

OFFICE OF PROCUREMENT

FY2014

BUDGET REQUEST

TO COUNTY COUNCIL

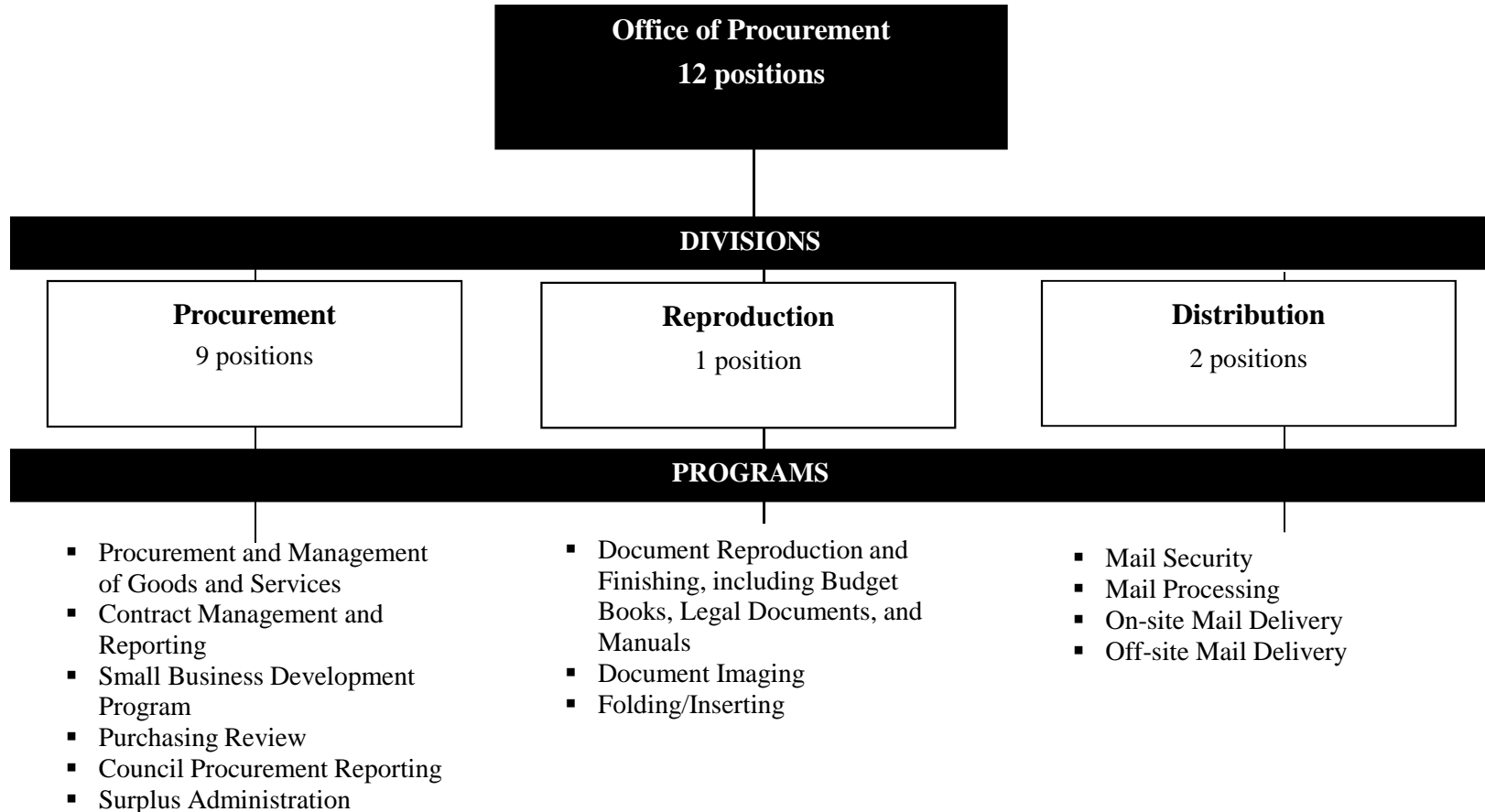
May 13, 2013

Department of Administration FY 2014

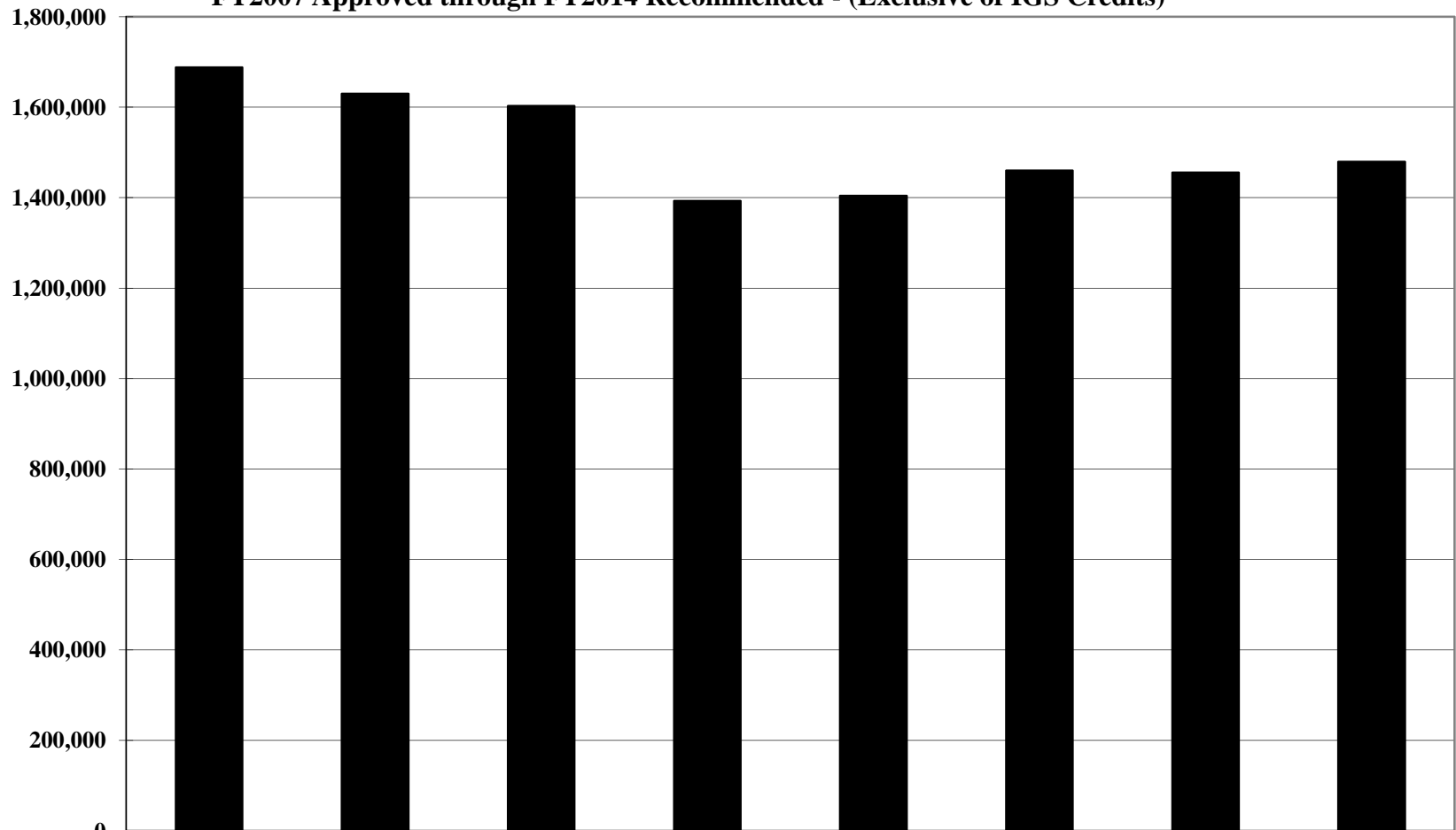
Office of Procurement

MISSION

It is the mission of the Procurement, Reproduction, and Distribution Sections of the Office of Procurement to provide internal support, planning and guidance on procurement matters enabling New Castle County Government to provide essential public services in an efficient and cost effective manner.

