

Purchasing and Contracting



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Purchasing and Contracting



Description

The Purchasing & Contracting Department is charged with overseeing the transactions for procuring and/or contracting goods and services (including professional services), the procurement of Capital Improvement Program (CIP) construction, minor repairs, and associated professional consulting services, as well as contract management functions to ensure that contracts are meeting the City's needs. It also manages the centralized advertising and award of all contracts for goods, services, and public works in conformance with the City's Charter and Municipal Code.

In addition, the Department manages the Central Stores and Equal Opportunity Contracting (EOC) programs. Purchasing & Contracting programs provide important services to other City departments and residents including:

- Providing oversight to the City's goods, services, and consulting contracting services.
- Providing oversight to the City's CIP construction, minor repair, and architectural and engineering consultant services contracts.
- Procurement of materials and equipment for City departments, including storage and distribution of goods through the Central Stores warehouse.
- Monitoring and enforcing City, State, and Federal equal opportunity contracting requirements and public contracting laws related to the use of construction contractors, consultants, vendors, and suppliers.

The vision is:

To be a leader in fostering a purchasing climate in which diverse and small vendors are encouraged to compete and participate in City contracts.

The mission is:

Ensure open and fair procurements, competitive and fair pricing, environmentally-sustainable solutions, best practices, and utilization of small, local, woman- and minority- owned businesses, when applicable, in City contracting.

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Goals and Objectives

Goal 1: *Promote transparency regarding requirements within the procurement process.*

- Use technology to provide information on upcoming bids and procurements.
- Post information on awarded formal and informal procurement timely.

Goal 2: *Increase efficiency of procurement process.*

- Ensure all procurements consistently follow the appropriate rules and requirements based on the contract type.
- Conduct Citywide Training.
- Streamline the contracting process.

Goal 3: *Promote small and local, disadvantaged, minority, and woman- owned business participation in City procurement.*

- Develop a more robust Small Local Business Enterprise Program.
- Enhance community outreach.

Goal 4: *Ensure excellent customer service.*

- Enhance customer service skills of P&C staff.
- Foster a skilled and sustainable workforce.

Budget Equity Impact Statement

Equity Highlights

Examples from the current fiscal year.

- Inclusion of mandatory SLBE goals on Architectural & Engineering (A&E) contracts.
- Development of sheltered competition contracts for A&E consultant contracts.
- Implementation of Living Wage Ordinance alert in Ariba purchase requisitions.

Budget Equity Lens Summary

Ongoing Operations

Is there an opportunity to adjust the department's ongoing operations to address a disparity?

Yes

Collaborating with Council Offices to enhance community outreach related to under-served populations and provide information on the City's Small Local Business Enterprise (SLBE) Program certification and benefits and How to do Business with the City. Collaborating with the Communications Department to use social media platforms to help provide information on upcoming procurement and the Library Department to help create landing pages on computers directing patrons on where they can find bid opportunities and information on the City's SLBE Program. Collaborate with outside agencies, organizations, and Council Offices to conduct SLBE certification workshops to help develop a more robust SLBE Program.

Budget Adjustment(s)

Do the Budget Adjustments address a disparity?

Yes

1. Increase efficiency of procurement process.
2. Ensure excellent customer service.

Existing staff are unable to keep up with the volume of contract and purchase order requests received on an annual basis. Investing in adequate staffing will address internal and external disparities. Internally, workload and assignments will be distributed in an equitable manner and will allow for existing staff to provide better service to external departments and engage in trainings and professional development on a more regular basis. Externally, with increased staff, the time to process contract awards should decrease, which means contractors will be able to start their services sooner and help avoid cash flow issues. Operationally, the addition of this FTE will help ensure that departments are obtaining contracts and/or POs in a timely manner.

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Key Performance Indicators

Performance Indicator	Definition	Baseline	FY2024 Performance	Goal
Percentage of low bid contracts awarded on time	Percentage of low bid contracts awarded within 90 days for all goods, services, and construction contracts, regardless of funding source	N/A	59%	85%
Percentage of total dollar value of contracts awarded to minority and women owned firms	Dollar value of contracts awarded to minority- and women-owned firms, as a prime contractor or subcontractor, on goods, services, and public works contracts.	N/A	11%	31%
Percentage of total dollar value of City-funded contracts awarded to Small Local Business Enterprises	Dollar value of City-funded contracts awarded to Small Local Business Enterprises (SLBE)-certified firms, as a prime contractor or subcontractor, on City-funded contracts.	N/A	17%	15%
Small Local Business Enterprise (SLBE) applications as a result of outreach efforts	Number of new applications resulting from outreach efforts conducted to promote the City's Small Local Business Enterprise (SLBE) Program.	N/A	0%	20%
Increased procurement knowledge	Percentage of external department staff that increased procurement knowledge/understanding after training	N/A	100%	25%

