



Department Report

MEETING DATE: October 8, 2021
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 September 1 through September 30, 2021.

- a. 21-009 Mobile and Temporary Food Event Services – This RFP was advertised on July 25, 2021 and closed on September 8, 2021 with four (4) proposals received. Currently under evaluation.
- b. 21-011 Irrigation Installation, Maintenance and Repair Services – This bid was advertised on July 11, 2021 and opened on August 10, 2021 with three (3) bids received. The proposals are currently under evaluation. Award to Total Irrigation Management, Inc. to go before Council for approval at the meeting on October 4, 2021.
- c. 22-002 Inspections and Building Services – This RFP was advertised on August 31, 2021 and closed on September 29, 2021 with four (4) proposals received. Currently under evaluation.
- d. 22-003 Medical Supplies – This bid was advertised on August 8, 2021 and opened on September 8, 2021 with four (4) bids received. Awards to Bound Tree Medical, LLC, Henry Schein, Inc. and QuadMed, Inc. to go before Council for approval at the meeting on October 4, 2021.
- e. Request for Quotes – Developed, administered and assisted with the RFQ for Mural Spot Lighting.
- f. Solicitations In Progress – Emergency Operations Center Construction; Public Works Generator; Dillman Trail Project, and StoryWalk Solutions Installation.

DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2021 YTD
Purchase Orders Issued	37	629
Purchase Order Amounts	\$ 1,214,154.06	\$ 24,467,869.19
Solicitations Issued	1	22
Solicitations in Progress	4	–
Central Store Requests	4	53
Contracts Managed	60	60
Purchasing Card Purchases	231	2,515
Purchasing Card Transactions	\$ 27,579.37	\$ 323,838.35
No. of Training Sessions Conducted	0	5
Towing Revenue <i>*not yet received</i>	\$ -*	\$ 35,309.00