

ORANGE COUNTY	CITY OF ORLANDO
<p style="text-align: center;">(Updated 01/05/06)</p> <p>DIVISION: (1) Purchasing & Contracts Division (2) Business Development Division</p> <p>DEPARTMENT: (1) and (2): Administrative Services</p> <p>MANAGER: (1) Johnny Richardson, (2) Fitzhugh Long</p> <p>2005 STAFFS:</p> <ul style="list-style-type: none"> • (1) Total: 29 • (1) Professionals: 22 • (1) Support staff: 7 • (1) Covered by Collective Bargaining: 0 • (2) Total: 9 • (2) Professionals: 7 • (2) Support Staff: 2 • (2) Covered by Collective Bargaining: 0 <p>FY 2004 BUDGET (1): \$2,170,000 FY 2004 BUDGET (2): \$716,000 FY 2004 BUDGET TOTAL: \$2,886,000</p> <p>FY 2005 BUDGET (1): \$2,300,000 FY 2005 BUDGET (2): \$890,000 FY 2005 BUDGET TOTAL: \$3,190,000</p> <p>EXPENDITURES FY 2004 (1): \$1,820,000</p> <p>EXPENDITURES FY 2005 (1): 1,730,000 EXPENDITURES FY 2005 (2): 0 EXPENDITURES FY 2005 TOTAL: \$1,730,000</p> <p>CUSTOMER SATISFACTION (1): SAT+</p> <p>CUSTOMER SATISFACTION (2): SAT+</p>	<p style="text-align: center;">(Updated 02/06/06)</p> <p>DIVISIONS: (1) Purchasing & Materials Management, (2) Capital Improvement</p> <p>DEPARTMENTS: (1) General Administration, (2) Public Works</p> <p>MANAGERS: (1) Jon Mead, (2) Alan Oyler</p> <p>2005 STAFFS:</p> <ul style="list-style-type: none"> • (1) Total: 38 • (1) Professionals: 16 • (1) Support staff: 22 • (1) Covered by Collective Bargaining: 34 • (2) Total: 15 • (2) Professionals: 10 • (2) Support staff: 5 • (2) Covered by Collective Bargaining: 9 <p>FY 2004 BUDGET (1): \$2,482,000 FY 2004 BUDGET (2): N/A FY 2004 BUDGET TOTAL: \$2,482,000</p> <p>FY 2005 BUDGET (1): \$2,546,000 FY 2005 BUDGET (2): \$1,954,000 FY 2005 BUDGET TOTAL: \$4,500,000</p> <p>EXPENDITURES FY 2004 (1): \$2,511,000</p> <p>EXPENDITURES FY 2005 (1): \$2,094,000 EXPENDITURES FY 2005 (2): \$1,775,000 EXPENDITURES FY 2005 TOTAL: \$3,869,000</p> <p>CUSTOMER SATISFACTION (1): 82% (good or better)</p> <p>CUSTOMER SATISFACTION (2): No data</p>

PURCHASING AND CONTRACTING BUDGET AND PERSONNEL OVERVIEW				
Section	FY 04 Budget	FY 05 Budget	Permanent Employees	FTEs
Purchasing	\$2,170,000	\$1,820,000	29	?
Decentralized Purchasing Agents	*	*	*	?*
TOTAL:	\$2,170,000*	\$1,820,000*	29*	?*

* Literally hundreds of individuals are authorized to make purchases based on the authority delegated to them by the Manager, Purchasing and Contracts. They include 700 purchase cardholders and a large number of individuals who have been authorized by their management to order goods and services from County term contracts. These contracts are established to allow direct ordering from the contractors by County personnel without the need for the involvement of the Purchasing and Contracts Division. Goods and services ordered range from office supplies to highway paving.

