



Department Report

MEETING DATE: October 17, 2022

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 September 1 through September 30, 2022.

- a. 22-013 Financial Audit Services – This bid was advertised on July 3, 2022 and closed on July 26, 2022 with five (5) proposals received. The Selection Committee meeting was held on August 9, 2022 to discuss, evaluate and rank proposers. City Council approved award to Nowlen, Holt & Miner, P.A. at the meeting held on September 14, 2022.
 - b. 22-014 HVAC and Ice Machine Repair – This RFP was advertised on July 31, 2022 and closed on September 7, 2022 with four (4) proposals received. The Selection Committee meeting was held on September 20, 2022 to discuss, evaluate and rank proposers. Award to Shamtec, Inc. to go before Council for approval at the meeting on October 17, 2022.
 - c. 22-018 Call to Artists Public Art – This RFP was advertised on July 31, 2022 and closed on September 13, 2022 with three (3) proposals received. Staff is currently reviewing proposals.
 - d. 23-001 Pressure Cleaning Services – This bid was advertised on July 31, 2022 and opened on August 17, 2022 with ten (10) bid proposals received. City staff is currently reviewing the proposals. Award to Midlands Pressure Wash Services, LLC to go before Council for approval at the meeting on October 17, 2022..
 - e. Solicitations In Progress – Gladiator Lake Drainage Enhancements; Emergency Operations Center Construction; Public Works Generator; Fence Installation, Maintenance and Repair Services; and Code Enforcement Acceptance Windows.
 - f. Training – One training was held for employees who were issued a City Purchasing Card.
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DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2022 YTD
Purchase Orders Issued	32	669
Purchase Order Amounts	\$ 185,280.67	26,439,218.52
Solicitations Issued	0	23
Solicitations in Progress	5	—
Central Store Requests	4	35
Contracts Managed	60	60
Purchasing Card Purchases	248	2,680
Purchasing Card Transactions	\$ 48,664.79	\$ 393,122.19
No. of Training Sessions Conducted	1	5
Towing Revenue	\$ 2,479.00	\$ 35,577.00