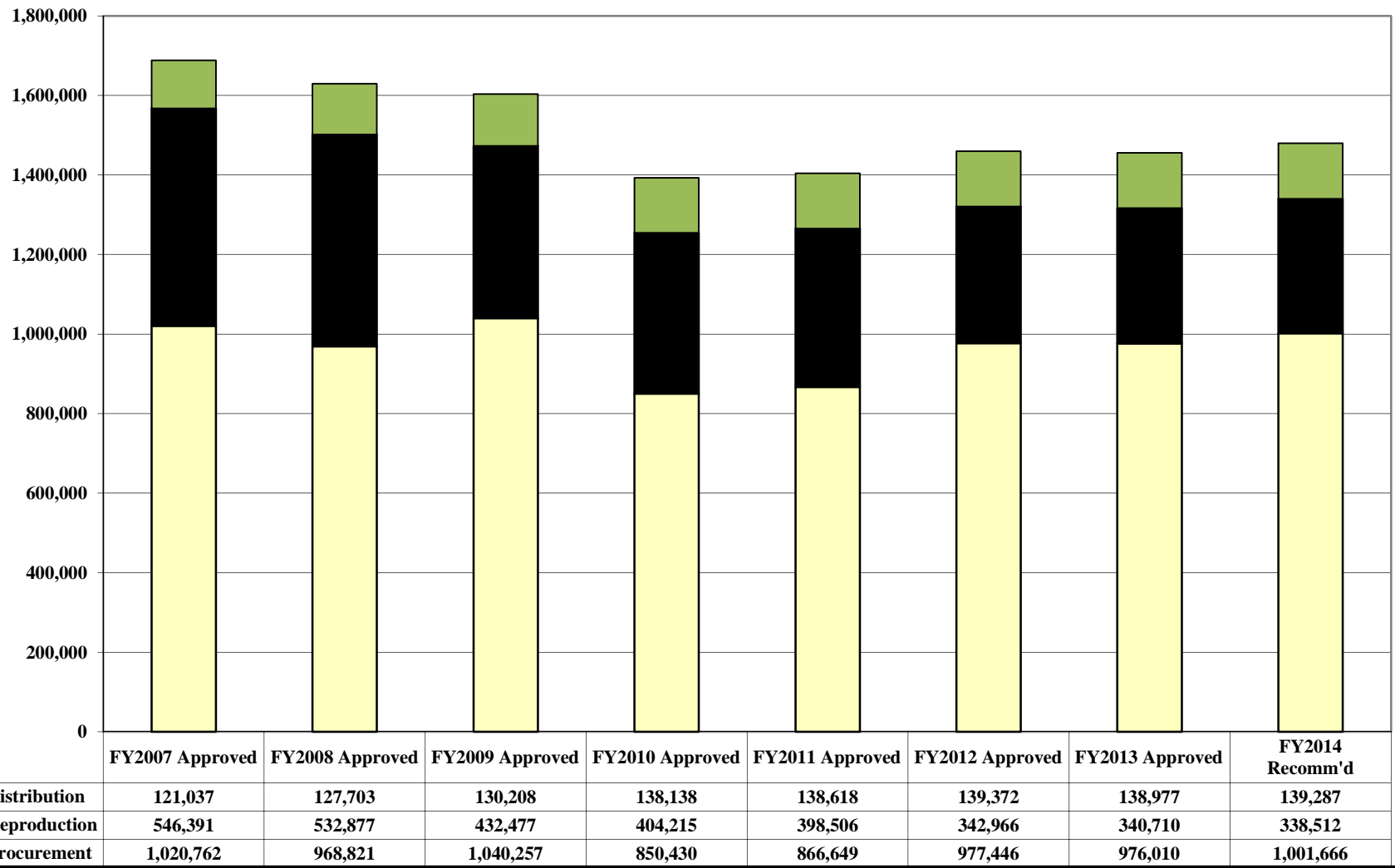


**Office of Procurement - Procurement, Reproduction, Distribution
Budget History
FY2007 Approved through FY2014 Recommended - (Exclusive of IGS Credits)**



| | FY2007 Approved | FY2008 Approved | FY2009 Approved | FY2010 Approved | FY2011 Approved | FY2012 Approved | FY2013 Approved | FY2014 Recomm'd |
|-------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Proc/Repr/Dist | 1,688,190 | 1,629,401 | 1,602,942 | 1,392,783 | 1,403,773 | 1,459,784 | 1,455,697 | 1,479,465 |
| % Change over PY | 20.36% | -3.48% | -1.62% | -13.11% | 0.79% | 3.99% | -0.28% | 1.63% |