BUSINESS DEVELOPMENT BUDGET AND PERSONNEL OVERVIEW				
Section	FY 04 Budget	FY 05 Budget	Permanent Employees	FTEs
Business Development	\$716,000	\$890,000	9	9
TOTAL:	\$716,000	\$890,000	9	9

NUMBER OF DEPARTMENTS SUPPORTED (1):
9

NUMBER OF DEPARTMENTS SUPPORTED (2):
9

NUMBER OF COUNTY EMPLOYEES SUPPORTED (1): 6,000
NUMBER OF COUNTY EMPLOYEES SUPPORTED (2): 6,000

PURCHASING AND MATERIALS MANAGEMENT BUDGET AND PERSONNEL OVERVIEW				
Section	FY 2004 Budget	FY 2005 Budget	Permanent Employees	FTEs
Purchasing	\$1,113,000	\$1,202,000	16	16
Minority/Women Owned Business Enterprise	\$243,000	\$256,000	4	4
Fleet and Facilities Support	\$512,000	\$476,000	9	9
Property Control	\$153,000	\$167,000	3	3
City Stores	\$198,000	\$203,000	4	4
Mail Services	\$238,000	\$217,000	2 (plus 3 contract employees)	2
Auctions	\$24,000	\$24,000		
TOTAL:	\$2,482,000	\$2,546,000	38 (plus 3 contract employees)	38

CAPITAL IMPROVEMENTS AND INFRASTRUCTURE BUDGET AND PERSONNEL OVERVIEW				
Section	FY 2004 Budget	FY 2005 Budget	Permanent Employees	FTEs
Admin	N/A	\$252,000	5	5
Project Engineering	N/A	\$422,000	6	6
Construction	N/A	\$1,045,000	3	3
Design		\$235,000	1	1
TOTAL:	N/A	\$1,954,000	15	15

NUMBER OF DEPARTMENTS SUPPORTED (1):
111 Programs in 13 Departments

NUMBER OF DEPARTMENTS SUPPORTED (2):
13 Departments

NUMBER OF CITY EMPLOYEES SUPPORTED (1): 3158
NUMBER OF CITY EMPLOYEES SUPPORTED (2): 3158

(1) SERVICES PROVIDED:

- Procurements & Specifications
- Encumbrances & Releases
- Contracts Administration

(2) SERVICES PROVIDED:

- Field investigations
- Contract Compliance
- Business Assistance
- Marketing/Outreach

PURCHASING AND CONTRACTS WORKFORCE COVERED BY COLLECTIVE BARGAINING			
Section	Permanent Employees	Covered	Non-Covered
Purchasing	0	0	0
Decentralized Purchasing Agents	0	0	0
TOTAL:	0	0	0

BUSINESS DEVELOPMENT WORKFORCE COVERED BY COLLECTIVE BARGAINING			
Section	Permanent Employees	Covered	Non-Covered
Business Development	0	0	0
TOTAL:	0	0	0

(1) SERVICES PROVIDED:

- Purchasing of goods & services including professional services
- Contract Administration
- Develop and establish standards & specifications for all City departments

(2) SERVICES PROVIDED:

- Engineering design
- Survey (through annual contract)
- Continuing service contract administration
- Project and construction management for all Capital Improvement Projects
- Select and manage all professional service vendor contracts (i.e. architect, engineer, etc.)

PURCHASING AND MATERIALS MGMT WORKFORCE COVERED BY COLLECTIVE BARGAINING			
Section	Permanent Employees	Covered	Non-Covered
General Administration	4	0	4
Purchasing	16	16	0
Minority/Women Owned Business Enterprise	4	4	0
Fleet and Facilities Support	9	9	0
Property Control	3	3	0
Mail Services	2	2	0
Auctions			
TOTAL:	38	34	4

CAPITAL IMPROVEMENTS AND INFRASTRUCTURE WORKFORCE COVERED BY COLLECTIVE BARGAINING			
Section	Permanent Employees	Covered	Non-Covered
Admin	5	3	2
Project Engineering	6	6	0
Construction	3	0	3
Design	1	0	1
TOTAL:	15	9	6

WORKLOAD DATA			
Measure	FY 2003	FY 2004	FY 2005
Number of annual contracts administered:	560	621	700
Number of Invitation or Bids issued:	200	206	198
Number of Requests for Proposals issued	78	76	81

CONTRACT DOLLARS (in millions) BY CONTRACT TYPE			
Type	FY 2003	FY 2004	FY 2005
Construction	\$280	\$264	\$220
A-E	\$12	\$20	\$9
Goods and services	\$185	\$217	\$336
TOTAL	\$477	\$501	\$565

FINANCIAL MANAGEMENT SYSTEM:

Advantage Financial System

- **Interface:** interfaces with 12 other major county systems
- **Number of trained users:** 400

PURCHASING CARD PROGRAM:

P-Card Program

- **Number issued:** 700
- **Purchasing authority:**
 - Per transaction: \$1,500
 - Per month: \$37,500
- **FY 2004 purchase total:** \$11,000,000
- **FY 2005 purchase total:** \$15,000,000

WORKLOAD DATA			
Measure	FY 2003	FY 2004	FY 2005
Number of annual contracts administered:	830	880	850 (est.)
Number of Invitation or Bids issued:	300	346	480 (est.)
Number of Requests for Proposals issued	22	21	25 (est.)

