

Ingham County Purchasing Department

2005 Annual Report

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Director of Purchasing



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I. Overview

The Ingham County Purchasing Department is responsible for procuring goods and services for County-funded departments and agencies with the objective that the goods and services will be available at the proper time, in the proper place, in quality, quantity and price that are consistent with the needs of the County. Central to this responsibility are the fostering of broad-based competition with integrity, the administration of County Purchasing Policies and Procedures, and stewardship to County taxpayers.

To that end, the Ingham County Purchasing Department performs many functions including, but not limited to: determining methods of purchase - direct purchase or soliciting bids/proposals; assisting departments in identifying goods and services; researching potential suppliers and vendors; assigning purchasing vendor number requests; analyzing and awarding bids/proposals as authorized by the Ingham County Purchasing Policies and Procedures; evaluating alternatives for the collective purchasing of goods and services; coordinating county auctions; overseeing various vendor and supply contracts; processing purchasing invoices for the County; overseeing the Procurement-card Program; providing reprographics and courier services; monitoring the County's Prevailing Wage and Living Wage Policies; and, overseeing purchasing vendors' adherence to Ingham County's Equal Opportunity Employment/Nondiscrimination and Local Purchasing Preference Policies.

II. Purchasing Department Personnel

<u>Purchasing:</u>	<u>Years of Service</u>
Deborah Assaff, Purchasing Assistant	7 years
James C. Hudgins, Jr., Director of Purchasing	5 years
Janeil Valentine, CPPB, Procurement Specialist	26 years
 <u>Reprographics:</u>	
Thomas Clinton, Senior Off-set Press Operator	29 years
Jodi Sweezy, Off-set Press Operator	1 year
 <u>Courier:</u>	
Doug Pizzo, Courier	21 years

III. Purchasing Accomplishments

In 2005, the Purchasing Department efficiently carried out the day-to-day functions necessary to provide County departments with required goods and services in a timely manner and at the best available price. These daily activities include issuing purchase orders; soliciting competitive prices by means of verbal quotes, written quotations, and formal requests for proposals; assessing departments= needs; assisting with specification development; and, maintaining the County=s purchasing vendor files. The Purchasing Department also provided courier and reprographics services between County departments. More specifically the Purchasing Department accomplished the following work goals:

1. Purchased \$17,659,938 in goods and services in 2005 and processed 719 purchase orders totaling \$2,658,318. These purchase orders were for vehicles, equipment, furnishings, computer equipment and software, office equipment, medicines and medical supplies and equipment, and other items required by County departments.
2. Purchased goods and/or services for the following projects:

Packet #	Description
1-05	Chloride
2-05	Printing of Receipts Books
3-05	Fertilizer
4-05	Uniforms
5-05	Dumpsters
6-05	Splash Park Consultant
7-05	HSB Remodel
8-05	Tractor
9-05	Pharmacy Benefits Management
10-05	Dumpster Services
11-05	Data Collection Services
12-05	Sale of Vehicles
13-05	Print Shop Copier

14-05	Title Search
15-05	Insulation Straps
16-05	Irrigation Well
17-05	Deep Tine Turf Aerator
18-05	Inmate & Public Pay Telephones
19-05	Voice Pagers
20-05	Sheriff Records Management Information System
21-05	Electrical 911 Sites
22-05	Cleaning Services
23-05	Title II Data Collection
24-05	Masonry Repair - Courthouse
25-05	Jail Generator
26-05	Jail Roof Replacement
27-05	Jail HVAC
28-05	Auctioneering Services
29-05	Consulting Services for the Agricultural Preservation Board
30-05	Sale of Backhoe
31-05	Emergency Event Notification System
32-05	Elevator Repair
33-05	Pole Barn
34-05	Action Plan for Continuum of Care
35-05	Wireless Shoulder Microphones

36-05	Coating of Inmate Shower Floors
37-05	Painting Jail Post
38-05	Security Door
39-05	Painting Courthouse
40-05	Re-bid: Consulting Services for the Agricultural Preservation Board
41-05	Asphalt - Animal Control
42-05	Sale of Vehicles
43-05	Splash Park
44-05	Consulting Services for Conducting 911 Feasibility Study & Action Plan
45-05	Veterinarian Services
46-05	Printing of the 2005/2006 Ingham County Directory
47-05	Boiler Plates
48-05	Global Positioning System
49-05	EPA Brownsfields Assessments
50-05	Stereo Optical Optec 5000
51-05	Graphic Design – “Our Environment”
52-05	Printing – “Our Environment”
53-05	Computer Training Services
54-05	Promotional Items
55-05	Sewer Inspection System
56-05	Spots Vital Signs Machine

57-05	Air Monitor
58-05	Speed Trailer
59-05	Storage Garage
60-05	Radar Units
61-05	Printing for HD
62-05	Dental Film
63-05	Remonumentation Surveyor
64-05	Call Center/Message Center Services
65-05	Washer
66-05	Executive Job Search Firm - Search and Selection of a County Controller
67-05	4.9 GHz Public Safety Microwave Equipment
68-05	Portable Restrooms
69-05	Lumber for Hawk Island Boardwalk
70-05	Courtroom Recording System
71-05	General Contractor Services for Fairgrounds Main Arena
72-05	Splash Park Equipment

Note: Some of the above projects may have been cancelled due to scheduling and/or budgetary issues.