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Department Summary

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
FTE Positions (Budgeted)	92.00	85.00	90.00	5.00
Personnel Expenditures	\$ 9,485,074	\$ 10,758,391	\$ 11,514,103	\$ 755,712
Non-Personnel Expenditures	9,529,003	7,927,434	11,155,025	3,227,591
Total Department Expenditures	\$ 19,014,076	\$ 18,685,825	\$ 22,669,128	\$ 3,983,303
Total Department Revenue	\$ 11,864,575	\$ 10,059,126	\$ 13,248,004	\$ 3,188,878

General Fund

Department Expenditures

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Equal Opportunity Contracting	\$ 592,959	\$ 1,576,979	\$ 1,336,717	\$ (240,262)
Publishing Services	4,959	-	-	-
Purchasing & Contracting	7,934,293	9,335,450	9,863,093	527,643
Total	\$ 8,532,211	\$ 10,912,429	\$ 11,199,810	\$ 287,381

Department Personnel

	FY2023 Budget	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Equal Opportunity Contracting	12.00	11.00	13.00	2.00
Purchasing & Contracting	51.00	53.00	56.00	3.00
Total	63.00	64.00	69.00	5.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	\$ 278,365	\$ -
Support for Goods and Services Division Addition of 3.00 Associate Procurement Contracting Officers to support the Goods and Services Division due to increased workload and to better manage City department requests.	3.00	261,530	-
Job Order Contracting Support Addition of 1.00 Senior Contract Specialist and 1.00 Associate Contract Specialist to support the Construction Contracts Division to manage the job order contracts not subject to Project Labor Agreements.	2.00	230,746	-
Support for Information Technology Adjustment to expenditure allocations according to an annual review of information technology funding requirements.	0.00	140,808	-

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Significant Budget Adjustments

	FTE	Expenditures	Revenue
Non-Discretionary Adjustment	0.00	36,960	-
Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.			
Executive Approval to Fill Vacancies	0.00	(61,028)	-
Addition of estimated savings associated with the implementation of the Executive Approval to Fill Vacancies process.			
Reduction of Consulting Services Contract	0.00	(600,000)	-
Reduction of consulting services expenditures for services that were brought in-house.			
Total	5.00 \$	287,381 \$	-

Expenditures by Category

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
PERSONNEL				
Personnel Cost	\$ 4,617,327	\$ 5,832,754	\$ 6,499,825	\$ 667,071
Fringe Benefits	3,007,678	3,375,395	3,417,937	42,542
PERSONNEL SUBTOTAL	7,625,005	9,208,149	9,917,762	709,613
NON-PERSONNEL				
Supplies	\$ 51,714	\$ 48,424	\$ 44,374	\$ (4,050)
Contracts & Services	319,604	1,062,127	500,548	(561,579)
<i>External Contracts & Services</i>	252,917	960,251	357,662	(602,589)
<i>Internal Contracts & Services</i>	66,687	101,876	142,886	41,010
Information Technology	517,521	577,207	718,015	140,808
Energy and Utilities	14,361	11,411	14,000	2,589
Other	4,007	5,111	5,111	-
NON-PERSONNEL SUBTOTAL	907,206	1,704,280	1,282,048	(422,232)
Total	\$ 8,532,211	\$ 10,912,429	\$ 11,199,810	\$ 287,381

Revenues by Category

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Charges for Services	\$ 1,241,700	\$ 2,422,363	\$ 2,422,363	-
Other Revenue	566	-	-	-
Total	\$ 1,242,267	\$ 2,422,363	\$ 2,422,363	-

Personnel Expenditures

Job Number	Job Title / Wages	FY2023 Budget	FY2024 Budget	FY2025 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000012	Administrative Aide 1	4.00	4.00	4.00	\$ 55,036 - 66,266	\$ 252,081
20000071	Assistant Engineer-Civil	8.00	8.00	9.00	94,516 - 113,852	958,173
20000145	Associate Engineer-Civil	5.00	5.00	6.00	108,826 - 131,374	788,244
20000119	Associate Management Analyst	7.00	7.00	6.00	80,424 - 97,203	477,295

