# Purchasing and Contracting Department







Kenai Peninsula Borough
Purchasing & Contracting
Department



## **Department Mission**



Mission: Provide "Procurement Support" Services to various entities of the Borough with an objective to obtain materials, equipment, and contract services in a timely, cost effective manner, and at the best value to the Borough and to provide value added "Project Management" services to departments and







Kenai Peninsula Borough **Purchasing & Contracting Department** 

## **Department Mission**

- Provide internal Procurement and Project Management support services to all agencies of the Borough.
- Establish and maintain consistent procurement principles.
- Maximize fair and open competition.
- Maximize to the fullest extent practicable, the value of Borough funds.
- Maintain consistent project development and project management policies.
- Provide accurate Project data from concept through delivery.







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Homer Transfer Facility Clearing

## **Value Principle**



- Drive <u>Value</u> through Strategic Engagement of the market place.
- Cost avoidance through assessment of hard cost and soft cost <u>Values</u>.
- <u>Value</u> Driven Project Development

### **VALUE = FUNCTION PREFORMANCE/RECOURCES**











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## **Purchasing and Contracting Organizational Chart**

PURCHASING AND CONTRACTING DEPARTMENT
ORGANIZATIONAL CHART

#### PURCHASING & CONTRACTING DIRECTOR - John Hedges **Purchasing Assistant Administrative Assistant - Purchasing & Contracting** Patti Hartley - Range P Crystal Reynolds - Range M Supports the Purchasing & Contracting department in the areas of procurement & Prepares / Assists with contracts, legal documents, project documentation and purchasing activities, property disposal. Works with borough departments, divisions correspondence, inputs data, monitors project cost accounting, assist in report and service areas in developing and reveiwing solicitations through RFP's RFI's, ITB's and preparation, schedules appointments, meeting minutes. Maintains project RFQ's. Monitors construction accounts and activities. Assist public with needed records and reports. Assists project administrators in research, preparation and information. Oversees Purchasing & Contracting Webpage. Assists the Roads assembly of construction documents and reports. Assists with Purchasing Department with Road contracts and Administrative Assistant duties. Assistant duties. MAINTENANCE **CAPITAL PROJECTS** Overseeing and facilitating all purchasing for 50+ Maintenance Department employees, Project Administrators perform management and administration functions across all of the trade groups and locations (Soldotna, Homer, and Seward). Maintain a for capital projects involving selecting and applying accepted & standard warehouse with critical path inventory, including items that are no longer produced but architectural & engineering practices associated with the location, planning, needed for our aging facilities. Manage supply contracts with multiple vendors, design, materials, & construction of buildings, site improvements, utilities or ensuring adequate consumable supplies and materials are available in the warehouse. other capital projects. Assists the Homer Maintenance Shop in maintaining the materials in their warehouse. Solicits quotes and places orders for all Maintenance employees. Monitor the purchase status of all orders. Maintains open purchase orders with local vendors. Coordinates warranty repairs on maintenance small equipment and tools. Operates vehicles and equipment as required (forklift, snowplow, etc.). Works directly with Maintenance **Project Administrator - Carmen Vick** management to refine and communicate Maintenance and Purchasing Department policies. Directs and assists Maintenance with the sale of surplus property. **Project Administrator** - Kevin Kinnie **Lead Maintenance Supply Specialist II** Tom Eberhard - Range M Project Administrator - Jacque Arnold

Maintenance Supply Specialist Shanna Henricks - Range L



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**Project Administrator** 

## FY 2024 Accomplishments

- 1) Maintained advancing efforts On procurement and Capital Projects with minimum staffing and elevated work load.
- 2) Advanced the CES Fire Station #1 project in preparation for construction to begin in the construction season of FY24
- 3) Worked closely with KPBSD in an effort to resolve some of the issues surrounding the 2023 Bond projects.
- 4) Completed the Roof Replacement of Homer Highschool.
- 5) Implemented the use of DocuSign for long Form contracts.
- 6) Developed and Implemented an online Public Information notification platform for Road Service Area Capital Improvement projects.

7) Assisted in the advancement of the Borough's State Capital requests allowing for consideration and discussion

with the stakeholders.











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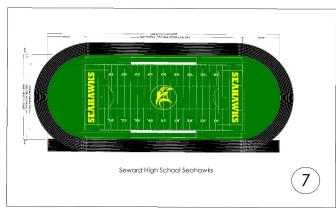
## **Major Long-Term Issues**

- 1) Inflation and Escalation.
- 2) Improve inventory supply chain management.
- 3) Identify efficacies to improve Borough internal business processes.
- 3) Reduction in State Capital Funding.
- 4) Limited funding for Major maintenance and capital improvements.
- 5) Minimal master planning Borough wide.











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## **FY 2025 New Initiatives**

- 1) Complete the development of an areawide 5 year capital plan.
- 2) Review and recommend updates to the antiquated portions of Borough's purchasing code.
- 3) Develop a public advertising and information web page for Borough purchasing and contracting opportunities.
- 4) Continue to work on the advancement of the 2023 School Bond Projects.
- 5) Assist in the development of more centralized Borough facilities management.
- 6) Provide continuing education project management professional training and leadership training to staff.
- 7) Adopt and implement the use of project management software.









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## **Active Capital Projects**

- Area Wide 5 year Capital Plan
- SPH Facilities assessment
- SPH CON project
- SPH Long term Care HVAC
- K-Selo Value Engineering and Schematic Design
- Nikiski Rec. Service area Pool deck renovation
- Broadband improvement project
- 7 RSA/CIP Road improvement projects
- Kenai Spur Highway Extension- Close out
- CES Station #1 Construction
- Seward flood service area misc. mitigation work
- CPL Leachate processing improvements
- KPBSD BAS controls projects
- KPB/KPBSD Security access
- 2023 School Bond Projects
- Homer Middle School Kitchen
- BAB Roof Replacement
- Seward Middle School Brick Veneer repair
- Oil Well Road Fish Pass Culvert
- Dieckgraeff Road and culvert improvements
- Road Service area RIAD projects



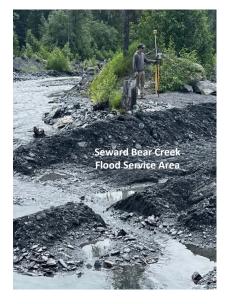






**River Center Boiler Replacement** 









Soldotna High School Siding













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