

PROVINCE OF BRITISH COLUMBIA

Thirty-seventh Annual Report of the
PURCHASING COMMISSION

JANUARY 1 TO DECEMBER 31

1979



Queen's Printer for British Columbia ©
Victoria, 1980

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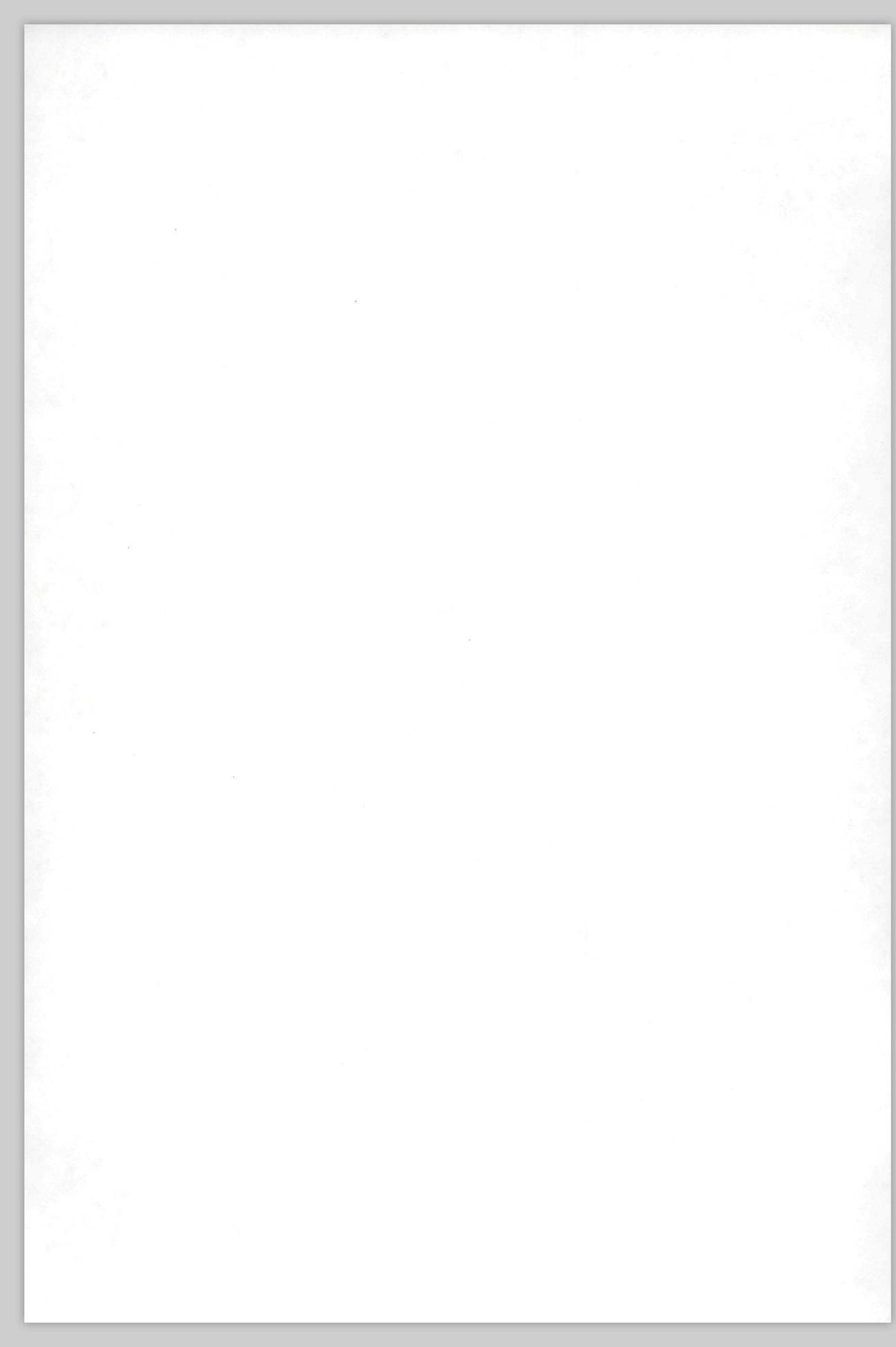
*The Honourable Hugh Curtis,
Minister of Finance,
Province of British Columbia,
Victoria, B.C.*

SIR: We have the honour to submit the Thirty-seventh Annual Report of the Purchasing Commission, covering the period January 1, 1979 to December 31, 1979.

A. W. CHARLTON
Chairman

A. E. RHODES
Member

R. P. MURDOCH
Member



Thirty-seventh Annual Report of the Purchasing Commission

January 1 to December 31, 1979

GENERAL

Compared to 1978 the total value of purchase orders increased by approximately 29 per cent while the number of purchase orders issued increased by 5.1 per cent.

