Using Tax Dollars Efficiently

The City of Garland organization provides a wide range of services ranging from Animal Services to Water Utilities, employing 2,000 people. The City’s Purchasing and Warehouse Departments make sure that all of these departments are able to affordably and legally procure the materials and services they need to operate.

The Purchasing and Warehouse Departments work to ensure that Garland taxpayers receive the maximum value for such expenditures and that all expenditures are conducted in a manner that preserves the public trust.

The City has received high praise for its success in this area. In 2013, the Purchasing and Warehouse Departments received the Achievement of Excellence in Procurement Award for the 16th consecutive year. The Achievement of Excellence in Procurement Award recognizes organizational excellence by measuring innovation, professionalism, e-procurement, productivity, and leadership attributes of procurement. Garland is one of only 58 cities in the United States to receive this award.

The Warehouse Department works with suppliers and City departments to source quality goods and services in a timely and cost-effective manner. The Warehouse is able to purchase often-needed supplies so that departments may access them more efficiently.

Inovation & Best Practices:
Utilizes a web based e-Procurement and bid notification system
Sells surplus property using online auctions
Provides formal “How to do Business” training to vendors
Exceeds the State law for minority vendor procurement outreach
Hosts an Annual Vendor Expo to connect departments with vendors
Developed a link to Garland vendors to encourage local participation in procurement
Utilizes term contracts and cooperative agreements to reduce cost and manage spending

Key Statistics:
Purchasing manages more than $110 million in purchases annually resulting in cost savings of more than $4 million.
Warehouse manages more than $5 million in inventory annually, with an order fill rate of 98%. Investment recovery operations generated $1.5 million last year.
Mail Services meters more than 20,000 pieces of mail annually, resulting in significant postage savings.
The Warehouse has a half-acre of inside storage and eight acres of outside storage.
Generates more than $100,000 in vendor rebates annually.

2013 P-Cards
1032 Active Cardholders
$6,158,180 - Annual Spending
$104,073 - Annual Rebate
50,716 Annual Transactions

Auctions
Purchasing and Warehouse are also responsible for the disposal of surplus City-owned property and police confiscated property at public auctions. Monthly Impound Auctions are held on the third Friday of every month at the Police Impound Lot at 1630 Commerce St. Each year in October, the City auctions off older vehicles and heavy equipment. This year’s auction is scheduled for Saturday, October 18. Visit GarlandPurchasing.org for details.