PROVINCE OF BRITISH COLUMBIA

Thirty-fifth Annual Report of the
PURCHASING COMMISSION

JANUARY 1 TO DECEMBER 31

1977

Printed by K. M. MacDonald, Printer to the Queen's Most Excellent Majesty
in right of the Province of British Columbia.
1978

The Honourable Evan Wolfe,
Minister of Finance,
Province of British Columbia,
Victoria, B.C.

SIR: We have the honour to submit the Thirty-fifth Annual Report of the Purchasing Commission, covering the period January 1, 1977, to December 31, 1977.

A. W. CHARLTON
Chairman

A. E. RHODES
Member

R. P. MURDOCH
Member

Thirty-fifth Annual Report of the Purchasing Commission

January 1 to December 31, 1977

GENERAL

The total value of orders placed reflected a 13.2-per-cent increase, while the number of purchase orders issued showed a drop of 1.2 per cent over 1976, the latter due in large measure to a consolidation of requisitions and purchase orders where this was practical to do so.

Price-monitoring continues so as to conform with the Anti-Inflation Board policy.

As outlined under the Inventory Control Division, we are now operating a Furniture Loan Store and well on the way to completing a similar arrangement for certain audio-visual equipment for the Greater Victoria area and to include the repair and maintenance of such equipment.

Ministry and Division	Number of Purchase Orders		Total Value of Purchase Orders	
	1976	1977	1976	1977
			$	$
Education—Publication Services	1,165	994	7,776,582	8,005,702
Provincial Secretary—				
(*a*) Legislative Library and Archives	950	1,295	28,133	39,045
(*b*) Library Development Commission	349	1,309	210,315	262,329
(*c*) Queen's Printer	4,551	5,520	6,282,616	8,495,000
Finance—Purchasing Commission for all ministries	49,190	46,394	109,763,369	123,650,000
Totals	56,205	55,512	124,061,015	140,452,076

STAFF

Our establishment remained unaltered, but with changes in methods resulting in the elimination of two positions, two entirely new posts and hence additional services were created.

The position of Chairman (A. W. Charlton) was confirmed and late in the year two new members were appointed to the Commission. We are pleased to welcome A. E. Rhodes, Assistant Deputy Minister, Ministry of Highways and Public Works, and R. P. Murdoch, Manager, University Endowment Lands, Ministry of the Environment.

These appointments were made necessary due to the retirement of L. J. Wallace, former Deputy Provincial Secretary, and the transfer of G. Giles from his position of Deputy Minister, Public Works, to a new position.

We extend our appreciation and thanks for their valuable services as members of the Commission and wish them well in their new endeavours.

Jack Rossiter, who has been with the Commission for 29 years, was promoted to the position of Chief Purchasing Agent, Victoria.

The Vancouver office lost the services of D. Simmonds, who was compelled to retire because of ill-health. We hope that his retirement will result in the enjoyment of better health.

One of our longest serving members, E. Chipper, former Supervisor of the Langford Warehouse, retired after 30 years' service and we wish him much happiness in his leisure years.

Another of our long-service members, Miss Mary Muir, died rather suddenly after suffering from poor health for a considerable time. Mary served for 25 years in the Public Service, including 23 years with the Purchasing Commission.

It is somewhat more than just appropriate to acknowledge the all-round high performance of the staff of the Purchasing Commission as they continue in their endeavour to provide the best possible service to the ministries and others.

BUSINESS MACHINES DIVISION

This Division had one of its busiest years in its history but, due to a continuing shortage of staff, our preventive maintenance program has unfortunately been steadily falling behind. However, the Division serviced the largest number of "emergency calls" since its inception in 1943, each call, of course, taking time from the preventive maintenance program and resulting in an increase in "emergency calls," a vicious circle.

One of the highlights of the past year was the saving of some 40 business machines involved in a fire in a Government office. This resulted in a considerable cost saving for replacements and was only achieved by immediate action and special effort by the technicians.

