



# **Barnstable County Purchasing Department**



**Barnstable County Purchasing Department**  
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**B**arnstable County Purchasing continues to work with towns and departments to ensure that the best prices are obtained when purchasing goods and services. Since 1979, the county has maintained a centralized purchasing system, which is utilized by county departments, as well as, the towns within Barnstable County. Through the coordination of bids, town and county departments are able to take advantage of the cost savings involved with the procurement of goods and services in large volume.

**COLLECTIVE BIDS**

Many of the towns of Barnstable County partner with County Purchasing to solicit bids collectively. In Fiscal Year 2010, the Purchasing Division took the lead in the coordination of bids for the following goods and services:

**Fuel Oil:** Ten (10) towns and two (2) regional school districts participated with the county in a collective bid for 329,606 gallons of heating oil. By collaborating with other entities, those towns that bid a fixed price saved over \$163,000 over the average price per gallon for #2 heating oil.

**Gasoline, Diesel Fuel and Bio-Diesel Fuel:** The County solicited bids for 1,875,677 gallons of gasoline, diesel fuel and biodiesel fuel for various departments in fifteen (15) towns and school districts across the Cape. Entities which bid a fixed price saved approximately \$658,000 on regular unleaded gasoline and \$559,000 on ultra low sulphur diesel.

**Roadway Construction and Roadway Construction Materials:** Twelve (12) towns participated in a bid for five (5) different categories of roadway construction and roadway construction materials.

**Golf Course Materials and Services:** Nine (9) municipal golf courses on Cape Cod participated in a bid for over 195 different golf course materials and services. This bid is also available for use by all town

and school departments.

**Office and Janitorial Supplies and Toners:** The contract for office supplies was rebid this year. The Purchasing Division was able to secure a 52.3% discount off most office supply items in the United Stationer's Catalog, as well as, a substantial discount on a market basket of over sixty-five (65) frequently used office supplies through this bid. Also solicited were bids for over one hundred (100) janitorial items and one hundred eighty (180) toners of different brands used by municipal departments across the Cape. These items are published in a catalog which is produced by Barnstable County Purchasing and is distributed electronically to all county departments and over one hundred-seventy (170) town departments.

**Salt/Sand Bid:** The Purchasing Division coordinated the needs of the towns of Barnstable County and Duke's County to participate with other towns in the Southeast Region of Massachusetts in the Plymouth County Regional Salt Bid.

**Supply and Delivery of Caustic-Potash (potassium Hydroxide – KOH):** Ten (10) water departments participated in this bid for chemicals commonly used by water departments.

**Bulk Purchase of Copy Paper:** The Purchasing Division solicited bids for the purchase of 11,720

cases of copy paper for schools in Barnstable County for a savings of over \$112,000.

### **Disposal of Construction and Demolition Wastes and the Transportation of Municipal Solid Wastes:**

Due to the substantial savings realized by towns in the previous year's bid, three (3) other towns joined in the procurement of these services.

**On-Call Electrician, Plumber, HVAC and Elevator Repair and Maintenance:** Towns save money and staff time by having a vendor who can respond to calls for minor maintenance and repairs under \$10,000.

**Porta-Potties:** Four (4) towns participated in this bid for the leasing and maintenance of portable toilets for use at special events, in beach or park areas and/or other applications where temporary and/or permanent portable units may be required.

### **Remote- Set Oysters and Hard Clam (Quahog)**

**Seed:** These bids are procured on behalf of the Barnstable County/Division of Marine Fisheries Municipal Shellfish Propagation Program and the product is distributed to participating towns within the county.

### **COUNTY BIDS**

Aside from the collective bids, the Purchasing Division also solicited twenty-two (22) bids for County departments for a variety of items including, but not limited to the following:

- Disposal of Surplus Office Equipment
- Removal and Replacement of Propylene Glycol in Heating/Cooling Systems at House of Correction
- Coordinator for Human Rights Commission
- Replacement of Fire Alarm System at First District Courthouse
- Replacement of Fire Alarm System at Superior Courthouse
- GPS Electronic Monitoring System at the House of Correction
- Mechanical Maintenance of Security System at House of Correction
- Support and Maintain Technical Aspects of Security Systems at the House of Correction
- Licensed Water Treatment Operator at the House of Correction

- Surplus Vehicles from House of Correction
- Removal and Installation of Transformers at the Superior Courthouse
- Replacement of North/South roof at the Registry of Deeds
- General Landscaping Services
- Contractor to Assist with "Healthy Cape Cod" Project
- Printing and Delivery of Business Cards and Letterhead
- Index Verification, Online Correction, Microfilm, Book Printing and Binding for Registry of Deeds
- Contractor to Assist the Information Technology Department in Providing Technical Support, Web Support, Web Development, Operating System
- Consultant for Financial Management to Cape Cod Water Protection Collaborative
- Consultant to Provide Technical and Project Implementation Assistance to Cape Cod Water Protection Collaborative
- Administration of Barnstable County HOME Consortium's Down Payment and Closing Cost Program
- Videotaping Services for Meetings of the Assembly of Delegates, County Commissioners and Cape Cod Commission
- Computer Programming and Maintenance Services to Barnstable County Registry of Deeds

### **Purchase Orders**

The Purchasing Division processed over 4,700 purchase orders for County departments during Fiscal Year 2010.

### **Cape Cod Purchasing Officials Association**

The Cape Cod Public Purchasing Officials Association (CCPPOA) was established by the County in 2006 to provide education and networking for local officials who are involved in the procurement duties in their towns. Participants are able to earn credits toward their Massachusetts Certified Public Purchasing Official (MCPPO) certification through attendance at these meetings. The CCPPOA hosted presenters on the following topics in FY '10: Preventing Fraud in Public Procurement, Sale of Real Property, Report on the Analysis of Solid Waste Disposal Alternatives for Cape Cod Communities and the Use of On-line Auction Venues for Disposal

of Surplus Goods.

### **Website**

The Barnstable County Purchasing Website has proven to be a cost saving and efficient way of posting bids and ordering supplies. Bids are posted on the website for vendors to view and download, thus eliminating the need to send out expensive mailings. Towns are able to order their office, janitorial and toner supplies through the on-line ordering system, creating a more efficient and dependable method of ordering. The department has seen a large increase in the number of towns that are now utilizing the ordering system. Over two hundred and sixty (260) orders for office supplies, toners and janitorial supplies for town departments were placed through the on-line ordering system. The website can be viewed at:

<http://purchasing.barnstablecounty.org>

Massachusetts General Law makes it possible for any city, town, district, county or authority to make purchases through the use of state contracts. Barnstable County takes advantage of the tremendous savings offered through the use of state contracts, which are procured by the MA Operational Services Division. Information on state contracts is available on line at <http://www.comm-pass.com>

The Purchasing Division will continue its goals of encouraging fair competition, obtaining best value, ensuring the ongoing accountability of public funds, educating those who are involved in the public procurement process, and exploring new ways to help the county and towns save money through collective purchasing.