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The Purchasing Division is responsible for the procurement of supplies, equipment, and services for all departments under the Board of County Commissioners, and to a limited extent, the Sheriff's Office, the Court Administrator, and the Supervisor of Elections.



Purchasing

PURCHASING ACCOMPLISHMENTS

Procurement

- Competitive bidding for 15 projects through August 2009 realized a savings for Leon County of \$758,828.47.
- Provided value-added services to County staff through on-going procurement customer service and support with policy interpretation, purchase orders, change orders, quotes, informal bids, contract preparation, and other assistance.
- Provided management oversight of the County VISA Purchasing Card program with a purchase volume exceeding \$2.3 million; provided training for new cardholders; implemented an online refresher training course for current cardholders; and realized an annual rebate exceeding \$10,000.
- Mitigated risk to the County through utilization of bonding practices for vendor bids, vendor performance, and supplier and subcontractor payment; managed vendor insurance coverages; managed than 70 solicitations ensuring fairness and transparency; prepared and secured legal review of agreements and associated documents for solicitations
- Participated in "Bidding Power" workshop with a presentation on how to do

business with Leon County and governments in general.

- Represented Leon County in Reverse Trade Shows sponsored by chapters of the National Institute of Governmental Purchasing in Pensacola and Tallahassee and participated in the 17th Annual Florida Purchasing Conference and Products Exposition sponsored by the Tallahassee Area Chapter of NIGP in August 2009.
- Staff members serving—as President and Treasurer of the Tallahassee Area Chapter of NIGP and participated in monthly educational luncheons.

Warehouse

- Provided sales and customer support to staff through ordering, stocking and issuance of operational consumable products valued at over \$550,000 through more than 16,000 requisitions.
- Performed annual inventory of 3,708 stock items in September 2009 with no disruption to customers; inventory results greatly exceeded industry standards for accuracy and variance. The inventory adjustments represented a gain of \$209.88, far below warehousing standards. Also realized a 2.67 turnover rate for inventory.

- Provided daily service to all County offices in the delivery and pick-up of U.S. and inter-office mail; provided receiving and/or forklift services for EMS, Operations, Parks, and Fleet Management Divisions as needed throughout the year.

Property Control

- Performed annual inventory of 5,886 tangible personal property assets valued at \$39,256,716 and prepared annual report
- Conducted three on-site surplus sales and utilized on-line auction services to maximize a return of \$393,934 while reducing storage.
- Provided leadership and close support to staff in administration of the property control system ensuring accurate records, controls and procedures; tagged hundreds of new items and input their data in the fixed assets database.

 **Did You Know**

Through the Internet-based bid system, 20,473 notifications for formal solicitations were sent by e-mail or fax to vendors in fiscal year 2009.

