

FY 2015 Purchasing

Department /Office Purpose	The statutory responsibility of the Purchasing Agent is to purchase all supplies, materials, and equipment; contract for all repairs required or used by the County; and supervise all purchases made on competitive bid. The Purchasing Agent is also responsible for County property and inventory and must annually file with the County Auditor and each member of the Purchasing Board an inventory of all property on hand and belonging to the County and to each subdivision, officer or employee.
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Priority#	Major Program	Goals & Objectives	Measures	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
1	Buying	To procure quality supplies, equipment, and services in a cost-effective manner to all county departments.	Requisitions Received	1,521	757	763										3,041
			Purchase Orders Issued	1,174	734	771										2,679
			Purchasing Card Transactions	325	214	150										689
2	Contracts	Insure that all purchases are made in compliance with Purchasing statutes and County Purchasing Manual	Total Contract Instruments	73	41	91										205
			RFP's	4	2	4										10
			IFB's	6	3	1										10
			Agreements	22	17	71										110
			Grants	8	8	4										20
			Other	33	11	11										55
3	Administration	Provides proficiency in support of mandates and basic procurement operations.	Procurement Training Classes Conducted	1	0	0										1
			Procurement Card Training Classes Conducted	2	0	2										4
			Rebates Received from Cooperative Purchasing Agreements	\$ -	\$ -	\$ 24,921.60										\$ 24,921.60
		Provide cost avoidance through competitive processes	Amount in FY15 Budget	\$ 716,488.00	\$ 106,813.00	\$ 256,453.00										\$ 1,079,754.00
			Actual Amount Spent	\$ 660,706.76	\$ 92,375.99	\$ 222,398.82										\$ 975,481.57
			Dollar Difference	\$ 55,781.24	\$ 14,437.01	\$ 34,054.18										\$ 104,272.43

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4	Property Management	Increase on-line auctions for generation of revenues to the County.	Inventories Conducted		2	\$ 7.00										9
			On-line Auctions Conducted	2	0	0										2
			Revenue generated from auction	\$ (92,375.99)	\$ 41,350.58	N/A										\$ (51,025.41)
5	Computer Warehousing	Supplies stability and accuracy in computer inventory printer management	Request for Equipment	35	64	43										142
			Percent of Requests processed within 24 hours	100%	100%	100%										100%