

PROVINCE OF BRITISH COLUMBIA

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Thirty-sixth Annual Report of the  
**PURCHASING COMMISSION**

**JANUARY 1 TO DECEMBER 31**

**1978**

A. W. CHARLTON  
*Chairman*

A. E. RHODES  
*Member*

R. P. MURDOCH  
*Member*



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

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# Thirty-sixth Annual Report of the Purchasing Commission

January 1 to December 31, 1978

## GENERAL

As in 1977 the total value of purchase orders increased over the previous year, this time by 9.8 per cent while the number of purchase orders issued decreased by some 13 per cent, part of this reduction due to our continuing policy of consolidation of orders wherever practical.

Attention to price-monitoring continues as does the fostering of sales of British Columbia products.

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

**SIR:** We have the honour to submit the Thirty-sixth Annual Report of the Purchasing Commission, covering the period January 1, 1978, to December 31, 1978.

Ministry and Division	Number of Purchase Orders			
	1977	1978	1977	1978
			<b>A. W. CHARLTON</b>	<b>Chairman</b>
			<b>A. E. RHODES</b>	<b>Member</b>
			<b>R. P. MURDOCH</b>	<b>Member</b>
Education—Publication Services	384	415	\$695,702	\$6,873,306
Provincial Secretary— for Legislative Library and Archives for the Queen's Printer	1,192	1,170	1,477,000	1,382,273
Recreation and Conventions—Library Services (Provincial Library Development Commission)	1,949	220	200,330	205,707
Finance—Purchasing Commission for all ministries	86,394	48,321	121,280,000	114,441,130
Total	91,919	49,936	149,652,032	134,214,406

## STAFF

The Commission lost one of its long-serving members with the untimely death of Mrs. M. L. Heron in March. Mrs. Heron, or "Peggy" as she was known in many ministries, served in the Executive Purchases office for 30 years and her cheerful attitude was a feature of her personality.

Interest in self-improvement through various training courses continues to be evident amongst a number of the staff.

Some 122 meetings and conferences with various ministries throughout the Province were attended by our purchasing and administrative staff in order to clarify policies and procedures and to provide a better service. In addition, and in order to benefit by observation of manufacturing methods and gain additional knowledge of products, our purchasing agents and assistants made 83 visits to customer plants.

Still to be remembered was the loss and was due entirely to relocation of families and/or personal choice.

The Honorable Evan Wolfson,  
Minister of Finance,  
Province of British Columbia,  
Victoria, B.C.

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Purchasing Commission, covering the period January 1, 1978, to December 31,  
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A. W. CHARLTON  
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A. E. RHODES  
Member  
R. P. MENDOCK  
Member

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January 1 to December 31, 1978

## GENERAL

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Attention to price-monitoring continues as does the fostering of sales of British Columbia products.

Expansion of our nonpurchasing services is progressing as detailed in the separate section reports notably Surplus-Audio-Visual and Business Machines Maintenance. Mention should be made of the special efforts of the Surplus Warehouse staff in handling very large movements of recycled office furniture, of the Business Machines Division in again responding to effect immediate servicing of machines damaged in a fire, and of the Langford Warehouse staff in meeting urgent demands from the B.C. Forest Service in coping with a very heavy forest fire season.

Ministry and Division	Number of Purchase Orders		Total Value of Purchase Orders	
	1977	1978	1977	1978
<i>Education—Publication Services</i>	994	815	\$ 8,005,702	\$ 9,299,306
<i>Provincial Secretary—</i>				
<i>(a) Legislative Library and Archives</i>	1,295	1,082	39,045	53,275
<i>(b) Queen's Printer</i>	5,520	6,170	8,495,000	10,200,000
<i>Recreation and Conservation—Library Services</i> <i>(formerly Library Development Commission)</i>	1,309	229	262,329	203,707
<i>Finance—Purchasing Commission for all ministries</i>	46,394	40,328	123,650,000	134,458,180
<b>Totals</b>	<b>55,512</b>	<b>48,624</b>	<b>140,452,076</b>	<b>154,214,468</b>

## STAFF

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Interest in self-improvement through various training courses continues to be evident amongst a number of the staff.

