



Department Report

MEETING DATE: June 17, 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 May 1 through May 31.

- a. 24-011 Branding and Marketing Services – This RFP was advertised on February 18, 2024, and closed on March 15, 2024, with seven (7) proposals received. The Selection Committee met on April 19, 2024, to review, discuss and shortlist the proposals. The Selection Committee met on May 3, 2024 for presentations and final evaluations. The Selection Committee recommends award to The Burdette Agency, Inc. d/b/a North Star Place Branding + Marketing. Currently under review by the procurement department.
 - b. 24-012 Construction of New Youth Programs Building– This bid was advertised on May 5, 2024 and opens on June 5, 2024.
 - c. 24-013 WIC Center Restroom Renovations– This bid was advertised on May 19, 2024 and opens on June 20, 2024.
 - d. 24-018 Emergency Operations Center Design Criteria Package – This RFQ was advertised on April 28, 2024 and intended to close on May 29, 2024. However item was pulled and revised and rebid.
 - e. 24-019 Gladiator Park Court Resurfacing – This bid was advertised on April 7, 2024 and opened on May 8, 2024 with three (3) bids received. City staff has evaluated the proposal and recommends award to Sport Surfaces LLC as the lowest responsive and responsible bidder. To go before Council for approval at the meeting to be held on June 17, 2024.
 - f. 24-020 Gladiator Lake Drainage Enhancements – This bid was advertised on April 7, 2024 and opened on May 7, 2024 with four (4) bidders responding. City staff has evaluated the proposal and recommends award to BDI Marine Contractors, LLC as the lowest responsive and responsible bidder. To go before Council for approval at the meeting to be held on June 17, 2024.
 - g. 24-021 Progressive Design/Build- Emergency Operations Center– This RFQ was advertised on May 29, 2024 and opens on July 1, 2024.
 - h. RFQ24-007PW Custom Shutters for Community Center- This RFQ was advertised on April 16, 2024, and closed on April 23, 2024, and is currently under evaluation by the procurement department.
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- i. Solicitations In Progress –Youth Programs Building – Furniture; and Youth Programs Building – Technology.
- j. Training – The Senior Buyer conducted one (1) P-Card Training and one (1) Purchasing Training covering Purchasing Procedures, New World and City Purchasing Card Procedures for five (5) new users.
- k. Professional Development -The Buyer attend Virtual Conference (V-Con) with the National (NIGP), a 2-day all virtual learning experience with intro classes for new and aspiring procurement leaders. The Purchasing Department also attend the annual Florida Association of Public Procurement Officers (FAPPO) conference.
- l. Awards- The Purchasing Director received a prestigious award from FAPPO for their champions program.

DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2024 YTD
Purchase Orders Issued	54	569
Purchase Order Amounts	\$ 448,458.45	\$ 36,545,673.96
Solicitations Issued	3	19
Solicitations in Progress	2	-
Central Store Requests	4	23
Contracts Managed	78	78
Purchasing Card Purchases	333	2,395
Purchasing Card Transactions	\$ 55,013.65	\$ 382,615.83
No. of Training Sessions Conducted	1	6
Towing Revenue	\$ 3,283.00	\$ 29,614.00