

PROVINCE OF BRITISH COLUMBIA

Twenty-seventh Annual Report of the
PURCHASING COMMISSION

JANUARY 1 TO DECEMBER 31

1969



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

1970

PROVINCE OF WEST VIRGINIA

Two-Seventh Annual Report of the
PURCHASING COMMISSION

JANUARY 1, 1924 TO DECEMBER 31, 1924

1924



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VICTORIA, BRITISH COLUMBIA, January 21, 1970.

*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, 1969, to December 31, 1969.

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-seventh Annual Report of the Purchasing Commission, covering the period January 1, 1969, to December 31, 1969.

R. G. MCKEE,
Chairman.

A. E. WEBB,
Member.

L. J. WALLACE,
Member.

Twenty-seventh Annual Report of the Purchasing Commission

January 1 to December 31, 1969

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	
	1968	1969	1968	1969
Education—Textbook Branch.....	2,460	2,414	\$3,170,000	\$3,527,330
Provincial Secretary—				
(a) Provincial Library and Archives.....	853	1,036	11,140	14,140
(b) Library Development Commission.....	172	183	55,360	60,210
(c) Queen's Printer.....	3,325	3,338	1,899,840	2,206,080
Finance—Purchasing Commission—For all de- partments.....	44,845	47,465	47,268,620	54,663,200
Totals.....	51,655	54,436	\$52,404,960	\$60,470,960

The total value of purchases for the calendar year 1969 is the highest on record. It will be noted from the above figures that the number of purchase orders increased over the previous year by 2,786 or 5.4 per cent, whereas the value of purchases increased \$8,066,000 or 15.6 per cent. Although inflation accounts for some of this added cost, the fact remains that 2,786 more purchase orders in 1969, at an average value of \$1,150, account for \$3,193,000 of the total increase.

At one public viewing of tenders opened on April 16, 1969, in Vancouver, trucks and tractors to the value of over \$860,000 were involved. As another example of bulk buying, sealed tenders were requested on one closing date for 3,074 tires for the third-quarter requirements of the Department of Highways. In both cases exceptionally low prices were obtained.

As usual, the value of emergency purchase orders is included in the above figures for "Total Value of Purchase Orders," but the number of them, 29,086 for 1969, is not, as their total value is less than 5 per cent, hence to include them would give a distorted picture of the average value of purchase orders. Actually, there were 12.7 per cent more emergency purchase orders than last year because of the severe fire season of 1969.

STAFF

There were in all 60 permanent employees on the staff of the Commission in 1969, including the Chairman, 1 Administrative Officer Grade 2, 8 purchasing agents, 13 business machines mechanics, 35 clerical, and 2 warehousemen at the Langford Warehouse.

In addition to the 13 business machines mechanics shown above, there was one Mechanic Grade 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 27 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 11,717. 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 1969 the increase was 10 per cent or 1,079 machines.

Table 1.—Machines as at December 31, 1968

Type of Machine	Number in Departmental Offices	Number in 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

Table 2.—Machines as at December 31, 1969

Type of Machine	Number in Departmental Offices	Number in Vocational Schools	Number in B.C. Institute of Technology	Total Number
Typewriters (24.52 per cent electric).....	4,950	604	94	5,648
Adding-machines and printing-calculators.....	2,127	238	360	2,725
Dictation/Transcription equipment and tape recorders.....	1,742	148	51	1,941
Miscellaneous equipment—posting, bookkeeping, cash registers, etc.....	948	328	127	1,403
Totals as at December 31, 1969.....	9,767	1,318	632	11,717
Percentage increase in 12 months.....	10.7	8.3	5.8	10.1

From the above tables, and again as a sign of the times, the increase of the more sophisticated equipment is evident; for instance, the percentage increase of electric typewriters was from 16.2 per cent to 22.5 per cent. Actually, the net increase in these machines was 212 electric versus 136 manual. In 1969 the average cost of an electric typewriter was \$391 and of a manual typewriter \$137.

Similarly, of the increase of 261 adding-machines and calculators, the percentage of the more expensive calculators is increasing each year. For instance, in 1969 the following calculators were purchased: 47 rotary calculators at an average cost of \$238; 37 printing-calculators at an average cost of \$514; 20 electronic calculators at an average cost of \$1,292.

It is interesting to note that the largest percentage increase in business machines was in departmental offices, as most of the existing vocational schools and the British Columbia Institute of Technology are now equipped with business machines.

As a result of this increase in machine population there is included in the estimates of this Commission for next year one Stockman Grade 1 to store, pack, and ship equipment sent in to the Victoria shop for repairs.

THE PURCHASING MANUAL

Section 4.6 of the manual was revised and brought up to date this year. This section is the stock catalogue of the Langford Warehouse, where some 973 catalogued items are stocked.

In view of the fact that the purchasing agent formerly stationed at Deas Dock was transferred to the Vancouver office of this Commission, purchasing for the British Columbia Ferries Division of the Department of Highways will be carried on as for other Government departments and divisions, hence the entire chapter 8, entitled "British Columbia Ferry Authority Purchasing," has been discarded.

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.

Now that the British Columbia Ferry Authority has become a Division of the Department of Highways, approval was secured last December to transfer the purchasing agent position at Deas Dock to the Vancouver office of this Commission.

THE 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.

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

For department of Highways—	
(a) Equipment and scrap	\$49,960
(b) Houses and chattels (rights-of-way)	114,250
For other departments	37,690
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Total value	\$201,900

In connection with the disposal of right-of-way buildings in the Lower Mainland area, it is with regret that the retirement of Mr. J. P. Hundley is reported. For 14 years Mr. Hundley was most zealous and efficient in the custodial care and in the supervision of the sale of all buildings and chattels in that area.

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 on approved gross stores purchases of \$400,000. The turnover in 1968 was \$411,600 and in 1969, \$479,300. The increase is explained by the severe fire season of 1969 and the necessary extra purchases of fire-fighting equipment.

CONCLUSION

The Commission again gratefully acknowledges 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 Library Development Commission.

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