Purchasing and Contracting

Personnel Expenditures

Job Number	Job Title / Wages	FY2023 Budget	FY2024 Budget	FY2025 Adopted	Salary Range	Total
21000328	Associate Procurement Contracting Officer	3.00	3.00	3.00	98,820 - 119,423	337,666
91000328	Associate Procurement Contracting Officer - Hourly	0.00	0.00	3.00	98,820 - 119,423	358,269
20001101	Department Director	1.00	1.00	1.00	96,395 - 365,173	235,027
20001168	Deputy Director	2.00	2.00	2.00	72,886 - 268,057	378,144
20000924	Executive Assistant	1.00	1.00	1.00	63,557 - 76,906	76,906
20000293	Information Systems Analyst 3	1.00	1.00	1.00	90,015 - 108,805	90,015
20000998	Information Systems Analyst 4	1.00	1.00	1.00	101,223 - 122,656	101,223
20000680	Payroll Specialist 2	1.00	1.00	1.00	54,075 - 65,305	62,693
20000173	Payroll Supervisor	1.00	1.00	1.00	62,027 - 75,071	72,068
20001234	Program Coordinator	2.00	2.00	2.00	36,814 - 214,004	249,682
20001222	Program Manager	4.00	4.00	4.00	72,886 - 268,057	671,678
20000890	Senior Civil Engineer	2.00	2.00	2.00	125,388 - 151,584	303,168
20000015	Senior Management Analyst	6.00	6.00	7.00	88,289 - 106,773	646,704
21000329	Senior Procurement Contracting Officer	9.00	9.00	9.00	113,983 - 137,776	1,156,312
20000970	Supervising Management Analyst	1.00	1.00	1.00	94,669 - 114,682	114,682
21000330	Supervising Procurement Contracting Officer	4.00	5.00	5.00	128,184 - 155,320	745,345
	Bilingual - Regular Budgeted Personnel Expenditure Savings					2,912
	Termination Pay Annual Leave					(1,678,258)
	Vacation Pay In Lieu					17,178
						82,618
FTE, Salaries, and Wages Subtotal		63.00	64.00	69.00		\$ 6,499,825

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Fringe Benefits				
Employee Offset Savings	\$ 170,436	\$ 36,324	\$ 38,162	\$ 1,838
Flexible Benefits	517,803	586,273	609,693	23,420
Long-Term Disability	22,738	20,255	24,176	3,921
Medicare	70,072	83,216	96,881	13,665
Other Post-Employment Benefits	254,813	290,139	206,900	(83,239)
Retiree Medical Trust	6,890	9,456	10,747	1,291
Retirement 401 Plan	26,595	35,635	43,002	7,367
Retirement ADC	1,711,752	2,069,618	2,123,237	53,619
Retirement DROP	2,873	3,227	3,472	245
Risk Management Administration	62,220	65,637	69,300	3,663
Supplemental Pension Savings Plan	116,091	128,986	132,291	3,305
Unemployment Insurance	5,837	6,450	6,874	424
Workers' Compensation	39,558	40,179	53,202	13,023
Fringe Benefits Subtotal	\$ 3,007,678	\$ 3,375,395	\$ 3,417,937	\$ 42,542
Total Personnel Expenditures			\$ 9,917,762	

Purchasing and Contracting

Central Stores Fund

Department Expenditures

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Central Stores	\$ 8,798,050	\$ 7,666,889	\$ 7,807,171	\$ 140,282
Purchasing & Contracting	108,293	106,507	3,662,147	3,555,640
Total	\$ 8,906,343	\$ 7,773,396	\$ 11,469,318	\$ 3,695,922

Department Personnel

	FY2023 Budget	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Central Stores	20.00	20.00	20.00	0.00
Purchasing & Contracting	1.00	1.00	1.00	0.00
Total	21.00	21.00	21.00	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Central Stores Inventory Addition of non-personnel expenditures for supplies to meet increased citywide demand.	0.00	\$ 3,469,154	\$ -
Security Guard Services Addition of non-personnel expenditures for security guard services at the Chollas Yard.	0.00	115,000	-
Chollas Yard Parking Expansion Addition of non-expenditures associated with expanding parking at the Chollas Operations Yard.	0.00	80,755	-
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	46,099	-
Support for Information Technology Adjustment to expenditure allocations according to an annual review of information technology funding requirements.	0.00	964	-
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	(16,070)	-
Charges for Current Services Adjustment to reflect revised materials and surcharge revenue projections.	0.00	-	3,188,878
Total	0.00	\$ 3,695,922	\$ 3,188,878