The integration of the Vancouver Resources Board with the Ministry of Human Resources will mean an additional 300 machines for servicing and it is our opinion that the establishment of one or two service centres in the larger cities such as Kamloops and Prince George, with their growing machine totals, would do much to provide a better service throughout the Province, with resultant cost savings.

The machine population at December 31, 1976, was 24,704. As of December 31, 1977, this total was 28,238, representing a 14.2-per-cent increase.

Table 1—Machines as at December 31, 1976

Type of Machine	Number in Ministerial Offices	Number in Vocational Schools	Total Number
Typewriters (58 per cent electric)	9,200	311	9,511
Adding and calculating machines	6,366	192	6,558
Dictation/Transcription equipment	6,395	212	6,607
Miscellaneous equipment	1,907	121	2,028
Totals as of December 31, 1976	23,868	836	24,704

Table 2—Machines as at December 31, 1977

Typewriters	10,002	214	10,216
Adding and calculating machines	7,874	90	7,964
Dictation/Transcription equipment	7,852	139	7,991
Miscellaneous equipment	1,997	70	2,067
Totals as of December 31, 1977	27,725	513	28,238

VANCOUVER OFFICE

A year of challenge and rebuilding brought on mainly by the redefinition by the Government of its policy to favour British Columbia manufacturers resulted in the need for better co-ordination of purchasing decisions with ministries, Crown corporations, and other public funded agencies. Numerous demands by representatives of the B.C. Ferries Corporation, the Ministries of Economic Development and Agriculture, and others, all shone the spotlight on the need for continually improved professionalism by the purchasing staff.

The clerical and support section has been reorganized as has the purchasing function, the latter mainly due to replacements at one level or another and referred to under "Staff." Generally, morale is excellent and we look forward with confidence to 1978.

SURPLUS DISPOSAL SECTION

As a result of growth, the storage and relocation of surplus assets was transferred to the Inventory Section, thus leaving the Surplus Section handling all sales.

Consideration is being given to combining the two sections since certain functions are common to each area.

Revenue derived from all sales totalled $1,061,680.

Summary of Revenue

	$	$
Highways (Buildings)	37,785	
Highways (Equipment)	469,905	
		507,690
Other ministries and B.C. Ferries		553,990
Grand total		1,061,680

This must be considered a good business proposition for a staff of two.

INVENTORY CONTROL SECTION

This section was expanded by the addition of one stockman and as a result is now operating an Office Furniture Loan Store and is in the final stages of establishing an Audio Visual Equipment Loan Store with repair services.

Already considerable savings have been effected through the Furniture Loan Store by ministries not having to rent furniture for short programs and/or on an emergency basis pending purchase of new furniture. Ministries wishing to take advantage of this service should understand that the furniture available for loan is not subject to selection.

In addition, furniture to an estimated value of $200,000 was recycled by relocation.

During the year, the Victoria Ministry of Health offices were largely consolidated in a new building complete with new furniture. As a result, 3,000 units of furniture were released to our Surplus Warehouse. All this furniture has been disposed of either by relocation within the ministries, as part of the Loan Store, or by sale of the very poor units. When one considers that this was achieved by one permanent staff member (not a warehouseman) and two temporary stockmen, the over-all savings are more than justified by recycling.

The Audio Visual and repair service will become effective early in 1978 and will reduce duplication and purchase of infrequently used equipment.

The loan function of both stores is predicated on short-term loans usually not to exceed three months.

LANGFORD WAREHOUSE

The value of goods processed through the warehouse reached the maximum amount authorized ($949,791).

Due to retirement and special leave of permanent staff, the operation of the Warehouse faced difficulties which were resolved only by a commendable effort on the part of the remaining staff, bolstered by good temporary assistance.

The appointment of a new Supervisor becomes effective January 1, 1978.

CONCLUSION

As in previous years, the Purchasing Commission acknowledges the specialized purchasing carried out (under delegated authority) by the Queen's Printer, the Director of Publication Services (Education), the Legislative Librarian and Archivist, and the Superintendent of the Library Development Commission.

Finally, the continued co-operation and good will of the very many individuals throughout all ministries with whom we deal is appreciated.

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