

1000.1 SUBJECT: ORGANIZATION AND POLICY

:1 OBJECTIVE:

The mission of the Division of Purchasing and Materials Management is to purchase, rent, lease, or otherwise acquire goods and services at the lowest possible cost consistent with the quality needed to provide the very best services to the public.

The Director of Purchasing and Materials Management, under legislative authority, serves as the procurement officer of the City and is responsible for centralized procurement of materials, supplies, equipment, professional/contractual services, and construction subcontracting awards. Other responsibilities are to 1) operate a materials management program involving warehousing, inventories, and sale/disposal of goods; 2) administer M/WBE Program; 3) coordinate cooperative procurement programs with other governmental bodies; 4) prepare and/or execute procurement contracts, leases or other similar instruments; and 5) provide efficient mail services support to all City agencies.

:2 AUTHORITY:

This procedure amended by City Council September 15, 2003.

:3 DIRECTION:

The Director of Purchasing and Materials Management, as an appointed official, serves at the pleasure of, and receives direction from the Mayor through the General Administration Department Director.

:4 FUNCTIONS:

- A. Purchases, leases or rents supplies, materials and equipment. Assures timely processing through FOCIS system for requirements placed by all City Departments.
- B. Processes requests for contractual services requested by City departments, institutions, boards and commissions.
- C. Establishes purchasing and contractual practices best suited to obtain the greatest economic value to the City.
- D. Administers and monitors purchasing functions of the FOCIS program.
- E. Administers and controls the disposal of surplus and excess property.
- F. Controls and supervises City Stores.
- G. Controls and supervises Fleet and Facilities Supply Support Program.
- H. Responsible for the accountability of City-owned furniture and equipment.
- I. Administers formation of boards, pre-bid and/or proposal conferences with vendor community.
- J. Provides cost effective and efficient mail services to all City agencies.
- K. Ensures that Minority and Women-Owned Businesses have the maximum feasible

opportunity to participate in the performance of City contracts.

:5 FORMS:
None.

:6 COMMITTEE RESPONSIBILITIES:
None.

:7 REFERENCE:
City Charter, Chapter 2, Sections 36 and 37; and Code of the City of Orlando, Chapter 7. This procedure adopted by City Council August 25, 1986, Item 16(A-27); amended August 15, 1988, Item 14, A-13; amended July 26, 1993; amended April 17, 2000, Item 3-D; policy section # changed from 191.1, April 2004.

:8 EFFECTIVE DATE:
This procedure effective September 15, 2003.