Purchasing and Contracting

Expenditures by Category

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
PERSONNEL				
Personnel Cost	\$ 779,769	\$ 817,701	\$ 898,366	\$ 80,665
Fringe Benefits	657,929	732,541	697,975	(34,566)
PERSONNEL SUBTOTAL	1,437,698	1,550,242	1,596,341	46,099
NON-PERSONNEL				
Supplies	\$ 6,643,499	\$ 5,295,613	\$ 8,763,417	\$ 3,467,804
Contracts & Services	580,871	445,412	635,205	189,793
<i>External Contracts & Services</i>	<i>236,454</i>	<i>40,393</i>	<i>236,168</i>	<i>195,775</i>
<i>Internal Contracts & Services</i>	<i>344,417</i>	<i>405,019</i>	<i>399,037</i>	<i>(5,982)</i>
Information Technology	43,342	261,505	262,469	964
Energy and Utilities	172,826	219,696	210,958	(8,738)
Other	-	928	928	-
Capital Expenditures	28,107	-	-	-
NON-PERSONNEL SUBTOTAL	7,468,645	6,223,154	9,872,977	3,649,823
Total	\$ 8,906,343	\$ 7,773,396	\$ 11,469,318	\$ 3,695,922

Revenues by Category

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Charges for Services	\$ 8,887,346	\$ 7,460,763	\$ 10,649,641	\$ 3,188,878
Other Revenue	143,020	176,000	176,000	-
Rev from Money and Prop	14,526	-	-	-
Total	\$ 9,044,892	\$ 7,636,763	\$ 10,825,641	\$ 3,188,878

Personnel Expenditures

Job Number	Job Title / Wages	FY2023 Budget	FY2024 Budget	FY2025 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	2.00	2.00	2.00	\$ 46,777 - 56,281	\$ 93,554
20000171	Auto Messenger 1	4.00	4.00	4.00	36,814 - 42,517	163,515
20000110	Auto Messenger 2	7.00	7.00	7.00	40,376 - 48,656	317,152
20001222	Program Manager	1.00	1.00	1.00	72,886 - 268,057	170,472
20000950	Stock Clerk	2.00	2.00	2.00	40,550 - 48,962	89,512
20000955	Storekeeper 1	3.00	3.00	3.00	46,712 - 56,019	166,937
20000956	Storekeeper 2	1.00	1.00	1.00	51,060 - 61,722	61,721
20000538	Stores Operations Supervisor	1.00	1.00	1.00	61,525 - 74,306	74,306
	Budgeted Personnel					(264,026)
	Expenditure Savings					
	Overtime Budgeted					19,276
	Vacation Pay In Lieu					5,947
FTE, Salaries, and Wages Subtotal		21.00	21.00	21.00		\$ 898,366

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Fringe Benefits				
Employee Offset Savings	\$ 38,456	\$ 2,972	\$ 2,224	\$ (748)
Flexible Benefits	205,902	236,440	267,092	30,652
Long-Term Disability	3,117	2,799	3,160	361

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	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Medicare	12,352	11,494	12,659	1,165
Other Post-Employment Benefits	83,758	96,713	74,484	(22,229)
Retiree Medical Trust	1,198	1,240	1,629	389
Retirement 401 Plan	4,008	4,261	5,784	1,523
Retirement ADC	248,279	312,986	257,699	(55,287)
Retirement DROP	238	-	-	-
Risk Management Administration	20,337	21,879	24,948	3,069
Supplemental Pension Savings Plan	21,035	21,025	19,592	(1,433)
Unemployment Insurance	804	903	901	(2)
Workers' Compensation	18,445	19,829	27,803	7,974
Fringe Benefits Subtotal	\$ 657,929	\$ 732,541	\$ 697,975	\$ (34,566)
Total Personnel Expenditures		\$ 732,541	\$ 697,975	

Publishing Services Fund¹

Department Expenditures

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Publishing Services	\$ 1,569,441	\$ -	\$ -	-
Purchasing & Contracting	6,081	-	-	-
Total	\$ 1,575,522	\$ -	\$ -	-

Department Personnel

	FY2023 Budget	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Publishing Services	8.00	0.00	0.00	0.00
Total	8.00	0.00	0.00	0.00