The British Columbia preference policy continued to be practised wherever appropriate as was our policy of close liaison with suppliers and end-users reflected in 93 visits to the former and 203 meetings with the latter.

As in 1978, our nonpurchasing services continued to show some expansion albeit to a minor degree due to the constraints of the budget, details of these services are provided in the appropriate sections of this report.

Ministry and Division	Number of Purchase Orders		Total Value of Purchase Orders	
	1978	1979	1978	1979
<i>Education—Publication Services.....</i>	815	769	\$ 9,299,306	\$ 9,672,542
<i>Provincial Secretary—</i>				
(a) Legislative Library and Archives.....	1,082	1,304	53,275	63,950
(b) Queen's Printer.....	6,170	7,582	10,200,000	12,601,000
(c) Library Services (formerly Recreation and Conservation).....	299	191	203,707	171,787
<i>Finance—Purchasing Commission for all ministries</i>	42,087	43,137	134,458,180	176,003,068
Totals.....	50,383¹	52,983	154,214,468	198,512,347

¹ Corrected from 48,624 as printed in 1978 report.

In addition, purchases totalling \$30,977,089 were made on behalf of B.C. Buildings Corporation and B.C. Ferry Corporation for a grand total of \$229,489,436.

STAFF

The total number remains at 97 comprised as follows:

- 20—Directly involved with purchasing
- 40—Administration and Support
- 26—Business Machines Maintenance
- 6—Surplus—Inventory—Furniture Loan—A.V. Loan & Repair
- 5—Langford Warehouse.

The untimely death of Mrs. "Betty" Kenworthy of our Vancouver office came not only as the loss of a staff member as such, but also of a person whose general attitude and never failing willingness and cheerfulness was in the very best interest of her colleagues and the office as a whole.

At the same time, Vancouver lost the fine services of Mrs. Elvira Hobot, who was obliged to resign in December after serving for nine years, much of it as office supervisor.

Miss Munro of our Victoria office retired after 28 years of service in Government, 25 years of them with the Purchasing Commission and during which time she rightly earned a reputation as an extremely dedicated and competent employee—we wish her well in her retirement.

R. May was appointed Supervisor of the Langford Warehouse and Mr. Quissy promoted to the Senior Stockman position.

Staff turnover remained very low and such changes as occurred were almost all beyond the control of the staff involved. Time loss through sickness always minimal, was considerably reduced due to the almost complete absence of major illnesses, the percentage for the year being 3 per cent.

Staff development for self-improvement continued to flourish through the various programs offered by the Public Service Commission and others as chosen by individual staff members. A number of promotions were earned through competitions plus reclassifications approved after long negotiations.

As in previous years, the standard of service provided by the staff remained high through a willingness to co-operate and assist each other as and when necessary even to the extent of inter-office exchanges of staff and this is reflected in a high level of moral. The staff is to be congratulated on its performance through the year.

BUSINESS MACHINES DIVISION

The Division has enjoyed a busy and successful year, completing approximately 75 per cent of its preventive maintenance program on typewriters and adding machines.

During the year, 7,581 field preventive maintenance inspections were carried out in addition to 12,634 repairs both in the field and the two workshops.

The constantly increasing work load is reflected in the following tables which show an increase of 7.3 per cent over the preceding year and a staggering 48 per cent over 1975, all without any increase in staff. It is to the credit of this Division that with an increased work load of this magnitude it has still succeeded in further extending the coverage provided under the preventive maintenance program. It should be recognized that a full annual preventive maintenance program simply cannot be achieved without an increase in staff, a fact that has been made evident over the last several years. The present level of achievement is due to the recent change in procedural policy, the use of overtime and the full co-operation of all staff members. The introduction of more and more sophisticated electronic equipment further aggravates the work load situation.

The placing of reconditioned typewriters at interior points in the Province to provide a loan service while machines are being repaired, thus reducing rental costs, is now 75 per cent completed. This has been made possible through the co-operation of the Government agencies in whose charge the machines are placed.

We would again draw to the attention of all ministries the importance of notifying the Business Machines Division of all changes of location of office machines. This is essential if the machines are to be included in our maintenance program.

Totals of Business Machines on Inventory

Type of Machine	December 31, 1978	December 31, 1979
Typewriters.....	10,839 ¹	11,301 ²
Adding and calculating.....	9,222	10,369
Dictation/Transcribers.....	8,780	9,468
Miscellaneous.....	2,471	2,486
Totals.....	31,312	33,624

Increase—2,312 machines or 7.3 per cent.

¹ 62 per cent electric.

² 66 per cent electric.

VANCOUVER OFFICE

The year marked the further development and implementation of systems and procedures to improve the over-all effectiveness. Selected staff were exchanged on a temporary basis with head office to assist in identifying and correcting significant procedural problems. Effective time management was stressed and deadlines established for completion of continuing projects. Subsequent measurements of performance revealed good standards in most areas but also disclosed weaknesses with some 65 per cent of over-all time goals for the last three months being met (including delays not within Purchasing Commission control). The minimum standard for 1980 has been set at not less than 80 per cent.

