

PROVINCE OF BRITISH COLUMBIA

Twenty-sixth Annual Report of the
PURCHASING COMMISSION

JANUARY 1 TO DECEMBER 31

1968



Printed by A. SUTTON, Printer to the Queen's Most Excellent Majesty
in right of the Province of British Columbia.
1969

PROVINCE OF BRITISH COLUMBIA

Twenty-sixth Annual Report of the
PURCHASING COMMISSION

JANUARY 1ST TO DECEMBER 31ST

1907

Printed and Bound by the Government Printer,
Victoria, British Columbia, 1907.

VICTORIA, BRITISH COLUMBIA, January 17, 1969.

*To Colonel the Honourable JOHN R. NICHOLSON, P.C., O.B.E., Q.C., LL.D.,
Lieutenant-Governor of the Province of British Columbia.*

MAY IT PLEASE YOUR HONOUR:

Herewith I beg respectfully to submit the Annual Report of the Purchasing Commission of the Department of Finance for the period January 1, 1968, to December 31, 1968.

W. A. C. BENNETT,
Minister of Finance.

*The Honourable W. A. C. Bennett,
Minister of Finance, Victoria, British Columbia.*

SIR,—We have the honour to submit the Twenty-sixth Annual Report of the Purchasing Commission, covering the period January 1, 1968, to December 31, 1968.

R. G. MCKEE,
Chairman.

A. E. WEBB,
Member.

L. J. WALLACE,
Member.

Twenty-sixth Annual Report of the Purchasing Commission

January 1 to December 31, 1968

GENERAL

As stated in previous Annual Reports, the total purchases under the Act include purchases made by the divisions of those departments with authority to purchase delegated under section 10 of the Act. Records for these divisions are therefore included in the table below.

Department and Division	Number of Purchase Orders		Total Value of Purchase Orders	
	1967	1968	1967	1968
Education—Textbook Branch.....	2,184	2,460	\$2,575,000	\$3,170,000
Provincial Secretary—				
(a) Provincial Library and Archives.....	935	853	8,630	11,140
(b) Public Library Commission.....	194	172	51,680	55,360
(c) Queen's Printer.....	3,190	3,325	2,000,540	1,899,840
Finance—Purchasing Commission—				
(a) Ferry Authority.....	1,719	5,246,380
(b) All departments.....	45,455	44,845	43,985,810	47,268,620
Totals.....	53,677	51,655	\$53,868,040	\$52,404,960

From the above it will be noted that in 1967 separate figures were given for the Ferry Authority. At the last Session of the Legislature an Act was passed vesting the undertaking of the Ferry Authority in the Crown, hence this entity is now a division of the Department of Highways. Thus for 1968 the above figures for it are included in those for "all departments."

The fact that purchase orders decreased by 3.8 per cent, whereas their value decreased by 2.7 per cent, in spite of rising costs, indicates that bulk buying is continuing wherever possible. To this end, again, the buyer for janitorial supplies, paint, etc., attended the annual meeting of the building superintendents of the Department of Public Works to discuss mutual problems of obtaining supplies under simplified procedures. After considerable negotiations with the equipment staff of the Department of Highways, arrangements were completed this year to buy the quarterly requirements of tires for its 47 repair-shops throughout the Province on a bulk basis.

As usual, the value of emergency purchases is included in the above figures for value of purchase orders, but the number of them (23,910) is not, as their total value is less than 5 per cent, hence to include them would give a distorted picture. Actually there were 12.7 per cent less emergency purchase orders than last year because the 1968 fire season was lighter and because more use of bulk and contract purchasing is in effect.

STAFF

There are in all 62 permanent employees on the staff of the Commission, including the Chairman, 1 Administrative Officer 2, 8 purchasing agents, 13 business machine mechanics, 35 clerical, 2 warehousemen at the Langford Warehouse, and 2 carpenters.

Since the two carpenters have been employed by this Commission to make and repair furniture in the Vancouver area, these permanent positions, as of April 1, 1969, are being transferred to the Department of Public Works, and these men will then be part of the staff of its maintenance-shop in Burnaby.

In addition to the 13 business machine mechanics shown above, there is one Mechanic 1 and one mechanic trainee paid for by the Department of Education for the maintenance of vocational-school equipment, and one mechanic trainee is included temporarily as a clerk among the 35 clerks of the Commission staff.

