

**OFFICE OF PROCUREMENT**

**FY2014**

**BUDGET REQUEST**

**TO COUNTY COUNCIL**

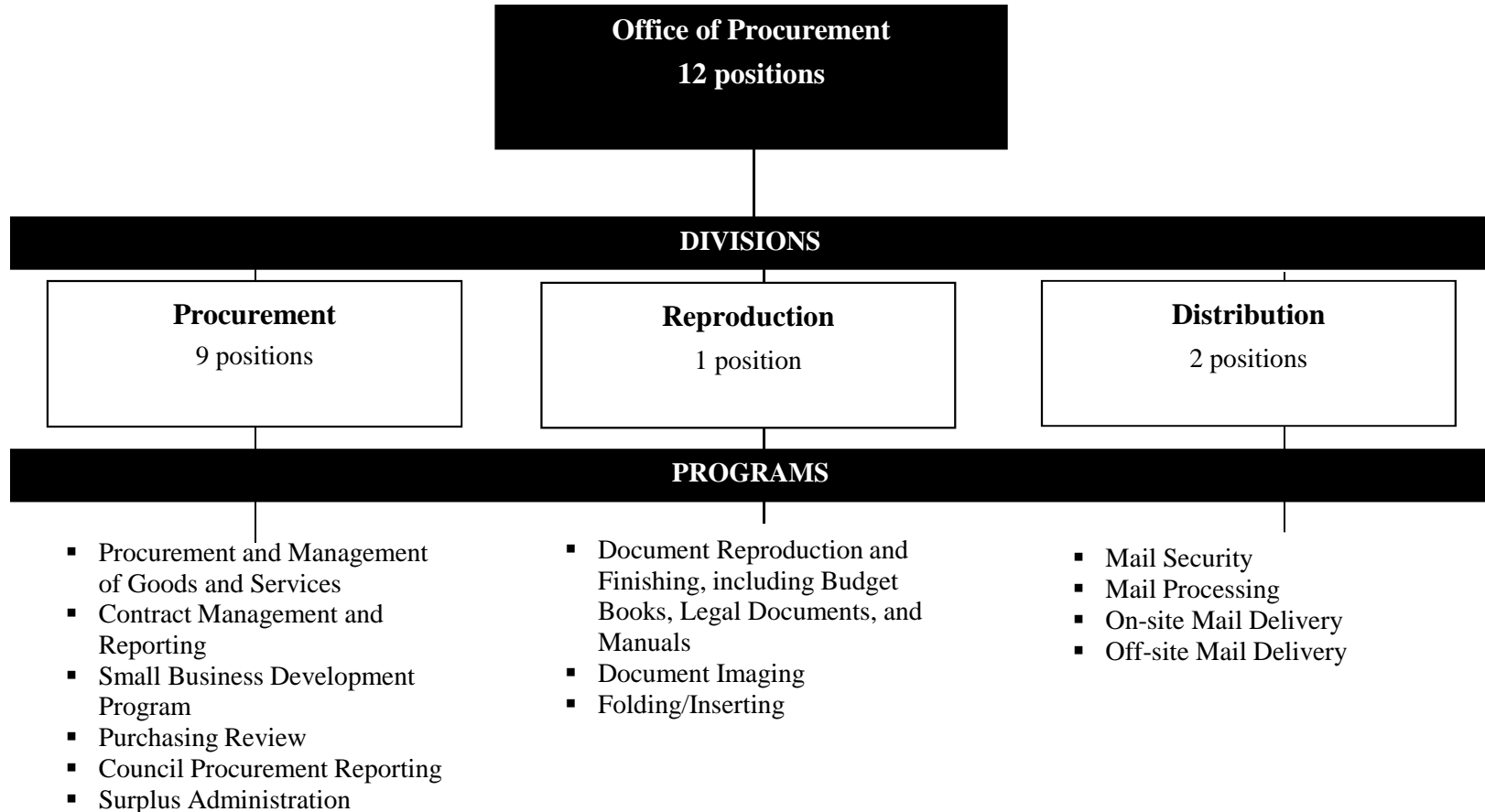
**May 13, 2013**

# *Department of Administration FY 2014*

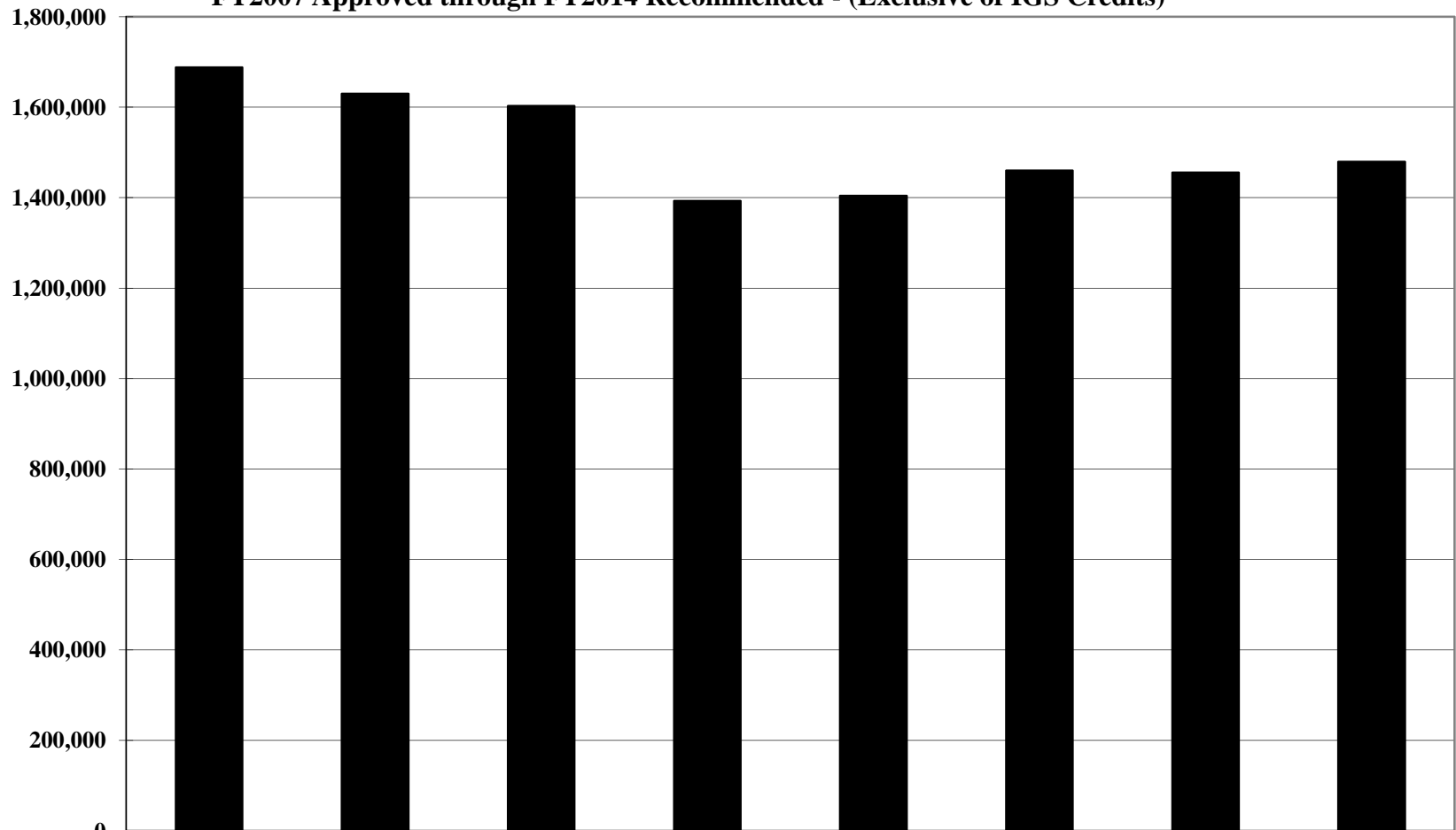
## *Office of Procurement*

**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.

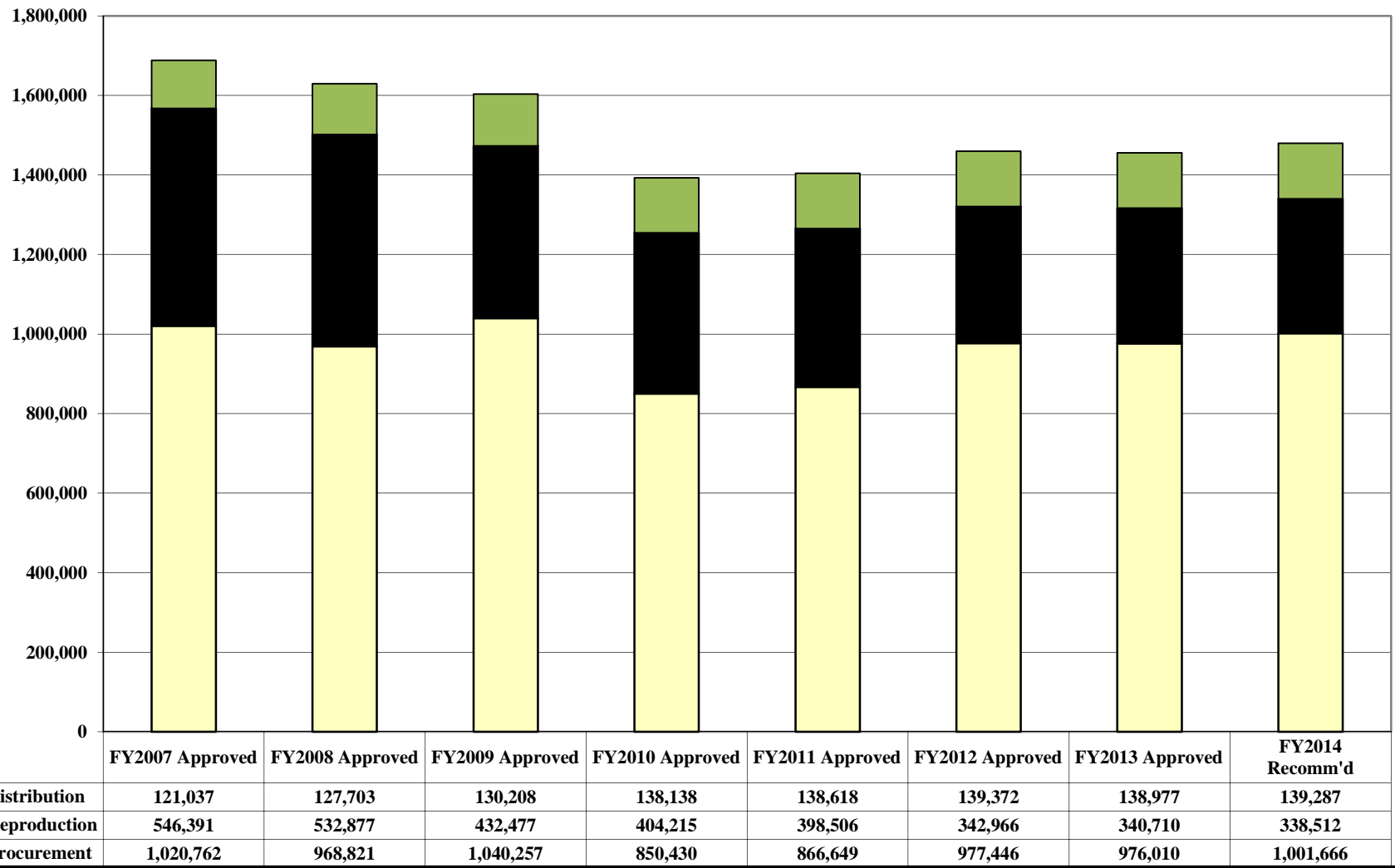


**Office of Procurement - Procurement, Reproduction, Distribution  
Budget History  
FY2007 Approved through FY2014 Recommended - (Exclusive of IGS Credits)**



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

**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**

<b>Department</b>	<b>ADMINISTRATION</b>
-------------------	-----------------------

Section	Description	Date Vacated	# of Positions
Procurement	Chief of Administrative Services	1/2/2013	1
<b>Office of Procurement Total</b>			<b>1</b>

