



Department Report

MEETING DATE: August 15, 2022

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 July 1 through July 31, 2022.

- a. 22-016 Professional Planning Consultant Services – This RFP was advertised on June 5, 2022 and closed on July 12, 2022 with seven (7) proposals received. The Selection Committee meeting is being held on July 19, 2022 to discuss, evaluate and rank proposers.
 - b. 22-011 Gladiator Lake Drainage Enhancements – This bid was advertised on July 3, 2022 and opens on August 8, 2022.
 - c. 22-013 Financial Audit Services – This bid was advertised on July 3, 2022 and opens on July 26, 2022.
 - d. 22-014 HVAC and Ice Machine Repair – This RFP was advertised on July 31, 2022 and closes on September 1, 2022.
 - e. 22-017 Pressure Cleaning Services – This bid was advertised on July 3, 2022 and opens on July 25, 2022.
 - f. 22-018 Call to Artists Public Art – This RFP was advertised on July 31, 2022 and closes on September 1, 2022.
 - g. Request for Quotes – Developed, administered and assisted with the RFQs for Portable Generator (electrical hookup for the temporary generator at Station 95) and Station 94 Bunkroom Furniture.
 - h. Solicitations In Progress – Emergency Operations Center Construction; Public Works Generator; Fence Installation, Maintenance and Repair Services; Code Enforcement Acceptance Windows; and City Hall Grounds Annual Landscape Maintenance.
 - i. Training – One training was held for employees who were issued a City Travel Purchasing Card.
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DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2022 YTD
Purchase Orders Issued	29	604
Purchase Order Amounts	\$ 608,216.85	\$ 24,786,890.45
Solicitations Issued	7	21
Solicitations in Progress	5	—
Central Store Requests	4	27
Contracts Managed	60	60
Purchasing Card Purchases	189	2,191
Purchasing Card Transactions	\$ 31,751.89	\$ 310,730.50
No. of Training Sessions Conducted	1	4
Towing Revenue	\$ 3,618.00	\$ 30,083.00