



Department Report

MEETING DATE: March 17, 2025

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. 24-021 Progressive Design/Build- Emergency Operations Center – This RFQ was advertised on May 29, 2024 and closed on July 1, 2024 with eight (8) proposals received. The Selection Committee met on July 25, 2024, to review, discuss and shortlist the proposals received. Three (3) proposers were shortlisted. On August 6, 2024, the Selection Committee conducted site visits of EOCs completed by each proposer. On August 8, 2024, the Selection Committee met for presentations and the final evaluation. The Selection Committee has recommended awarding the project to Kaufman Lynn Construction, Inc. Legal is currently in the process of drafting the agreement.

- b. 25-001 Continuing Professional Consulting Services (CCNA) – This RFQ for Continuing Professional Consulting Services was advertised on September 1, 2024, and closed on October 3, 2024 with thirty-one (31) companies submitting proposals. The Selection Committee met on November 20, 2024 to review, discuss and shortlist the proposals received. The Selection Committee Meeting met on December 4, 2024 to disclose the short-list tabulation and determine the final number of companies to be short-listed for each discipline. Per the RFQ, the Selection Committee may choose to either have the shortlisted companies present or provide a written response to follow-up questions. The Committee chose to have presentations for the following disciplines: Architectural Design; Civil Engineering; Landscape Architect (Includes Land Planning); and Transportation Engineering. The Committee chose to ask follow up questions for the following disciplines: Construction Engineering and Inspection (CEI) Services; Geo-Technical, Construction Materials Testing and Inspection Services; Structural Engineering Design and Consulting; and Surveying and Mapping Services. The Selection Committee Meeting met on December 20, 2024 to discuss the presentations and decided whether or not to move forward with the final evaluation. The Committee decided to move forward with the final evaluation for Architectural Design; Civil Engineering; and Landscape Architect (Includes Land Planning). The Committee needed further information from the companies that submitted for Transportation Engineering. The Selection Committee will meet at least two more times in January. The Selection Committee met on January 13, 2025 discuss the shortlisted proposers for the following disciplines: Construction Engineering and Inspection (CEI) Services; Geo-Technical, Construction Materials Testing and Inspection Services; Structural Engineering Design & Consulting and Surveying and Mapping Services. The Selection Committee also continued the discussion on the Transportation Engineering discipline. The Committee decided to move forward with the final evaluation for Construction Engineering and Inspection (CEI) Services; Geo-Technical, Construction Materials Testing and

Inspection Services; Structural Engineering Design & Consulting; Surveying and Mapping Services and Transportation Engineering. The Selection Committee Meeting met on January 22, 2025 to disclose the final evaluation tabulation for all disciplines. The attached tabulation sheet summarizes the committee’s final evaluation ranking and number of awarded firms per discipline. To go before Council for approval at the meeting to be held on March 3, 2025.

- c. Solicitations In Progress – Furniture for New Youth Programs Building and Technology for New Youth Programs Building; Parks Master Plan; Fireworks Display; AV System Upgrade and Equipment Replacement; Rehabilitation of Municipal Complex Pathway; Rehabilitation of SJF Community Park Pathway; and HVAC Unit Wiring at WIC Building.
- d. RFQ 25-004/ADMIN Car Wash Services – This Request for Quote was issued on February 19, 2025 and opens on March 3, 2025.
- e. Training – The Senior Buyer conducted a P-Card training for three (3) new users. The Buyer conducted Purchasing 101 training for the Community and Recreation Services Department which covered topics such as the Procurement Code, Purchasing Procedures, and Purchasing Cards.

DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2025 YTD
Purchase Orders Issued	72	322
Purchase Order Amounts	\$ 960,211.70	\$ 32,259,684.95
Solicitations Issued	1	4
Solicitations in Progress	7	-
Central Store Requests	7	17
Contracts Managed	78	78
Purchasing Card Purchases	609	1,403
Purchasing Card Transactions	\$ 100,563.21	\$ 231,540.03
No. of Training Sessions Conducted	2	3
Towing Revenue	\$ 6,298.00	\$ 15,678.00