## **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		
<b>Total Purchasing</b>				<b>\$ 55,755</b>		
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		
<b>Total Reproduction</b>				<b>\$ 198,801</b>		
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		
<b>Total Distribution</b>				<b>\$ 10,965</b>		
<b>Total Contractual Services</b>				<b>\$ 265,521</b>		

**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
<b>11 Salaries &amp; Wages Total</b>		<b>\$615,400</b>	<b>\$40,862</b>	<b>\$81,724</b>	<b>\$737,986</b>
	1500 Emp. Ben. - Regular Overhead	\$309,367	\$20,799	\$41,598	\$371,764
	1510 Emp. Ben. - Premium Overhead	\$204	\$0	\$0	\$204
<b>15 Employee Benefits Total</b>		<b>\$309,571</b>	<b>\$20,799</b>	<b>\$41,598</b>	<b>\$371,968</b>
	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
<b>22 Training/Civic Affairs Total</b>		<b>\$6,760</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,760</b>
	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
<b>23 Communications/Utilities Total</b>		<b>\$11,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,750</b>
	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
<b>24 Materials/Supplies Total</b>		<b>\$2,430</b>	<b>\$78,050</b>	<b>\$5,000</b>	<b>\$85,480</b>
	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
<b>25 Contractual Services Total</b>		<b>\$11,700</b>	<b>\$195,980</b>	<b>\$1,860</b>	<b>\$209,540</b>
	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
<b>30 Intergovernmental Service Charges Total</b>		<b>\$44,055</b>	<b>\$2,821</b>	<b>\$9,105</b>	<b>\$55,981</b>
<b>Grand Total</b>		<b>\$1,001,666</b>	<b>\$338,512</b>	<b>\$139,287</b>	<b>\$1,479,465</b>