Some 122 meetings and conferences with various ministries throughout the Province were attended by our purchasing and administrative staff in order to clarify policies and procedures and so provide a better service. In addition, and in order to benefit by observation of manufacturing methods and gain additional knowledge of products, our purchasing agents and assistants made 83 visits to customer plants.

Staff turnover was very low and was due entirely to relocation of families and/or promotions.

Once again the staff is to be commended for a continued fine all-round performance throughout the year, particularly in view of the frequent "special" services they are called on to perform, often at very short notice.

### BUSINESS MACHINES SERVICE DIVISION

The Division's maintenance program underwent a somewhat radical change from previous years in an effort to include the Victoria and Vancouver metropolitan areas in the PREVENTIVE maintenance procedure. This proved to be entirely successful and although the "Interior" areas of the Province were not serviced as fully as has been the custom, they were nevertheless visited and all necessary repairs carried out, it is hoped to resume our "Interior" service in 1979.

This successful departure from a long-standing procedure was only possible with the full co-operation of all the staff.

The Division is in the process of placing reconditioned typewriters at Interior points, on charge to Government agencies. These machines may be utilized by any ministries in the event that major repairs are necessary on their own machines.

Several pieces of office equipment have been reconditioned and loaned on a short-term loan basis, or transferred permanently to ministries, which has resulted in the saving of rental or new machine purchases. This shows the importance of reporting surplus equipment to Business Machines Service Division so that they may be relocated to offices in need.

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, 1977, was 28,238. As of December 31, 1978, this total is 31,012, representing a 10.6-per-cent increase in new purchases.

*Table 1—Machines as at December 31, 1977*

Type of Machine	Number in Ministerial Offices	Number in Vocational Schools	Total Number
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
<b>Total as of December 31, 1977.....</b>	<b>27,725</b>	<b>513</b>	<b>28,238</b>

*Table 2—Machines as at December 31, 1978*

Typewriters (approx. 62 per cent electric).....	10,839	---	10,839
Adding and calculating machines.....	9,222	---	9,222
Dictation/Transcription equipment.....	8,780	---	8,780
Miscellaneous equipment.....	2,171	---	2,171
<b>Total as of December 31, 1978.....</b>	<b>31,012</b>	<b>---</b>	<b>31,012</b>

Plus approximately 300 machines taken over from Vancouver Resources Board, making a grand total of 31,312.

Finally, it is of the utmost importance that all relocations of machines be reported immediately to the Business Machines Service Division, failing which it simply is not possible to include such units in our maintenance program, nor will the machine inventories be correct.

## VANCOUVER OFFICE

The considerable loss of labour days due mainly to major illnesses was fortunately offset to some degree by the transfer to this office of two members of the purchasing staff from the former Vancouver Resources Board, together of course with additional purchasing functions for the Commission as a whole. The addition of this staff has facilitated the creation of three purchasing teams which enables the members of each team to become familiar with each others functions and so provides experienced substitution during absences due to sickness, vacation, etc.

The assumption of purchasing responsibility from the Vancouver Resources Board was effected with the minimum of disturbance to the services and speaks well for the co-operation practised by both sides.

## SURPLUS DISPOSAL SECTION (SALES)

With the transfer to the Surplus Stores Section of the duties of internal relocation of surplus assets, the Disposal Section has had more time to devote to sales to the public.

This past year has realized a record in the sale of surplus Government assets as detailed below with a total revenue of \$2,355,755.49.

