



Department Report

MEETING DATE: December 6, 2021

FROM: Monica Powery, Director, Purchasing

SUBJECT: Department of Purchasing Activity Report

DEPARTMENT HIGHLIGHTS

The following report provides the highlights of activity within the Department of Purchasing for the reporting period from October 1 through October 31, 2021.

- a. 21-009 Mobile and Temporary Food Event Services – This RFP was advertised on July 25, 2021 and closed on September 8, 2021 with four (4) proposals received. Council approved awards to Kona Ice of South West Palm Beach, Olde Tyme Food and Snack Inc., That's my Dog Corp, and TMI SOFLO, LLC. at the meeting held on October 18, 2021.
- b. 21-011 Irrigation Installation, Maintenance and Repair Services – This bid was advertised on July 11, 2021 and opened on August 10, 2021 with three (3) bids received. Council approved award to Total Irrigation Management, Inc. at the meeting held on October 4, 2021.
- c. 22-002 Inspections and Building Services – This RFP was advertised on August 31, 2021 and closed on September 29, 2021 with four (4) proposals received. Selection Committee Meeting was held on October 29, 2021 to discuss evaluations and rank proposers. Currently under negotiations.
- d. 22-003 Medical Supplies – This bid was advertised on August 8, 2021 and opened on September 8, 2021 with four (4) bids received. Council approved awards to Bound Tree Medical, LLC, Henry Schein, Inc. and QuadMed, Inc. at the meeting held on October 4, 2021.
- e. Request for Quotes – Developed, administered and assisted with the RFQs for StoryWalk Solutions Installation and Banquet Room Flooring at the Community Center.
- f. Solicitations In Progress – Emergency Operations Center Construction, Public Works Generator, Dillman Trail Project, Compensation Study, Bowman Street Sidewalk Improvements Project, and Fire Station 94 Flooring.

DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2021 YTD
Towing Revenue (September)	\$ 4,690.00	\$ 39,999.00

ACTIVITY	CURRENT PERIOD	FY 2022 YTD
Purchase Orders Issued	180	180
Purchase Order Amounts	\$ 18,748,885.03	\$ 18,748,885.03
Solicitations Issued	2	2
Solicitations in Progress	6	—
Central Store Requests	4	4
Contracts Managed	60	60
Purchasing Card Purchases	235	235
Purchasing Card Transactions	\$ 29,538.58	\$ 29,538.58
No. of Training Sessions Conducted	0	0
Towing Revenue	\$ 3,417.00	\$ 3,417.00