



Department Report

MEETING DATE: March 16, 2026

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 January 1 through February 28.

- a. 26-003 Parks Court Resurfacing – This bid was advertised on November 11, 2025 and opened on December 11, 2025 with five (5) bids received. City staff evaluated the proposals and recommends award to RMJ Contractors Inc. as the lowest responsive and responsible bidder. Council approved award to RMJ Contractors Inc. at the meeting on January 5, 2026.
 - b. 26-004 Public Works Steel Columns Repair – This bid was advertised on December 14, 2025 and opened on February 2, 2026 with seven (7) bids received. Under staff review.
 - c. 26-005 Fire Rescue Station 95 Lounge Renovation – This bid was advertised on December 14, 2025 and opened on January 30, 2026 with seven (7) bids received. Under staff review.
 - d. 26-006 Demolition of 500 Perry Building – This bid was advertised on January 25, 2026 and opened on February 26, 2026 with eight (8) bids received. To go before Council for approval at the meeting on March 16, 2026.
 - e. 26-007 Original Section Sewer North Phase 4 – This bid was advertised on January 25, 2026 and opened on February 26, 2026 with eleven (11) bids received. To go before Council for approval at the meeting on March 16, 2026.
 - f. Training – The Director of Purchasing conducted two (2) procurement training sessions that went over the updated Procurement Code including but not limited to new thresholds, updated procedures, revised exemptions, and the modernized processes.
 - g. Training – The Senior Buyer conducted two (2) training sessions reviewing the updated Administrative Directive No. 10 Travel & Reimbursement.
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DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2026 YTD
Purchase Orders Issued	123	409
Purchase Order Amounts	\$880,442.60	\$32,269,021.14
Solicitations Issued	2	8
Solicitations in Progress	5	-
Central Store Requests	5	18
Contracts Managed	78	78
Purchasing Card Purchases	653	1,664
Purchasing Card Transactions	\$49,118.65	\$216,639.50
No. of Training Sessions Conducted	2	4
Towing Revenue	\$ 0.00	\$0.00