PROVINCE OF BRITISH COLUMBIA

---

# Thirtieth Annual Report of the
# PURCHASING COMMISSION

JANUARY 1 TO DECEMBER 31

1972

Printed by K. M. MacDonald, Printer to the Queen's Most Excellent Majesty
in right of the Province of British Columbia.
1973

PROVINCE OF BRITISH COLUMBIA

---

The Tenth Annual Report of the

# PURCHASING COMMISSION

JANUARY 1 TO DECEMBER 31

1972



Printed by K. M. Mac Donald, Printer to the Queen's Most Excellent Majesty
In the Province of British Columbia
1973

*The Honourable David Barrett,*
*Minister of Finance, Victoria, B.C.*

SIR: We have the honour to submit the Thirtieth Annual Report of the Purchasing Commission, covering the period January 1, 1972, to December 31, 1972.

T. L. VARDY
*Chairman*

A. E. WEBB
*Member*

L. J. WALLACE
*Member*

# Thirtieth Annual Report of the Purchasing Commission

*January 1 to December 31, 1972*

## 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 | |
|---|---|---|---|---|
| | 1971 | 1972 | 1971 | 1972 |
| | | | $ | $ |
| Education—Curriculum Resources Branch | 2,496 | 2,401 | 4,199,420 | 6,143,532 |
| Provincial Secretary— | | | | |
| (*a*) Provincial Library and Archives | 930 | 695 | 13,780 | 21,219 |
| (*b*) Library Development Commission | 280 | 186 | 72,510 | 93,047 |
| (*c*) Queen's Printer | 3,280 | 3,909 | 2,542,510 | 2,816,765 |
| Finance—Purchasing Commission—For all departments | 51,200 | 53,133 | 61,996,200 | 70,661,823 |
| Totals | 58,186 | 60,324 | 68,824,420 | 79,736,386 |

For 1972 there is an increase of expenditure in all divisions totalling $10,911,966 or 15.85 per cent and the number of purchase orders issued increased by 2,138 or 3.67 per cent.

The total value of purchases for the year is $79,736,386.

The value of emergency purchase orders is included in the above figure: there is a slight increase of 965 over the previous year, giving a total of 26,745. The introduction of the emergency purchase order, as it now exists, was 22 years ago, the process, whilst adequate at that time, was not conceived to meld with the advanced progress made for the conduct of business operations in today's fields of industry and commerce. The techniques of modern communication systems and computer facilities allow a more sophisticated approach for obtaining urgent Government requirements; an investigation for updating the current procedure is to be instigated in the forthcoming year.

Increase in commodity prices has been the accepted trend throughout the year; some regarded as excessive, but it would serve little purpose, as far as this report is concerned, to provide itemized lists. With competitive purchasing, by quotation or tender, the Province is assured of obtaining the best market price available at any particular time; the exception being those emergency purchases for which the Purchasing Commission has had no initial or direct control.

## STAFF

The staff consists of 67 employees, and includes two trainee technicians whose salaries, as in previous years, are paid by the Department of Education. Also included are two employees attached to the Langford Warehouse on a temporary basis.

1972 has been a year of change. R. G. McKee retired from his position of Chairman in July and he held this office for seven years. The vacancy has been filled by T. L. Vardy who, for the past 14 years, had been in charge of the Vancouver Office of the Purchasing Commission.

T. L. Clarke, Administrative Officer, retired in September after serving the Province of British Columbia for over 50 years—an enviable record.

A. E. Webb retired as Deputy Minister of the Department of Public Works at the end of the year and has submitted to the Legislative Assembly his letter of resignation as a Member of the Purchasing Commission. He became a Member in 1958 and will have served 14 years in this capacity.

As a result of Mr. Vardy's transfer to Victoria, F. H. Leonard of the Vancouver Office has been promoted and is the senior representative there.

The Chairman recognizes, appreciatively, the acceptance by the Victoria staff of the disruptions occasioned by the above changes, the team-work whereby various problems have been resolved, and the support he has received.

## BUSINESS MACHINES SERVICE DIVISION

The Division has had a busy and effective year and, as noted in the accompanying tables, its responsibilities are progressively increasing with a growth rate of accumulated machines at over 10 per cent.

Authority has been granted for the addition of a further trainee technician to the staff and recruitment is under way. The cost of this employee will be charged to the Department of Education.