BUSINESS MACHINES SERVICE DIVISION

This Division was set up 26 years ago to service the Government-owned business machines throughout the Province. At that time the Division was responsible for the maintenance of 1,032 machines, whereas the following table shows that the present total is 10,637. The bulk of this equipment is serviced by the staff, but, as explained in section 6.25 of the Purchasing Commission Manual, a small percentage of custom-made or specialized equipment is serviced on a contract basis by the firms concerned.

Again, to illustrate how the machine population is growing, two tables are given below to show that in the calendar year 1968 the increase was 7 per cent or 696 machines.

Table 1.—Machines as at December 31, 1967

Type of Machine	Number in Departmental Offices	Number in Seven Vocational Schools	Number in B.C. Institute of Technology	Total Number
Typewriters (16.2 per cent electric).....	4,485	484	76	5,045
Adding-machines and printing-calculators.....	1,815	141	321	2,277
Dictating and transcribing machines.....	1,383	105	27	1,515
Miscellaneous equipment—posting, bookkeeping, cash registers, etc.....	761	291	53	1,105
Totals as at December 31, 1967.....	8,444	1,021	477	9,942
Percentage increase in 12 months.....	6	25	46	9

Table 2.—Machines as at December 31, 1968

Type of Machine	Number in Departmental Offices	Number in Eight Vocational Schools	Number in B.C. Institute of Technology	Total Number
Typewriters (22.5 per cent electric).....	4,652	557	91	5,300
Adding-machines and printing-calculators.....	1,911	202	351	2,464
Dictating and transcribing machines.....	1,457	138	29	1,624
Miscellaneous equipment—posting, bookkeeping, cash registers, etc.....	805	319	126	1,250
Totals as at December 31, 1968.....	8,825	1,216	597	10,638
Percentage increase in 12 months.....	4.5	19	25	7

From the above tables, and again as a sign of the times, the increase in the purchase of the more sophisticated equipment is evident; for instance, the increase in electric typewriters was 22.5 per cent in 1968 as compared to 16.2 per cent in 1967. Actually the number of electric machines increased by 132 as compared to 114 manual typewriters in 1968. In 1968 the average cost of an electric typewriter was \$432 and of a manual typewriter was \$138.

It will be noted also that of the 696 machines increase in population, 45 per cent or 315 were for the vocational schools and the British Columbia Institute of Technology. In view of this increase in machines, permission was secured to employ an additional temporary continuous mechanic trainee in December of 1968.

THE PURCHASING MANUAL

No additional sections were written for the manual in 1968 as it is now complete. A few minor amendments have been issued, the most important being section 3.61, on the rental of copying equipment. The alarming increase in the annual cost of this equipment necessitated the promulgation of a few ground rules governing the preparation of requisitions for same.

In due course a revision of chapter 8 of the manual entitled "Purchasing for the British Columbia Ferry Authority" will be written as many of the sections no longer apply since this entity is now a division of the Department of Highways.

THE VANCOUVER OFFICE

The functions of the Vancouver office of the Purchasing Commission are fully explained in chapter 5 of the manual. Suffice it to say here that the staff of eight under the able guidance of Mr. T. L. Vardy, Purchasing Agent 4, again had a successful year.

SURPLUS MATERIALS DISPOSAL SECTION

It is the responsibility of the Commission to sell all equipment and property declared in writing to be surplus by the department concerned. Efforts are, of course, first made to ensure that such surplus equipment cannot be used to advantage by some other department before advertising same for sale. The functions of this section are fully described in chapter 7 of the Purchasing Manual.

The bulk of the work done by the Disposal Section is for the Department of Highways, as shown in the following breakdown:—

For Department of Highways—	
(a) Equipment and scrap	\$25,850
(b) Houses and chattels (rights-of-way)	27,250
For other departments	32,900
	<hr/>
Total value	\$86,000

LANGFORD WAREHOUSE

The functions of this warehouse are fully described in chapter 7 of the Purchasing Manual.

It is operated as a service to all departments on a \$10 vote (Vote 113) on approved gross stores purchases of \$400,000. The turnover in 1967 was \$414,480, and in 1968, \$411,600. It is gratifying to report that when the cold weather and snow hit at the end of the year, there was in the warehouse an ample supply of tire chains and anti-freeze to take care of the needs of all departments.

CONCLUSION

The Commission again gratefully acknowledges the co-operative work done by the Materials Testing Branch of the Department of Highways, and by the British Columbia Institute of Technology, and for the specialized purchasing done under delegated authority by the Queen's Printer, the Director of the Textbook Branch, the Provincial Librarian and Archivist, and the Superintendent of the Public Library Commission.

Printed by A. SUTTON, Printer to the Queen's Most Excellent Majesty
in right of the Province of British Columbia.
1969