3. Created and submitted the Annual Supplier Diversity Report to the Ingham County Equal Opportunity and County Services Committees, and community leaders regarding the County's purchasing efforts to attract and retain minority vendors. One of the main goals of the Purchasing Department is to ensure that Ingham County is doing business with a representative sample of the local business community and to ensure that Ingham County is procuring goods and services from the broadest possible pool of vendors.

4. Developed a strategy to monitor affected vendors' compliance with the Living Wage Policy. Notices requesting certified payrolls are now mailed annually to vendors providing services who

have contracted with the County \$50,000 or more in a twelve-month calendar and who employ more than five (5) employees. Notification of the change in the County's Living Wage Rate is also mailed annually to affected vendors.

5. Listed surplus real property located at 2200 S. Washington St. with real estate agent, CB Richard Ellis. While there have been no sale offers to date, there have been two (2) leases realized primarily for storage and parking purposes.

6. Resolved issue of converting (uploading) vendor registration information entered on the Purchasing Web Page to the Financial Management System.

7. Worked on updating the vendor purchasing file for the purposes of capturing pertinent vendor information such as corporate profile, E-mail addresses, electronic fund transfers, and 5-digit commodity codes.

9. Placed the Print Shop Order Form on the Intranet to improve record keeping and efficiency.

10. Revised the Purchasing Policy to reflect local impact and community considerations by enacting a Local Purchasing Preference Policy. This Policy encourages local vendors to provide goods and services to Ingham County government, resulting in increased economic activity through more local jobs, tax revenues and expenditures, and business relocations to the County.

11. Oversaw the furniture and space redesign of the Public Health Nurses at the Human Services Facility and at Central Records in the Sheriff's Office.

12. Negotiated lease, purchased furnishings, and assisted in relocating thirty-one (31) employees of the Health Plan Management Group from the Human Services Facility to its new location Cedar Pointe.

IV. Reprographics Accomplishments

The Ingham County Print Shop continued copying, and binding County budgets, stationery, envelopes, business cards, newsletters, annual reports and other governmental documents for the various departments of the County. In 2005, 2,126 printing orders were processed generating revenues of \$239,632.

V. Courier Accomplishments

As always, the Courier provided dependable and efficient delivery services to all County funded departments. Color decals of the Ingham County seal were placed on the Courier van for identification purposes.

VI. Anticipated 2006 Activities

The Purchasing Department will continue to provide the goods and services required by Ingham County departments by using sound, prudent, equitable and consistent procurement practices. More specifically, our work goals in 2006 are to:

1. Update the purchasing vendor file to reflect required vendor information such as E-mail addresses, 5-digit commodity codes, electronic fund transfer information, among other pertinent information. This will require the Purchasing Department to send out questionnaires to all of its 3,200 plus active vendors.
2. Rewrite the Purchasing Policies and Procedures Manual. The current Manual was last revised in 1980. Since that time there have been many amendments and additions to the Manual. Our goals in rewriting the Manual are to update current policies consistent with today's market conditions, to codify existing policies and procedures, and to streamline purchasing operations.
3. Oversee the space and furniture redesign projects at Animal Control, District Court, Management Information Services, Health Department, Sheriff's Office, Drain Commission, and Financial Services.
4. Bid out 2006 CIP and Major Projects.
5. Create and submit the Annual Supplier Diversity Report to the Ingham County Equal Opportunity and County Services Committees, and community leaders regarding the County's purchasing efforts to attract and retain minority vendors. We will attempt to create the report with additional requested information such as the type of commodity being purchased by vendor name.
6. Oversee Homeland Security Grant purchases. The 2004 Homeland Security Grant will be closed out in 2006, while work on the 2005-2007 Grant will begin. Purchases for the Cops Grant will also commence.
7. Implement the new Inmate and Public Pay Telephone Contract. Benefits of the five-year contract with Infinity include receiving new inmate and public pay phones, recording capabilities, and no monthly usage public phone charges.
8. Work with CB Richard Ellis, real estate agent, on sale of surplus S. Washington real property.
9. Evaluate Implementing an Alternate Fuel Vehicle Test Project. With the continuing increase in gasoline costs, we will evaluate alternate forms of fuel, such as compressed natural gas (CNG), and Ethanol-85 (E85), as ways to promote cost savings, fuel economy, a lessening of dependence on foreign oil, and a cleaner environment.