



Department Report

MEETING DATE: April 15, 2024

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 March 1 through March 31.

- a. 24-006 Chickasaw Road Replacement and L-11 Canal Piping – This bid was advertised on October 1, 2023, and opened on November 15, 2023, with eight (8) bids received. City staff has evaluated the proposal and recommends award to MJC Land Development, LLC as the lowest responsive and responsible bidder. City Council approved award to MJC Land Development, LLC at the meeting held on January 8, 2024. City staff convened with the developer to secure funding for the bid alternate. Purchasing is currently drafting an addendum to incorporate this item.
 - b. 24-009 Security Camera and Access Control Systems – This RFP was advertised on January 21, 2024, and closed on February 21, 2024, with two (2) proposals received. The Selection Committee met on March 6, 2024, to review and discuss the proposals received and decided that presentations were needed before they can vote. The Committee is scheduled to meet on April 3, 2024.
 - c. 24-010 Insurance Brokerage Services – This RFP was advertised on January 21, 2024, and closed on February 21, 2024, with two (2) proposals received. The Selection Committee met on March 6, 2024, to review and discuss the proposals. City staff has evaluated the proposal and recommends award to RSC Insurance Brokerage, Inc. dba Gehring Group as the lowest responsive and responsible bidder. this item appears before City Council for approval on April 15, 2024.
 - d. 24-011 Branding and Marketing Services – This RFP was advertised on February 18, 2024, and closed on March 15, 2024, receiving a total of seven (7) proposals all of which were found to be responsive and responsible by the Purchasing Department. The proposals have been disseminated to the Selection Committee to review.
 - e. 24-014 Original Section Sewar Swain Boulevard North Phase 2 – This RFP was advertised on March 12, 2024, and closes on April 12, 2024.
 - f. RFQ24-005PUR Printing of City Stationery – This RFQ was advertised on March 21, 2024, and closed on March 29, 2024, and is currently under evaluation by the procurement department.
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- g. Solicitations In Progress – Gladiator Lake Drainage Enhancements; Gladiator Park Court Resurfacing; Design and Construction of Emergency Operations Center; Construction of New Youth Programs Building; WIC Bathroom Renovations; Interior Renovation of Fire Rescue Station 96; Youth Programs Building – Furniture; Youth Programs Building – Technology; Custom Shutters for Community Center; and Street Sign Poles & Accessories.

DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2024 YTD
Purchase Orders Issued	45	452
Purchase Order Amounts	\$ 1,121,845.29	\$ 32,051,080.32
Solicitations Issued	3	11
Solicitations in Progress	8	-
Central Store Requests	5	15
Contracts Managed	78	78
Purchasing Card Purchases	346	1,787
Purchasing Card Transactions	\$ 54,255.76	\$ 276,679.71
No. of Training Sessions Conducted	2	5
Towing Revenue	\$ 4,958.00	\$ 21,172.00