

OFFICE OF PROCUREMENT

FY2014

BUDGET REQUEST

TO COUNTY COUNCIL

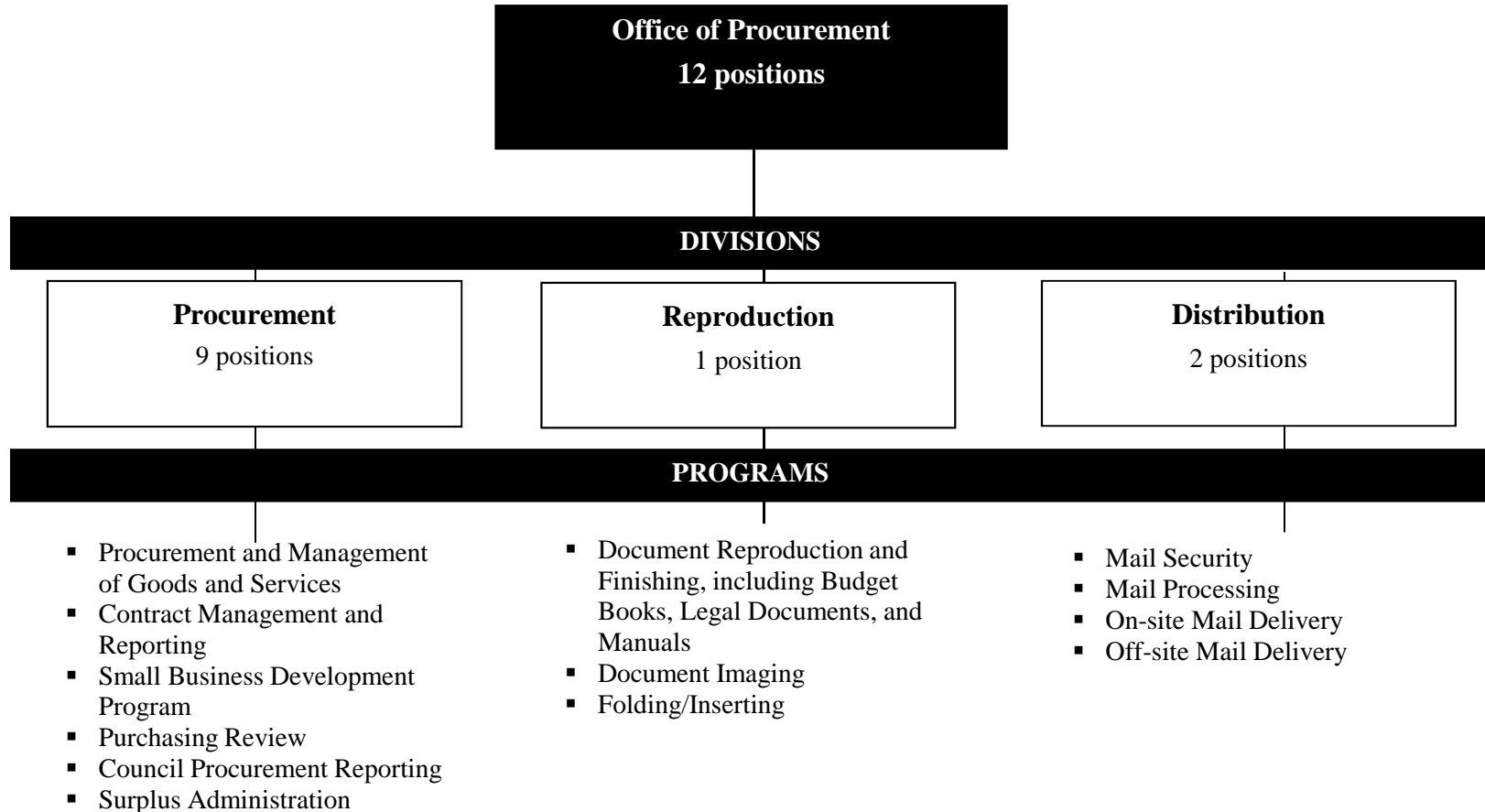
May 13, 2013