CONTRACT DOLLARS (in millions) BY CONTRACT TYPE			
Type	FY 2003	FY 2004	FY 2005
Construction	N/A	N/A	95.5
A-E	N/A	N/A	9.5
Goods and services	N/A	N/A	N/A
TOTAL	N/A	N/A	105

FINANCIAL MANAGEMENT SYSTEM:

J. D. Edwards

- **Interface:** Infinium
- **Number of trained users:** 450

PURCHASING CARD PROGRAM:

Pro Card Program (October through September)

- **Number issued:** 200-300
- **Purchasing authority:**
 - Per transaction: \$5,000
 - Per month: up to \$150,000
- **FY 2003 purchase total:** \$6,484,000
- **FY 2004 purchase total:** \$7,042,000
- **FY 2005 purchase total:** \$5,924,000 (3 quarters)
- **FY 2005 purchase total:** \$7,899,000 (est. For year)

PURCHASE ORDER DOLLARS (Oct through Sep)

- **FY 2003:** \$18,350,000
- **FY 2004:** \$12,408,000
- **FY 2005:** \$19,073,000 (3 quarters)
- **FY 2005:** \$25,431,000 (est. for year)

PROCUREMENT ORDINANCE(S):

- Procurement Ordinance 92-26

ANNUAL CONTRACT DOLLARS (Oct through Sep)

- FY 2003: \$53,346,000
- FY 2004: \$75,015,000
- FY 2005: \$64,508,000 (3 quarters)
- FY 2005: \$86,010,000 (est. for year)

PROFESSIONAL CONTRACT DOLLARS

- FY 2005: \$9,500,000 (est. for year)

PROCUREMENT ORDINANCE(S):

- Chapter 7 of City Code, City of Orlando Purchasing Code
- Section 133.1 City Policy and Procedures
- Section 133.2, City Policy and Procedures
- 1000 Series Policy and Procedures
- Chapter 57 of City Code, Articles II and III

PERFORMANCE MEASURES				
Measure	Standard	FY 2003 Results	FY 2004 Results	FY 2005 Results
Dollar amount of purchases	N/A	\$477	\$501	\$565
Cost to process one commodity or service purchase	N/A		\$1.00	<\$1.00
Cost to process one contract management transaction			\$11.00 (architect-engineer services)	\$20.00 (architect-engineer services)
Cost to process one Public Works Award			\$1.00 (construction)	<\$1.00
Purchase Orders processed within 5 days	N/A	N/A	N/A	N/A
Ensure MBE/WBE participation	Goods - 10%, Construction - 25%, Prof A&E Services - 24%, General Services - 24%	Goods- 4.8%, Construction -24.2%, Prof A&E Services - 26.7%, General Services - NA	Goods- 1.13%, Construction- 14.9%, Prof A&E Services- 30.5%, General Services- 4.3%	Goods- 1.32%, Construction- 15.4%, Prof A&E Services- 27%, General Services- 4.4%
Dollar amount of purchases made/year per FTE			\$17,300,000	\$19,500,000
Cost to add a Capital Asset to system				

