





# CITY OF CLARKSVILLE

PURCHASING DEPARTMENT

## **MISSION STATEMENT**

- The purpose of the Purchasing Department is to insure that taxpayers' money is saved by purchasing products and services at the lowest possible cost by way of the bid process.
  - The Purchasing Department is dedicated to the principles of integrity, transparency, competition and fairness in the procurement of products and services for all City departments.
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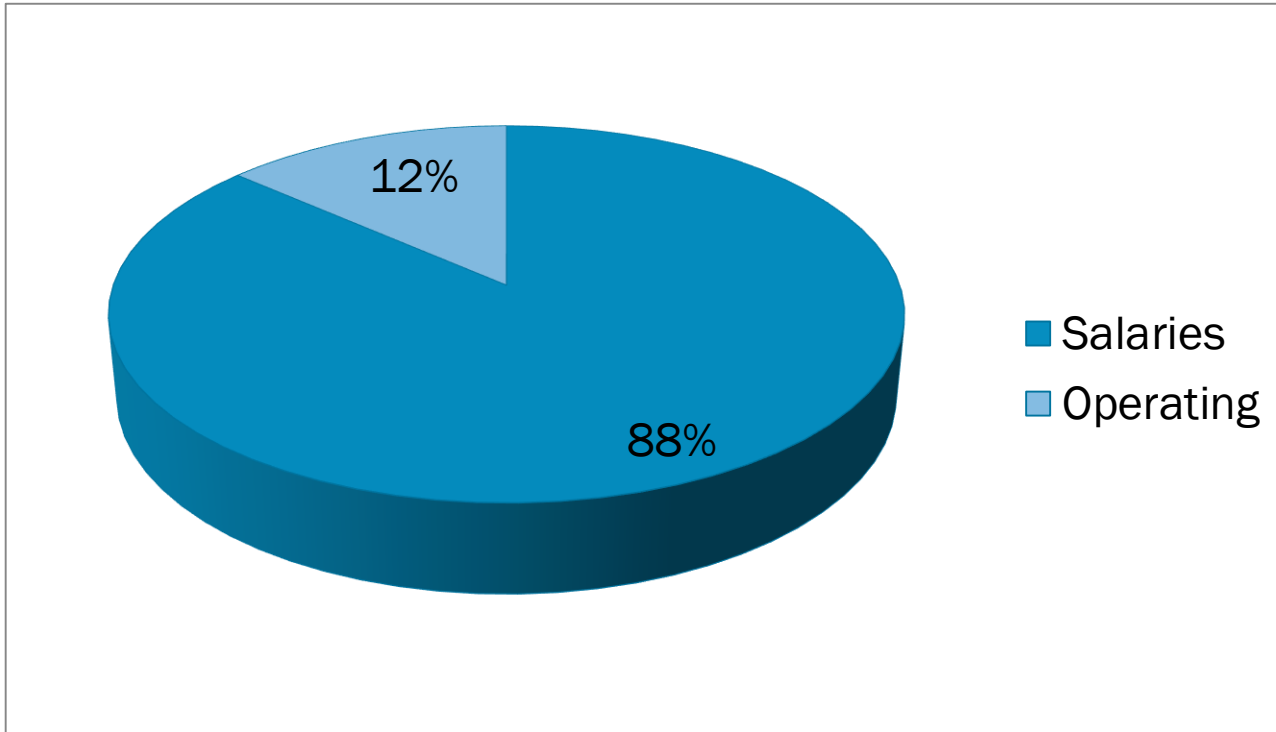
# Who are you going to call? Purchasing!

- ✓ **Create all requisitions over \$5,000**
  - ✓ **Approve all requisitions over \$1,000**
  - ✓ **Post all purchase orders to general ledger, regardless of the dollar amount**
  - ✓ **Prepare bids/proposals for all purchases over \$10,000**
  - ✓ **Approve emergency, sole source, state contract purchases, etc.**
  - ✓ **Oversee and administer the PCard program**
  - ✓ **Responsible for the disposal of surplus property**
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# Purchasing FY 2018 Proposed Budget

	<b>Actual 2016</b>	<b>Original Budget 2017</b>	<b>Projected 2017</b>	<b>Proposed 2018</b>
Salaries/Benefits	\$106,247	\$115,108	\$113,320	\$117,567
Operating Expenses	\$15,002	\$16,311	\$14,304	\$16,173
Capital Outlay	-	-	-	-
<b>TOTAL</b>	<b>\$121,249</b>	<b>\$131,419</b>	<b>\$127,624</b>	<b>\$133,740</b>

# Purchasing FY 2018 Proposed Budget



# GovDeals

- ✓ **\$186,067.41 in GovDeals transactions in Fiscal Year 2016**
- ✓ **\$236,068.64 in GovDeals transactions from July 2016 – April 2017**

# Major Purchases for the Previous 12 Months

Project	Amount
Street Repair & Resurfacing	\$4,049,440.00
Vegetation Management along the Distribution Lines	\$2,750,000.00
Phase 2 Addition to the Ajax Turner Senior Citizens Center	\$2,369,100.00
Tylertown Road-Oakland Road Improvements Design	\$1,334,583.00
Riverwalk Extension	\$829,328.70
75-78' Aerial Apparatus	\$677,330.00
Downtown Sidewalks	\$650,546.50
Fire Station #1 Upgrades	\$618,750.00
Renovations to 815 Crossland Ave. for a Family Transition Center	\$390,000.00
Valleybrook Park Restroom Construction and Pavilion Renovations	\$277,200.00
Video Wall	\$265,947.79
Gas Leak Survey	\$256,140.00
Traffic Signal & Streetlight Maintenance	\$215,915.00



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