



ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Goal Statements

Purchasing: To provide timely and professional procurement services to secure requested supplies, services, and commodities at a specified level of quality and at the lowest possible cost, through open and fair competition.

Risk Management: To provide our customers with courteous and professional services in the risk management area.

Strategic Initiatives/Support Highlights

Governance

- The Purchasing Division expanded the use of electronic documents, which allows vendors and other interested parties to obtain copies of solicitation documents in a more efficient and cost-effective manner, while promoting sustainability by reducing the use of paper.
- Risk Management employs the team approach to ensure that the County continues to maintain a safe working environment for its employees through the coordination of monthly Safety Committee meetings, with representation from a broad array of work areas. During these meetings, the Risk Manager and the representatives discuss potential safety improvements.

Contact Us

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 (850) 606-5120 (*Risk Management*)
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PROCURING AND MANAGING RESOURCES AND SERVICES, AND MANAGING RISK

- Purchasing continues to provide value-added service to County staff through ongoing procurement customer service and support with policy interpretation, purchase orders, change orders, quotes, informal bids, contract preparation, and other assistance. Purchasing also provides sales and customer support to County staff through ordering, stocking, and issuance of operational consumable products valued at over \$107 million during the fiscal year through more than 2,800 requisitions.
- An essential function of the Purchasing Division is maintaining the proper control records of all tangible personal property. In order to account for all property, Purchasing conducts an annual inventory. This past year, the inventory consisted of assets valued over \$52 million.
- Leon County routinely utilizes online auction services and on-site surplus sales to dispose of obsolete equipment that is no longer used by departments, in order to maximize the County's investment. This past year, Purchasing conducted three on-site surplus sales, as well as online auctions resulting in a return of almost \$200,000.



Did You Know

To protect the safety of those the County serves, Risk Management conducted over 1,260 criminal background checks on volunteers who work with Parks and Recreation, Emergency Medical Services, Volunteer LEON, and Cooperative Extension.

- As proper stewards of the community's financial resources, Purchasing mitigates risk to the County through utilization of bonding practices for vendor bids, vendor performance, and supplier and subcontractor payment, and requires appropriate vendor insurance coverage.
- In order to ensure that Leon County continues to maintain a safe working environment for its employees, Risk Management coordinated six safety sessions and conducted annual driver license checks on all authorized drivers.
- Risk Management conducted monthly Safety Committee meetings with department/division representatives. During these meetings, the Risk Manager and the representatives discuss potential safety improvements.



Did You Know

As stewards of the community's financial resources, Leon County expanded the use of purchasing cards and the e-payables electronic payment system. The use of Purchasing Cards resulted in nearly \$50,000 in rebates to the County in FY 2012.



Forklift Operation Training