**Office of Procurement - Procurement, Reproduction, Distribution
Budget History by Group
FY2007 Approved through FY2014 Recommended - (Exclusive of IGS Credits)**



History restated to reflect separation of IS.
Submitted by the Office of Procurement

I. VACANCIES

NEW CASTLE COUNTY
OFFICE OF PROCUREMENT
PROCUREMENT, REPRODUCTION, DISTRIBUTION
VACANCIES AS OF APRIL 30, 2013

| | |
|-------------------|-----------------------|
| Department | ADMINISTRATION |
|-------------------|-----------------------|

| Section | Description | Date Vacated | # of Positions |
|------------------------------------|----------------------------------|--------------|----------------|
| Procurement | Chief of Administrative Services | 1/2/2013 | 1 |
| Office of Procurement Total | | | 1 |

II. CONTRACTUAL SERVICES

**New Castle County
Department of Administration
Office of Procurement
Procurement, Reproduction, Distribution
FY2014 Contractual Services Details**

| OCA | OCA Title | Object Level | Object Level 3 Title | FY2014 Budgeted Amount | Explanation | |
|-----------------------------------|--------------|--------------|-------------------------------|--------------------------------|---|--|
| 030401 | Procurement | 5101 | Equipment Repairs | \$ 700 | Equipment repairs | |
| | | 5300 | Printing and Related Costs | \$ 3,000 | Printing of envelopes, business cards, etc | |
| | | 5800 | Advertising | \$ 8,000 | Advertise bids in News Journal | |
| | | | Subtotal Contractual Services | \$ 11,700 | | |
| | | IGS Costs | 5900 | IS Contrac- Data Processing/IS | \$ 40,605 | |
| | | | 5901 | IS Contrac- Photocopies | \$ 2,000 | |
| | | | 5902 | IS Contrac- Printing & Dupli | \$ 1,450 | |
| | | | Subtotal IGS Costs | \$ 44,055 | | |
| Total Purchasing | | | | \$ 55,755 | | |
| 030420 | Reproduction | 5101 | Equipment Repairs | \$ 5,000 | Equipment repairs/service contracts | |
| | | 5502 | Dupl. & Reprod. Equip. Rental | \$ 190,980 | Lease of copiers | |
| | | | Subtotal Contractual Services | \$ 195,980 | | |
| | | IGS Costs | 5900 | IS Contrac- Data Processing/IS | \$ 2,821 | |
| | | | Subtotal IGS Costs | \$ 2,821 | | |
| Total Reproduction | | | | \$ 198,801 | | |
| 030422 | Distribution | 5101 | Equipment Repairs | \$ 200 | Repairs to mail machine not covered by contract | |
| | | 5504 | Other Equip & Prop Rental | \$ 1,560 | Mail meter rental | |
| | | 5740 | Car Wash Service | \$ 100 | mail truck | |
| | | | Subtotal Contractual Services | \$ 1,860 | | |
| | | IGS Costs | 5900 | IS Contrac- Data Processing/IS | \$ 5,642 | |
| | | | 5904 | IS Contrac- Fleet Vehicle | \$ 3,463 | |
| | | | Subtotal IGS Costs | \$ 9,105 | | |
| Total Distribution | | | | \$ 10,965 | | |
| Total Contractual Services | | | | \$ 265,521 | | |

