



Department Report

MEETING DATE: March 6, 2023

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 January 31, 2022.

- a. 23-002 Gladiator Lake Drainage Enhancements – This bid was advertised on November 21, 2022 and opens on February 1, 2023.
 - b. 23-003 Fence Installation, Maintenance and Repair Services – This bid was advertised on November 13, 2022 and opened on December 13, 2023 with two (2) bidders responding. City Council approved award to both E. Gomez Construction and Martin Fence Co. for Area A and award to E. Gomez Construction for Areas B and C at the meeting held on January 9, 2023.
 - c. 23-004 Printing Services for City Publications – This bid was advertised on November 20, 2022 and opens on December 20, 2023 with one (1) bidder responding. City Council approved award to The Printers Printer, Inc. at the meeting held on January 9, 2023.
 - d. 23-005 Original Section Sewer Swain Boulevard North Lift Station Phase 1 – This bid was advertised on January 29, 2023 and opens on March 8, 2023.
 - e. Request for Quotes – Developed, administered and assisted with the RFQ for Freedom Park Volleyball Court Lights.
 - f. Solicitations In Progress – Emergency Operations Center Construction; Fertilizer; and Public Works Fence & Gate.
 - g. Training – One training covering City Purchasing Card Procedures was held for employees that were issued p-cards.
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DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2023 YTD
Purchase Orders Issued	43	314
Purchase Order Amounts	\$ 440,120.01	\$ 33,453,683.79
Solicitations Issued	2	8
Solicitations in Progress	3	3
Central Store Requests	5	23
Contracts Managed	60	60
Purchasing Card Purchases	244	937
Purchasing Card Transactions	\$ 38,161.74	\$ 135,230.44
No. of Training Sessions Conducted	1	2
Towing Revenue	\$ 4,154.00	\$ 14,405.00