



## Department Report

**MEETING DATE:** August 19, 2024  
**FROM:** Monica Powery, Director, Purchasing  
**SUBJECT:** Department of Purchasing Activity Report

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### 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.

- a. 24-012 Construction of New Youth Programs Building – This bid was advertised on May 5, 2024 and opened on June 5, 2024 with seven (7) bids received. City staff has evaluated the proposal and recommends award to Sisca Construction Services, LLC as the lowest responsive and responsible bidder. Went to Council for approval at the meeting July 1, 2024 meeting, and was awarded.
- b. 24-013 WIC Center Restroom Renovations – This bid was advertised on May 19, 2024 and opens on June 25, 2024 with six (6) bids received. To be awarded as a Fiscal Year 2025 project.
- c. 24-021 Progressive Design/Build- Emergency Operations Center – This RFQ was advertised on May 29, 2024 and closed on July 1, 2024 with eight (8) proposals received. The Selection Committee met on July 25, 2024, to review, discuss and shortlist the proposals received. The Selection Committee have shortlisted to three (3) proposers. The Selection Committee will visit an EOC completed by each proposer on August 6, 2024. The Selection Committee will meet again on August 8, 2024 for presentations and final evaluation.
- d. Solicitations In Progress – Furniture for New Youth Programs Building; Technology for New Youth Programs Building; Fire Burglar Alarm & Sprinkler Systems; and Continuing Professional Engineering Services.

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### DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2024 YTD
Purchase Orders Issued	40	694
Purchase Order Amounts	\$ 771,222.20	\$ 37,817,063.43
Solicitations Issued	0	19
Solicitations in Progress	4	-
Central Store Requests	4	32
Contracts Managed	78	78
Purchasing Card Purchases	384	3,048
Purchasing Card Transactions	\$ 63,492.87	\$ 501,470.79
No. of Training Sessions Conducted	1	7
Towing Revenue	\$ 1,943.00	\$ 34,036.00