Department of Administration FY 2014

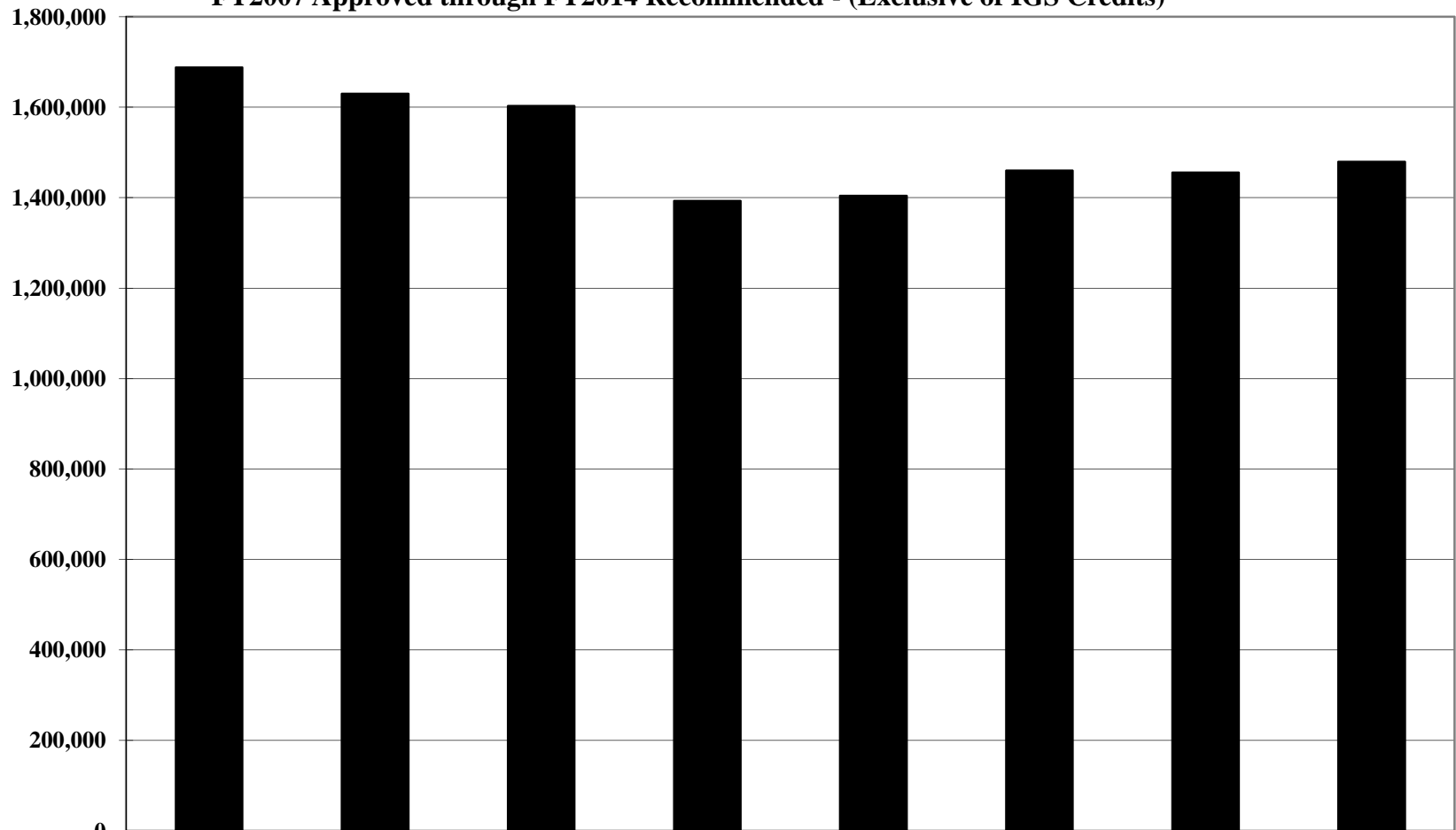
Office of Procurement

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.