*Table 1—Machines as at December 31, 1971*

| Type of Machine | Number in Departmental Offices | Number in Vocational Schools | Number in B.C. Institute of Technology | Total Number |
|---|---|---|---|---|
| Typewriters (29.39 per cent electric) | 5,449 | 808 | 112 | 6,369 |
| Adding machines and printing calculators | 2,399 | 317 | 388 | 3,104 |
| Dictation/transcription equipment and tape-recorders | 2,161 | 254 | 62 | 2,477 |
| Miscellaneous equipment—posting, bookkeeping, cash registers, etc. | 1,096 | 349 | 129 | 1,574 |
| Totals as at December 31, 1971 | 11,105 | 1,728 | 691 | 13,524 |
| Percentage increases in 12 months | 8.36 | 19.17 | 0.58 | 9.49 |

*Table 2—Machines as at December 31, 1972*

| Type of Machine | Number in Departmental Offices | Number in Vocational Schools | Number in B.C. Institute of Technology | Total Number |
|---|---|---|---|---|
| Typewriters (32.61 per cent electric) | 5,814 | 887 | 121 | 6,822 |
| Adding machines and printing calculators | 2,775 | 359 | 454 | 3,588 |
| Dictation/transcription equipment and tape-recorders | 2,466 | 297 | 89 | 2,852 |
| Miscellaneous equipment—posting, bookkeeping, cash registers, etc. | 1,218 | 351 | 131 | 1,700 |
| Totals as at December 31, 1972 | 12,273 | 1,894 | 795 | 14,962 |
| Percentage increases over 1971 | 10.51 | 9.60 | 15.05 | 10.63 |

New machines purchased (all types) for the year totalled 1,621, with distribution of 81 per cent to Government offices, 11.7 per cent to vocational schools, and 7.3 per cent to B.C. Institute of Technology. Sales of used and obsolete equipment were nominal; a total of 183 units being released for disposal.

The total cost of all the machine purchases for 1972 was $725,914.

## THE VANCOUVER OFFICE

By competition, F. H. Leonard was awarded the responsibility of the Vancouver Office in August 1972 and elevated to Purchasing Agent 4. He took over under difficult circumstances; due to promotion from within the office there was an extended waiting-time for replacement appointments, a staff shortage, and a severe disruption of normal procedural routines. With the help of a willing staff the transition period to December was weathered satisfactorily and operation is in first-class shape again.

T. I. Day, who joined the Purchasing Commission under the buyer training programme, was regraded Purchasing Agent 1 and assumed duties previously carried out by F. H. Leonard.

The staff, in total, remains unchanged; nine in the procurement division and six in the business machines servicing section.

## THE SURPLUS MATERIALS DISPOSAL SECTION

The demand on this section has been similar to that of previous years. There is a steady flow of items throughout each year, covering a wide variety of products which may be situated anywhere within the Province. Public disposal is via posting of local notices, newspaper announcement or auction sale according to need. The total of $158,795 is within 2 per cent of the mean of the yearly returns to Consolidated Revenue for the past six years.

### SURPLUS DISPOSAL

| | 1971 | 1972 |
|---|---|---|
| For Department of Highways— | $ | $ |
| (*a*) Equipment and scrap | 50,140 | 72,365 |
| (*b*) Houses and chattels | 23,920 | 34,109 |
| Other departments | 74,480 | 52,321 |
| | 148,540 | 158,795 |

## LANGFORD WAREHOUSE

The warehouse has had, once again, an extremely productive year, demonstrating its ability to provide at short notice the necessities for establishing working parties in the field.

The value of goods processed through the warehouse is $726,807, an increase of 10.4 per cent over last year. The increase, both in 1971 and 1972, was due largely to the introduction of the *Accelerated Park Development Act,* the *Accelerated Park Development Fund Act,* and the *Accelerated Reforestation Fund Act,* all primarily intended as a means for creating employment. The warehouse was therefore called upon to provide equipment to set up, throughout the Province, "instantaneous" camps, several up to 100-man capacity to take care of housing, feeding, and work equipment needs.

| | 1971 | 1972 |
|---|---|---|
| Value of goods processed | $658,490 | $726,807 |

(The warehouse operates on a $10 vote and the balance is recoverable from departments.)

## CONCLUSION

The Commission again gratefully acknowledges the specialized purchasing done under delegated authority by the Queen's Printer, the Director of the Curriculum Resources Branch, the Provincial Librarian and Archivist, and the Superintendent of the Library Development Commission.

Printed by K. M. MacDonald, Printer to the Queen's Most Excellent Majesty
in right of the Province of British Columbia.
1973

180-773-5864