



Staff Retreat - Purchasing

May 24, 2016



Purchasing

What we've done for the betterment of Roane County.

- ▶ Developed internal control policies for five major contracts.
 - ▶ Asphalt
 - ▶ Gasoline & Diesel
 - ▶ Property & Casualty Insurance Program
 - ▶ School Housekeeping Contract
 - ▶ Solid Waste Hauling & Disposal

This will help in more closely monitoring contracts that are linked to a pricing index.



Purchasing

Expanded our Vendor Registry program to include contract management.

- Stores all the following contract information in one place.
 - Contract name, number, and pricing information
 - Contract documents
 - Start & ending dates for each contract
 - Alerts us when contracts are nearing expiration
 - Vendor's contact information, certificates of insurance, W-9
- Vendors are responsible for keeping their information current, which relieves purchasing staff of this task.

This will help in managing vendor data and managing contracts more efficiently and effectively.



Surplus Property

Purchasing is continually working with Building & Grounds staff to manage surplus county property.

- ▶ Identify surplus vehicles and equipment and work with the Property Committee & County Commission to gain approval to sell them on GovDeals.
- ▶ Sell small equipment on GovDeals as it becomes surplus rather than allowing it to accumulate and have to store it.
- ▶ Since July 1, 2015, GovDeals sales are roughly \$64,000.



Back Tax Property

Purchasing staff works closely with the newly formed County Owned Back Tax Property Committee, the County Executive's office, and Building & Grounds to manage properties that have become county property through tax sales held by the Clerk & Master. The result of this allows:

- ▶ Better management of property that have potential liability for the county.
- ▶ Property will move more quickly through the County Executive's office and the Purchasing Department.
- ▶ Since July 1, 2016, the total of real estate sales on GovDeals is roughly \$60,000. (\$22,211 was a foreclosure sale)



Fiscal Year 2016-17

- ▶ Purchasing will convert to laser printed, one page purchase orders. Thus saving the cost of 7-part carbonless, snap out form.
- ▶ We will continue to work on contract management to insure that the county is getting the items or service at the correct price.
- ▶ Building & Grounds will continue the upgrade of the HVAC system by replacing the boiler and will be working on energy savings through a possible lighting project.
- ▶ We will continue to sell surplus property as quickly as possible in order to bring in revenue for the county.
- ▶ Purchasing and Building & Grounds will continue to manage and sell back tax property expeditiously as possible.