## SUMMARY OF REVENUE

*Credited to Sundry Services and Miscellaneous Account*

	\$	\$
Highways (Buildings) _____	13,733.55	
Highways (Equipment) _____	170,762.76	
Highways (total) _____		184,496.31
Other ministries (total) _____		178,792.79
Total _____		<u>363,289.10</u>

*Surplus Disposal Action Taken for Ministries and Processed to Ministries' Votes (not to Sundry Services and Miscellaneous Sales Account)*

	\$	\$
Highways _____	975,463.50	
Forests _____	737,535.05	
Attorney-General _____	55,950.00	
Health _____	54,685.00	
Energy, Transportation and Com- munications _____	53,400.00	
Human Resources _____	38,750.00	
Finance _____	21,286.84	
Agriculture _____	17,450.00	
B.C. Buildings Corporation _____	11,321.00	
Provincial Secretary _____	10,125.00	
Recreation and Conservation _____	9,500.00	
B.C. Ferry Corporation _____	5,500.00	
Consumer and Corporate Affairs _____	1,500.00	
		<u>1,992,466.39</u>
Grand total _____		<u>2,355,755.49</u>

This must be considered an efficient business operation for a staff of two.

### SURPLUS STORES SECTION

Furniture relocation within the Government service has been conservatively estimated at a value of over \$275,000 this year. The day-to-day operations of this section has been greatly improved due to adequate storage space and proper loading and unloading facilities.

With the Ministry of Highways, Ministry of Forests, and the Motor-vehicle Branch moves in the Victoria area, and the large move of ministries into the Pacific Centre location in Vancouver, approximately 8,000 units of office furniture were made available or recycled through the surplus stores and for reassignment to all ministries throughout the Province.

Several Province-wide inventory checks of office furniture were carried out during the year. In most cases inventories were found to be relatively accurate. However, there are certain problems that arise in an inventory of this nature, through misinterpretation and communication difficulties, but which will be resolved as more frequent audits are carried out.

### LOAN FURNITURE SECTION

Savings of approximately \$20,000 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. The type of furniture available is of the newer type and in very good condition. This service is offered to any ministry in the Victoria area and the furniture will be loaned for a maximum period of three months—the emphasis is on **SHORT-TERM LOANS**.

### AUDIO VISUAL LOAN LIBRARY AND REPAIR SECTION

The Division was expanded by the addition of a service technician and as a result is now operating an Audio Visual Loan Library and Repair Service. Since this facility officially opened in June of this year, a small amount of occasionally used audio-visual equipment has been turned in by the various ministries to form the Audio Visual Loan Library. The majority of this equipment has been reconditioned and is now available to ministries for loan in the Victoria area. Ministries wishing to take advantage of this service should understand that the audio visual equipment available is for short-term loan only. A similar "library" is to be established in the Greater Vancouver area in 1979.

At the same time, 250 units of all types of audio visual equipment have been serviced and repaired with an approximate saving of \$12,000 in labour costs to the ministries concerned.

In the coming year, the organization of a preventive maintenance program will be considered, and if implemented, individual ministries will be asked to forward their audio visual equipment to the service depot for annual servicing.

### LANGFORD WAREHOUSE

The warehouse experienced a very busy year during which time stocks were updated and items reflecting little or no turnover were removed from inventory. These and other efforts have resulted in a better balance of stock and a more efficient operation generally.

An increase in value of \$325,373 of goods processed during the year produced a total of \$1,275,164 for 1978.



## CONCLUSION

The specialized purchasing functions delegated to and carried out by the Queen's Printer, the Director of Publication Services (Education), the Legislative Librarian and Archivist, and the Director, Library Services Branch (Recreation and Conservation) are gratefully acknowledged.

In our over-all operations it may not always be possible to accede to each and every request due to ramifications outside a specific local area but we are always pleased to receive and consider requests from ministries in the hope that we may further improve any or all of our several services.

Obviously, the co-operation of all our clients is essential to achieve our aims and we are pleased to acknowledge with thanks the good co-operation we receive generally.

RACING COMMISSION  
FOR  
1978

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HON. GARDE B. GARDOM, O.C.  
ATTORNEY-GENERAL  
OF THE PROVINCE OF  
BRITISH COLUMBIA

R. BRUCE HARVEY  
CHAIRMAN OF THE  
BRITISH COLUMBIA  
RACING COMMISSION