



Town of East Hampton

Purchasing Department

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Overview of the Town Purchasing Department

By Jeanne Carroza, Senior Purchasing Agent

What is the Purchasing Department? What do we do?

Yes, we process purchase orders daily – 3,025 last year, plus we solicit bids & RFP's – 65 & 9. That's just a fraction of the tasks performed by the Department.

The mission statement of the department reads as follows:

The Purchasing Department implements the Town's Purchasing Policy (updated annually) in the acquisition of goods and services, making sure that the procurement process is fair and equitable. The Department dedicates itself to the procurement of the right goods and services at the right price for the Town's Departments in a timely manner assuring prudent and economical use of public monies while upholding all laws and regulations of New York State General Municipal Law 103 and 104 as well as the Town of East Hampton in the process.

The Department comprises myself as well as one full time Purchasing Agent, and two part-time employees.

The Purchasing Department performs a variety of tasks: Interviewing vendors and explaining purchasing procedures; writing bid specifications and RFPs; analyzing and evaluating competitive bids-recommending and awarding to the lowest responsible, responsive bidder; recording bids submitted; locating new contracts and new sources of supply – such as State, County or Cooperative

contracts; scheduling delivery dates and following up on delayed deliveries; monitoring all copier contracts and expiration dates for the Town's departments and negotiating new terms with vendors when contracts expire; tracking all annual contracts for the Town and renewing or rebidding as they expire; obtaining the greatest possible revenue from the disposal of byproducts and of surplus, damage, scrap or obsolete materials and equipment (usually by auction).

The department also issues and updates purchasing guidelines that are published in the Purchasing Policy for the Town.

The Purchasing Department can be thought of as the "customer service department" for the Town. The department procures anything from Porta-potties to payloaders. A user department has a need or a want for an item or service and we deliver. Sometimes the answer given is not what the user wants to hear, but we work out solutions.

As previously mentioned, the department is responsible for the disposal of unwanted items deemed unusable by the Town; this is done by online auctions. These auctions generate revenue for the Town from basically junk. The latest auctions this year brought in over \$60,000. We don't just process spending!

The Department also worked with a utility audit company to go over past invoices from telephone & electric companies. Revenue was found in this endeavor as well. i.e. – credits on several telephone accounts totaling \$25,272.54 and a refund check received in the amount \$8,498.66.

Recently, the company has been retained to pursue the cable utility invoices. I'll keep you posted.

Shared Services with the County is another endeavor the Town has joined for cost savings. Recently, a bid for law enforcement vehicles was completed. A significant discount was realized against both the MSRP for the base models as well as options.

Going forward for the Purchasing Department I would like to make more extensive use of the Town's website. Currently, bid notices are posted on the site, auction information and a link that allows the public to sign up for any upcoming bids. Posting of bid awards is one more addition to the site to be included in the future for the public's view and for our internal users, an

informational link to the intranet for all available contracts for their use. Education for our Town Departments is an area I'd like to tackle. Explaining the why it must be done should be explained.

Lastly, local Government purchasing is ever changing, and a never-ending challenge for the Purchasing Department is to make sure we keep up with those changes successfully!

Thanks for the Board's support for allowing us to take part in continuing education to keep up with the changes!