



Department Report

MEETING DATE: December 19, 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 October 1 through November 30, 2022.

- a. 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. City Council approved award to Shamtec, Inc. at the meeting held on October 17, 2022.
 - b. 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. The Selection Committee meeting was held on October 20, 2022 to discuss, evaluate and rank proposers. Award to Painted, Inc. to go before Council for approval at the meeting on December 19, 2022.
 - c. 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. City Council approved award to Midlands Pressure Wash Services, LLC at the meeting held on October 17, 2022.
 - d. 23-002 Gladiator Lake Drainage Enhancements – This bid was advertised on November 21, 2022 and opens on January 18, 2023.
 - e. 23-003 Fence Installation, Maintenance and Repair Services – This bid was advertised on November 13, 2022 and opens on December 13, 2023.
 - f. 23-004 Printing Services for City Publications – This bid was advertised on November 20, 2022 and opens on December 20, 2023.
 - g. Solicitations In Progress – Emergency Operations Center Construction; Fertilizer; and Public Works Fence & Gate.
 - h. Training – One training covering Purchasing Procedures and City Purchasing Card Procedures was held for a new employee.
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DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2023 YTD
Purchase Orders Issued	217	217
Purchase Order Amounts	\$ 30,492,404.84	\$ 30,492,404.84
Solicitations Issued	6	6
Solicitations in Progress	3	—
Central Store Requests	16	16
Contracts Managed	60	60
Purchasing Card Purchases	466	466
Purchasing Card Transactions	\$ 70,764.17	\$ 70,764.17
No. of Training Sessions Conducted	1	1
Towing Revenue	\$ 6,901.00	\$ 6,901.00