Our policy of liaison with suppliers and end-users resulted in more effective purchase decisions due to better understanding of the market place, product knowledge, and recognition of user needs. Specific goals are being developed for 1980.

A move to 1190 Melville Street was achieved in late August without interruption of service. The new quarters are comfortable and functional with the proposed addition of a board room facility for meetings and public tender openings.

In summary, 1979 really was a year of change and personal growth for all which has at times been difficult and painful.

SURPLUS DISPOSAL SALES

The year has again produced a record high in the sale value of surplus Government assets to the Public.

Total revenue of \$2,667,001.55 was realized as detailed below.

SUMMARY OF REVENUE

Credited to Sundry Services and Miscellaneous Account

	\$	\$
Highways (Buildings)	52,885.38	
Highways (Equipment)	192,478.76	
		245,364.14
Other ministries (total)		369,282.87
		<hr/>
Total		614,647.01

Credited to Ministries' Votes

	\$	\$
Highways	1,251,915.14	
Forests	566,706.18	
B.C. Buildings Corporation	40,292.40	
Emergency Health Services Com- mission	49,701.90	
Attorney-General	7,634.27	
Lands, Parks and Housing	43,850.47	
Human Resources	15,444.23	
Health	12,841.92	
Environment	6,100.30	
Agriculture	4,807.74	
Provincial Secretary	40,924.68	
Tourism and Small Business	3,925.15	
Finance	8,210.16	
	2,052,354.54	
Grand total	2,667,001.55	

Again, for a staff of two this must be considered an efficient business operation.

RELOCATION

Furniture relocation within Government Service was less this year due to a reduction in the volume of furniture declared surplus. However, surplus assets other than office furniture was increased. Due to the improved storage space and excellent loading and unloading facilities, a varied amount of Government surplus can be handled, thus making the disposition of hard to place and hard to handle equipment, reasonably easy.

OFFICE FURNITURE INVENTORY

Over 700 inventory checks were processed with various offices throughout the Province, 516 of which have been completed and returned to the Purchasing Commission for verification and updating of the Master Record. The response was excellent with an average of 75 per cent accuracy. This is considered good when taking into consideration the vast quantities of furniture distributed far and wide throughout the Province and the almost continuous relocation of offices.

OFFICE FURNITURE LOAN SERVICE

The loan service had a busy year in 1979 with response to the service by the ministries being generally excellent. However, we experienced the problem of failure by some offices to return loaned furniture on time, which means of course that other offices cannot take advantage of the free loan service. This is partly due to ministries borrowing furniture for a three-month program and later finding out that their program has been extended and partly by failure to purchase the necessary furniture. We endeavour to comply with requests for extensions but due to scheduled commitments, this cannot always be done. The loan library has been most tolerant to these situations in the past, but it must be stressed that without furniture in the library, the service cannot be continued.

Total savings in rentals over the year to all ministries as a result of the loan service is calculated at \$48,905.

AUDIO VISUAL LOAN AND REPAIR SERVICE

This section opened a branch in the Vancouver area in June 1979 with audio visual units obtained from the ministries and the transfer of others from the main loan library in Victoria. Again, the service is designed for short-term loan and the ministries are requested to utilize this service whenever possible.

The Victoria Audio Visual Library was fairly extensively used in 1979 with an approximate rental savings of \$8,000 to all user ministries. The repair service expanded as more ministries became aware of the facility. Total labour savings to all ministries is estimated at \$11,000, not including the recycling of older units which ministries have declared surplus because of the high cost of repair due to the age of the machines. These types of machines are brought into good working order by the use of parts cannibalized from units beyond repair.

In the coming year and as mentioned in last year's report, we will be investigating the feasibility of establishing a preventive maintenance program with all ministries. The trend with the ministries is to appoint an individual to be responsible for all audio visual equipment within their own ministry and to liaise with the Purchasing Commission.

Future consideration will be given to expanding the loan service to include a small amount of video loan equipment.

LANGFORD WAREHOUSE

Though the fire season was one of the worst for many years, the fine co-operation of Ministry of Forests personnel, purchasing agents, and our warehouse staff enabled us to meet the demands for emergency supplies in the field.

The value of goods processed in 1979 was \$1,169,221.66.

CONCLUSION

Delegated purchasing authority continued through the good offices of the Queen's Printer, Director of Publication Services (Education), the Legislative Librarian and Archivist, and the Director-Library Service Branch (Provincial Secretary), to all of whom we extend our appreciation.

It is gratifying to be able to acknowledge that in this rather large and complex operation we were able to count on the usual co-operation of the great majority of our clients in the ministries and corporations—we hope that our efforts on their behalf were entirely satisfactory, we hope also that they will communicate with us should we fail to provide the service they are entitled to.

