



Department Report

MEETING DATE: April 17, 2023

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 February 1 through March 31, 2023.

- a. 23-002 Gladiator Lake Drainage Enhancements – This bid was advertised on November 22, 2022 and opened on February 1, 2023 with one (1) bid received. Under staff review.
 - b. 23-005 Public Works Gate Security System Upgrade – This RFP was advertised on February 5, 2023 and closed on March 29, 2023 with no proposals received.
 - c. 23-006 Original Section Sewer Swain Boulevard North Lift Station Phase 1 – This bid was advertised on January 29, 2023 and opened on March 8, 2023 with no bids received. The solicitation was re-advertised and posted March 12, 2023 as 23-015.
 - d. 23-013 Banquet Hall Upgrade – This bid was advertised on March 19, 2023 and opens on April 19, 2023. A Pre-Bid Meeting is scheduled for April 5, 2023.
 - e. 23-015 Original Section Sewer Swain Boulevard North Lift Station Phase 1 – This bid was advertised on March 12, 2023 and opens on April 5, 2023.
 - f. Request for Quotes – Developed, administered, and assisted with the RFQ 301 Swain Blvd. Security Enhancements; Park Lighting; Concrete (Deliver and Pour); and Concrete Projects.
 - g. Solicitations In Progress – Street Sweeping Services; Landscape Maintenance of Canals, Easements and Medians; Credit Card Services; Banking Services; Holiday Lights Display; Landscape Maintenance Services for Facilities and Parks; Uniforms for Fire Rescue.
 - h. Training – Two (2) training sessions were held covering City Purchasing Card Procedures for employees that were issued p-cards. One (1) training session covering Purchasing 101 was held for employees interested in refreshing their procurement skills.
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DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2023 YTD
Purchase Orders Issued	88	415
Purchase Order Amounts	\$ 445,986.87	\$ 34,200,667.14
Solicitations Issued	7	15
Solicitations in Progress	4	4
Central Store Requests	7	31
Contracts Managed	60	60
Purchasing Card Purchases	492	1,505
Purchasing Card Transactions	\$ 82,796.09	\$218,026.53
No. of Training Sessions Conducted	3	5
Towing Revenue*	\$ 2,747.00	\$ 17,152.00

*The City has not yet received the revenue collected for March 2023.