III. BUDGET BY OBJECT CODE

**NEW CASTLE COUNTY
OFFICE OF PROCUREMENT
PROCUREMENT, REPRODUCTION, DISTRIBUTION
FY2014 RECOMMENDED**

| 2014 Recommended | | | | | Division |
|---|---|--------------------|------------------|------------------|--------------------|
| Object Level 1 | Object Level 3 | Procurement | Reproduction | Distribution | Procurement |
| | 1001 Salaries & Wages-Permanent | \$615,000 | \$40,862 | \$81,724 | \$737,586 |
| | 1008 Salaries & Wages-Overtime | \$400 | \$0 | \$0 | \$400 |
| 11 Salaries & Wages Total | | \$615,400 | \$40,862 | \$81,724 | \$737,986 |
| | 1500 Emp. Ben. - Regular Overhead | \$309,367 | \$20,799 | \$41,598 | \$371,764 |
| | 1510 Emp. Ben. - Premium Overhead | \$204 | \$0 | \$0 | \$204 |
| 15 Employee Benefits Total | | \$309,571 | \$20,799 | \$41,598 | \$371,968 |
| | 2004 Mileage Reimbursements | \$360 | \$0 | \$0 | \$360 |
| | 2005 Tolls | \$100 | \$0 | \$0 | \$100 |
| | 2006 Parking Fees | \$300 | \$0 | \$0 | \$300 |
| | 2007 Tips, ATM charges, misc expense | \$50 | \$0 | \$0 | \$50 |
| | 2020 Meals | \$650 | \$0 | \$0 | \$650 |
| | 2101 Conference Fees | \$600 | \$0 | \$0 | \$600 |
| | 2102 Seminar Fees | \$500 | \$0 | \$0 | \$500 |
| | 2301 Membership Dues | \$1,200 | \$0 | \$0 | \$1,200 |
| | 2315 Community Event | \$3,000 | \$0 | \$0 | \$3,000 |
| 22 Training/Civic Affairs Total | | \$6,760 | \$0 | \$0 | \$6,760 |
| | 3100 Postage | \$6,050 | \$0 | \$0 | \$6,050 |
| | 3110 Overnight Express | \$250 | \$0 | \$0 | \$250 |
| | 3200 Telephone Service | \$2,150 | \$0 | \$0 | \$2,150 |
| | 3210 Cellular Telephone Service | \$1,850 | \$0 | \$0 | \$1,850 |
| | 3212 Cellular/Wireless Data Svc - Dept-wide | \$1,450 | \$0 | \$0 | \$1,450 |
| 23 Communications/Utilities Total | | \$11,750 | \$0 | \$0 | \$11,750 |
| | 4000 Books and Subscriptions | \$500 | \$0 | \$0 | \$500 |
| | 4101 Office Supplies | \$1,930 | \$2,000 | \$4,950 | \$8,880 |
| | 4103 Duplicating & Repro. Supplies | \$0 | \$76,000 | \$0 | \$76,000 |
| | 4105 Medical & Safety Supplies | \$0 | \$50 | \$50 | \$100 |
| 24 Materials/Supplies Total | | \$2,430 | \$78,050 | \$5,000 | \$85,480 |
| | 5101 Equipment Repairs | \$700 | \$5,000 | \$200 | \$5,900 |
| | 5300 Printing & Related Costs | \$3,000 | \$0 | \$0 | \$3,000 |
| | 5502 Dupl. & Reprod. Equip. Rental | \$0 | \$190,980 | \$0 | \$190,980 |
| | 5504 Other Equipment & Prop. Rental | \$0 | \$0 | \$1,560 | \$1,560 |
| | 5740 Car Wash Service | \$0 | \$0 | \$100 | \$100 |
| | 5800 Advertising Services | \$8,000 | \$0 | \$0 | \$8,000 |
| 25 Contractual Services Total | | \$11,700 | \$195,980 | \$1,860 | \$209,540 |
| | 5900 IS Contrac-Data Processing/IS | \$40,605 | \$2,821 | \$5,642 | \$49,068 |
| | 5901 IS Contrac-Photocopies | \$2,000 | \$0 | \$0 | \$2,000 |
| | 5902 IS Contrac-Printing & Dupl. | \$1,450 | \$0 | \$0 | \$1,450 |
| | 5904 IS Contrac-Fleet-Vehicles | \$0 | \$0 | \$3,463 | \$3,463 |
| 30 Intergovernmental Service Charges Total | | \$44,055 | \$2,821 | \$9,105 | \$55,981 |
| Grand Total | | \$1,001,666 | \$338,512 | \$139,287 | \$1,479,465 |