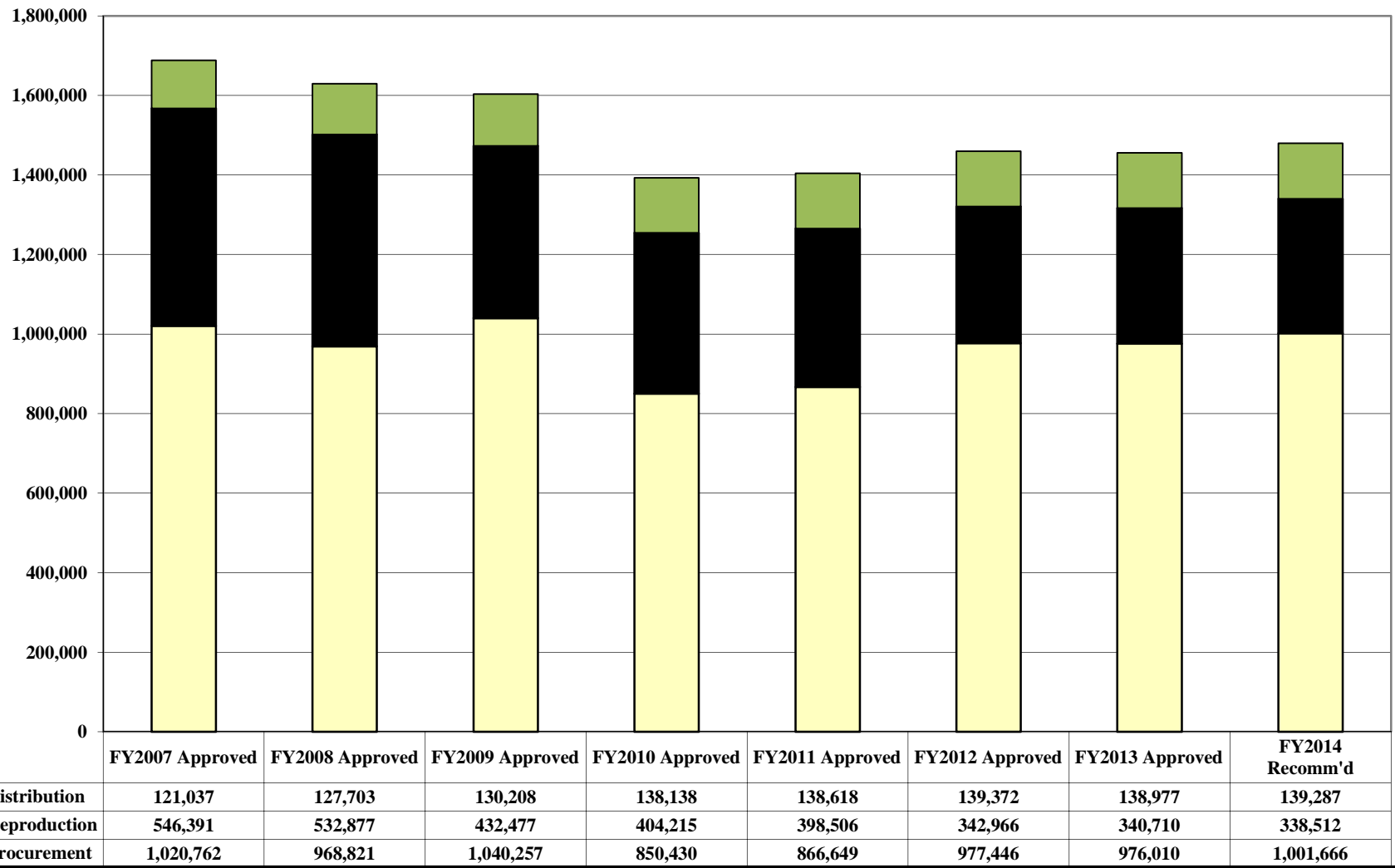


**Office of Procurement - Procurement, Reproduction, Distribution
Budget History
FY2007 Approved through FY2014 Recommended - (Exclusive of IGS Credits)**



	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
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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