



Department Report

MEETING DATE: December 1, 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 October 1 through October 31.

- a. 25-010 Mobile and Temporary Food Event Services – This Request for Proposal was advertised on August 3, 2025 and closed on September 5, 2025 with three (3) proposals received. City staff evaluated the proposals and recommends award to Gulfstream Goodwill Industries, Inc. d/b/a Good Grub, Kona Ice of South West Palm Beach, and That's My Dog Corp. The City Council approved the awards at the meeting held on October 20, 2025.
- b. RFQ26-001/CRS Professional Sound System with Stage & Video Wall for City Events – This Request for Quote was issued on October 1, 2025 and opened on October 17, 2025 with four (4) quotes received. City staff evaluated the proposals and recommends award to PK Productions Inc. as the lowest responsive and responsible bidder. To go before Council for approval at the meeting to be held on November 3, 2025.
- c. RFQ26-002/CRS Tents for City Events – This Request for Quote was issued on October 1, 2025 and opened on October 17, 2025 with four (4) quotes received. City Manager approved award to A Universal Rentals and Events Inc. as the lowest responsive and responsible bidder.
- d. RFQ26-003/CRS Inflatables for City Events – This Request for Quote was issued on October 1, 2025 and opened on October 17, 2025 with two (2) quotes received. City Manager approved award to A Universal Rentals and Events Inc. as the lowest responsive and responsible bidder.
- e. Solicitations In Progress – Public Works Steel Columns Repair; Fire Rescue Station 95 Lounge Renovation; and Parks Court Resurfacing.

DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2026 YTD
Purchase Orders Issued	185	185
Purchase Order Amounts	\$30,009,811.58	\$30,009,811.58
Solicitations Issued	3	3
Solicitations in Progress	3	-
Central Store Requests	3	3
Contracts Managed	78	78
Purchasing Card Purchases	324	324

Purchasing Card Transactions	\$52,202.96	\$52,202.96
No. of Training Sessions Conducted	0	0
Towing Revenue	\$ 0.00	\$0.00