PERFORMANCE MEASURES				
Measure	Standard	FY 2003 Results	FY 2004 Results	FY 2005 Results
Dollar amount of purchases	NA	See above	See above	See above
Cost to process one commodity or service purchase	\$30.00	\$29.84	\$30.25	\$27.35 (est.)
Cost to process one contract management transaction	\$19.15	\$10.57	\$10.56	\$11.47 (est.)
Cost to process one Public Works Award	\$91.65	\$89.66	\$85.00	\$80.34 (est.)
Purchase Orders processed within 5 days	92%	90%	93%	95% (est.)
Ensure MBE/WBE participation	MBE - 18%, WBE - 7%	100%	100%	100% (est.)
Percent of original purchase price of vehicle recovered	15%	20%	13%	16% (est.)
Percent of non stock items turned around within 24 hours	90%	87%	92%	88% (est.)
City Store Stock Items fulfilled within 4 hours	95%	90%	92%	95% (est.)
City Stores inventory turn over ratio	1:4	1:4	1:4	1:4
Dollar amount of purchases made/year per FTE	N/A	\$4,886,000	\$6,107,000	\$7,478,000
Cost to add a Capital Asset to system	\$18.66	\$20.00	\$20.71	\$16.72 (est.)
Cost to process a piece of mail	\$0.08	\$0.08	\$0.06	\$0.06

OTHER FUNCTIONS AND RESPONSIBILITIES:

None

PAY PLAN: Orange County Pay Plan

BENEFITS PLAN: Orange County Benefit Plan

OTHER FUNCTIONS AND RESPONSIBILITIES (1):

Management of:

- Property Control
- Vehicle Parts Supply
- Facilities Management Supply
- Mail Services and inter-office mail services, shipping and courier services
- M/WBE Program
- Maintains 18 fuel distribution centers
- Conducts auctions
- Standards and specifications engineering services

OTHER FUNCTIONS AND RESPONSIBILITIES (2):

- Fiscal management for Public Works Department
- Process and pay all engineering and construction project expenditures (\$95.5M)

PAY PLAN: City of Orlando Pay Scale

BENEFITS PLAN: City of Orlando Benefits Plan

PARTNERSHIPS WITH OTHER ORGANIZATIONS (1):

None

PARTNERSHIPS WITH OTHER ORGANIZATIONS (2):

- Black Business Investment Fund
- Hispanic Business Initiative Fund
- MWBE Alliance
- National Entrepreneur Center
- National Minorities Supply Development Council
- Orlando-Orange County Expressway Authority
- Disney World
- Universal Studios
- Small Business Administration
- Valencia Community College
- Florida Office of Supplier Diversity
- Orlando Airport Authority
- Orange County Public Schools
- University of Central Florida
- Orlando Utilities Commission

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DIFFERENCES WITH CITY OF ORLANDO:

- (1) Procurement Committee. The Procurement Committee meets formally to evaluate proposals for goods and services in excess of \$100,000. The Committee is chaired by the Manager, Purchasing and Contracts Division with other representatives, including a county commissioner
- (1) Very strong anti-lobbying ordinance
- (2) Certify companies based on size and their geographic location (i.e. in the Orlando SMA)
- (2) Monitor MWBEs. When they become viable businesses, they are graduated and can then only participate on big jobs
- (2) Business Development sits on Procurement Committee
- (2) Business Development Division does outreach

COOPERATIVE EFFORTS:

- (1) Pools requirements with City when bidding large term contracts
- (1) Uses cooperative purchasing agreements via local chapter of National Institute of Government Purchasing and SICOP, other counties, School Boards, Florida state contracts, and Federal GSA contracts
- (2) Gives reciprocity to City of Orlando MWBEs as long as the MWBEs meet the other Orange County requirements

DIFFERENCES WITH ORANGE COUNTY:

- (1) Procures goods and services for law enforcement, water treatment facilities and parts of Public Works
- (1) Auctions surplus property (this function is performed by the Comptrollers Office in Orange County)
- (2) Public Works solicits bids and manages selection process for capital improvement projects, and administers all of the preconstruction phase (design) of the project
- (1) Management of:
 - Property Control
 - Vehicle Parts Supply
 - Facilities Management Supply
 - Mail Services and inter-office mail services, shipping and courier services
 - M/WBE Program
 - Maintains 18 fuel distribution centers
 - Conducts auctions
 - Standards and specifications engineering services
- (2) Fiscal management for Public Works Department
- (2) Process and pay all engineering and construction project expenditures (\$95.5M)

COOPERATIVE EFFORTS:

- (1) Pools requirements with Orange County when bidding large term contracts
- (1) Uses cooperative purchasing agreements via local chapter of National Institute of Government Purchasing, SICOP, Orange County and/or other counties, School Boards, Florida state contracts, and Federal GSA contracts