

CITY OF GREENACRES

INTEROFFICE MEMORANDUM 2021.08RW2.01

TO: Andrea McCue, City Manager
FROM: Monica Powery, Director of Purchasing
SUBJECT: Department of Purchasing Activity Report
DATE: August 4, 2021

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

- a. 21-009 Food Truck Event Services – This RFP was advertised on July 25, 2021 and opens on August 25, 2021.
- b. 21-011 Irrigation Installation, Maintenance and Repair Services – This bid was advertised on July 11, 2021 and opens on August 10, 2021.
- c. Solicitations In Progress – Emergency Operations Center Construction; Public Works Generator; Dillman Trail Project; Inspections and Building Services; Medical Supplies; Tents & Inflatables for City Events.

ACTIVITY	CURRENT PERIOD	FY 2021 YTD
Purchase Orders Issued	26	567
Purchase Order Amounts	\$ 656,989.46	\$ 23,169,443.62
Solicitations Issued	2	15
Solicitations in Progress	7	–
Central Store Requests	3	43
Contracts Managed	60	60
Purchasing Card Purchases	195	1,982
Purchasing Card Transactions	\$ 32,583.87	\$ 255,575.04
No. of Training Sessions Conducted	1	5
Towing Revenue	\$ 3,484.00	\$ 31,758.00



Monica Powery
Director of Purchasing