Expenditures by Category

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
PERSONNEL				
Personnel Cost	\$ 266,477	\$ -	\$ -	-
Fringe Benefits	155,894	-	-	-
PERSONNEL SUBTOTAL	422,371	-	-	-
NON-PERSONNEL				
Supplies	\$ 159,487	\$ -	\$ -	-
Contracts & Services	871,628	-	-	-
<i>External Contracts & Services</i>	<i>649,183</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Internal Contracts & Services</i>	<i>222,445</i>	<i>-</i>	<i>-</i>	<i>-</i>
Information Technology	28,662	-	-	-
Energy and Utilities	93,375	-	-	-
NON-PERSONNEL SUBTOTAL	1,153,151	-	-	-
Total	\$ 1,575,522	\$ -	\$ -	-

¹The Publishing Services Fund was restructured out of the Purchasing and Contracting Department and into the Communications Department in Fiscal Year 2024. Fiscal Year 2024 and Fiscal Year 2025 budgets are shown in the Communications Department budget page.

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Revenues by Category

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Charges for Services	\$ 1,175,319	\$ -	\$ -	-
Rev from Money and Prop	(5,071)	-	-	-
Transfers In	407,167	-	-	-
Total	\$ 1,577,416	\$ -	\$ -	-

Personnel Expenditures

Job Number	Job Title / Wages	FY2023 Budget	FY2024 Budget	FY2025 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000487	Graphic Designer	2.00	0.00	0.00	\$ 65,589 - 78,829	\$ -
20000752	Print Shop Supervisor	1.00	0.00	0.00	77,146 - 91,938	-
21000193	Publishing Specialist 2	2.00	0.00	0.00	42,473 - 50,295	-
20000912	Senior Offset Press Operator	2.00	0.00	0.00	50,907 - 60,607	-
21000194	Senior Publishing Specialist	1.00	0.00	0.00	49,443 - 59,537	-
FTE, Salaries, and Wages Subtotal		8.00	0.00	0.00		\$ -

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Fringe Benefits				
Employee Offset Savings	\$ 26,576	\$ -	\$ -	-
Flexible Benefits	55,512	-	-	-
Long-Term Disability	1,301	-	-	-
Medicare	4,025	-	-	-
Other Post-Employment Benefits	25,461	-	-	-
Retiree Medical Trust	617	-	-	-
Retirement 401 Plan	2,417	-	-	-
Retirement ADC	29,350	-	-	-
Retirement DROP	306	-	-	-
Risk Management Administration	6,226	-	-	-
Supplemental Pension Savings Plan	1,281	-	-	-
Unemployment Insurance	326	-	-	-
Workers' Compensation	2,495	-	-	-
Fringe Benefits Subtotal	\$ 155,894	\$ -	\$ -	-
Total Personnel Expenditures			\$ -	-

Purchasing and Contracting

Revenue and Expense Statement (Non-General Fund)

Central Stores Fund	FY2023 Actual	FY2024* Budget	FY2025** Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ (14,286)	\$ 137,451	\$ 666,088
TOTAL BALANCE AND RESERVES	\$ (14,286)	\$ 137,451	\$ 666,088
REVENUE			
Charges for Services	\$ 8,887,346	\$ 7,460,763	\$ 10,649,641
Other Revenue	143,020	176,000	176,000
Revenue from Use of Money and Property	14,526	-	-
TOTAL REVENUE	\$ 9,044,892	\$ 7,636,763	\$ 10,825,641
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 9,030,607	\$ 7,774,214	\$ 11,491,729
OPERATING EXPENSE			
Personnel Expenses	\$ 779,769	\$ 817,701	\$ 898,366
Fringe Benefits	657,929	732,541	697,975
Supplies	6,630,312	5,295,613	8,763,417
Contracts & Services	580,871	445,412	635,205
Information Technology	43,342	261,505	262,469
Energy and Utilities	172,826	219,696	210,958
Other Expenses	-	928	928
Capital Expenditures	28,107	-	-
TOTAL OPERATING EXPENSE	\$ 8,893,156	\$ 7,773,396	\$ 11,469,318
TOTAL EXPENSE	\$ 8,893,156	\$ 7,773,396	\$ 11,469,318
BALANCE	\$ 137,451	\$ 818	\$ 22,411
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 9,030,607	\$ 7,774,214	\$ 11,491,729

* At the time of publication, audited financial statements for Fiscal Year 2024 were not available. Therefore, the Fiscal Year 2024 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2024 Adopted Budget, while the beginning Fiscal Year 2024 balance amount reflects the audited Fiscal Year 2023 ending balance.

** Fiscal Year 2025 Beginning Fund Balance reflects the projected Fiscal Year 2024 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2024.