



James Donison, P.E.
Commissioner of Public Works

Date: May 17, 2018
TO: Eileen Donoghue, City Manager *EMD*
FROM: Jim Donison, P.E., DPW Commissioner

SUBJECT: 5/8/18 9.3 C. Leahy - Req. City Mgr. Work with DPW to Develop Best Practices For Inventory Control As It Pertains to Land and Buildings In The City

I am writing in response to the above motion made by Councilor Leahy. DPW has investigated this request. DPW/Lands & Buildings Division maintains a minimal inventory of parts as the availability of supplies from local suppliers/vendors through state contract prices are excellent. Parts that are maintained at our facility include basic plumbing toilet rebuild kits and some lumber.

We have taken this approach as it would be extremely expensive to maintain an inventory of the various expensive parts for the numerous facilities throughout the City. This is common practice in the industry.

The availability of parts from the suppliers is very good; they either have the parts immediately available or are able to obtain them with a relatively short period of time, i.e. typically one week.

Please feel free to contact me if you have any questions regarding this motion response.

Thank you,