,042	2,100	2,250
Amount in Inventory (\$thousands)	\$3,021	\$3,218	\$3,200
Number of Inventory Items	9,126	8,896	8,900
Inventory Turnover Rate	5.12	5.61	5.98