

PROVINCE OF BRITISH COLUMBIA

Thirty-second Annual Report of the
PURCHASING COMMISSION

JANUARY 1 TO DECEMBER 31

1974



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in right of the Province of British Columbia.

1975

PROFESSOR OF BRITISH COLONIA

Thirty-second Annual Report of the
PURCHASING COMMISSION

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1964



Printed by the Government Printer, Singapore, at the Government Printing Office, Singapore.

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

SIR: We have the honour to submit the Thirty-second Annual Report of the Purchasing Commission, covering the period January 1, 1974, to December 31, 1974.

T. L. VARDY
Chairman

L. J. WALLACE
Member

G. L. J. GILES
Member

The Honourable David Evans
Minister of Finance, Ottawa, B.C.

1974
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Purchasing Commission covering the period January 1, 1974, to December 31,

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Thirty-second Annual Report of the Purchasing Commission

January 1 to December 31, 1974

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	
	1973	1974	1973	1974
Education—Curriculum Resources Branch	2,335	2,150	5,697,512	8,462,962
Provincial Secretary—				
(a) Legislative Library and Archives	581	937	24,003	32,530
(b) Library Development Commission	228	474	151,329	186,532
(c) Queen's Printer	4,852	4,460	3,110,672	5,589,813
Finance—Purchasing Commission—For all departments	56,815	58,622	76,070,881	113,526,670
Totals	64,811	66,643	85,054,397	127,798,507

For 1974 there is an increase of expenditure in all divisions totalling \$42,744,110 or 50.3 per cent, and the number of purchase orders issued increased by 1,832 or 2.8 per cent.

The total value of purchases for the year is \$127,798,507.

The value of emergency purchases is included in the above figure; there is a decrease of 6,413 from the previous year, giving a total of 24,015.

As indicated last year, the inflationary trend is predominant, and has remained so throughout the term under consideration. The results of this are clearly evident in the increased cost to the Province in conducting its annual business. No singular reason or trend for such increases has been demonstrated; instead, it appears raw material and basic manufacturing increases have been passed, at will, along industrial and commercial supply channels with little attempt in the intermediate sectors to halt the escalation. Thus, for the purchasing staff, with the increased volume requirements, the frustrations of obtaining firm prices, the unwillingness of suppliers to give and maintain firm delivery schedules, together with market shortages in general, it has been a difficult year.

STAFF

The staff now totals 85 employees. As indicated above, the added burden of provisioning the Province has necessitated considerable temporary help being employed throughout the year. Based on such needs, a request has been made for additional staff to maintain a continuity of service to the departments. The employ-

ees, when available, will be distributed throughout the Victoria and Vancouver offices and the Business Machines Services Division, also in Victoria and Vancouver.

BUSINESS MACHINES SERVICES DIVISION

The Division, both in Victoria and Vancouver, in carrying out its preventive maintenance program, has had a purposeful and successful year. The demands placed upon it have increased directly in proportion to the growth of the public services. The increase is amply demonstrated in the accompanying tables.

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Consideration has been given to minor decentralization of the work force by the addition of repair depots staffed by one or two mechanics in areas such as Prince George and Kamloops, but the decision for their introduction has yet to be finalized.

Table 1—Machines as at December 31, 1973

Type of Machine	Number in Departmental Offices	Number in Vocational Schools	Number in BCIT	Total Number
Typewriters (38.29 per cent electric).....	6,521	894	153	7,568
Adding and calculating machines.....	3,394	391	483	4,268
Dictation/transcription equipment and tape recorders.....	3,084	358	90	3,532
Miscellaneous equipment—posting, bookkeeping, cash registers, duplicators, etc.....	1,443	353	132	1,928
Totals as at December 31, 1973.....	14,442	1,996	858	17,296
Percentage increase in 12 months.....	17.67	5	8	15.59

Table 2—Machines as at December 31, 1974

Typewriters (46.6 per cent electric).....	7,754	896	206	8,856
Adding and calculating machines.....	4,487	401	620	5,508
Dictation/transcription equipment and tape recorders.....	5,409	387	104	5,900
Miscellaneous equipment—posting, bookkeeping, cash registers, duplicators, etc.....	1,667	358	136	2,161
Totals as at December 31, 1974.....	19,317	2,042	1,066	22,425
Percentage increase in 12 months.....	25.24	2.3	24.24	22.87

THE VANCOUVER OFFICE

F. H. Leonard, Chief Purchasing Agent in Vancouver, reports a successful year of operation for the Vancouver Office. Both the purchasing and clerical areas have contributed well and shown an esprit de corps which has prevented serious disruption of output. Temporary assistance (seven persons at various times) helped to prevent complete breakdown.

The major event of the year was the removal of the office to new quarters at 1620 West Eighth Avenue, Vancouver. Modern facilities are available and their design, to suit the needs of the Commission, has allowed a recognizable improvement in the efficiency of the operation.

The Business Machine Section is not incorporated in the move and still remains at 501 West 12th Avenue, Vancouver.

The staff in total is now 12 in the procurement division and eight in the business machines division.

SURPLUS DISPOSAL SECTION

The proceeds realized from the sale of surpluses by public offer or auction remain at a similar level to last year. The funds are returned to Consolidated Revenue.

Department of Highways—	\$
(a) Equipment	142,266.39
(b) Buildings	23,349.57
Other departments	179,749.06
	<hr/>
Total	345,365.02

LANGFORD WAREHOUSE

The warehouse has had, once again, a productive year and has had to comply with a large volume of demands. Because of shortages in the market place, more and more requests are being received from the departments to take advantage of stock on hand; but at the same time, the warehouse is encountering difficulties in replenishment because of extended delivery times and, in some cases, failure to deliver at all.

The value of goods processed in 1973 was \$721,639, and in 1974 was \$1,038,048.

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

CONCLUSION

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

SURPLUS DISPOSAL SECTION

The proceeds realized from the sale of surplus by public offer or auction remain at a similar level to last year. The funds are returned to Consolidated Revenue.

Department of Highways—	
(a) Equipment	142,200.39
(b) Buildings	23,240.57
Other departments	170,749.06
Total	<u>345,865.02</u>

LANDFORD WAREHOUSE

The warehouse has had, once again, a productive year and has had to comply with a high volume of demands. Because of shortages in the market place, more and more requests are being received from the departments to take advantage of stock on hand. At the same time, the warehouse is encountering difficulties in replacement because of extended delivery times and, in some cases, failure to deliver at all.

The value of goods processed in 1973 was \$224,639 and in 1974 was \$1,038,048.

The warehouse operates on a 210 rate and the balance is recoverable from departments.

CONCLUSION

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