



Department Report

MEETING DATE: September 18, 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 August 1 through August 31.

- 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. 23-008 Landscape Maintenance of Canals & Medians – This bid was advertised on May 24, 2023 and opened on June 28, 2023 with six (6) bids received. Under staff review.
 - c. 23-010 Banking Services – This RFP was advertised on June 18, 2023 and closed on August 3, 2023 with two (2) proposals received. BankUnited NA was the only responsive and responsible proposer, therefore, staff is recommending award to them at the meeting held on October 2, 2023.
 - d. 24-001 Landscape Maintenance Services for Facilities & Parks – This bid was advertised on July 2, 2023 and opened on August 7, 2023 with ten (10) bid received. City staff has evaluated the proposal and recommends award to L.V. Superior Landscaping, Inc. as the lowest responsive and responsible bidder. To go before Council for approval at the meeting to be held on September 5, 2023.
 - e. 24-002 Pressure Cleaning Services – This bid was advertised on July 2, 2023 and opened on August 2, 2023 with eight (8) bids received. City staff has evaluated the proposal and recommends award to The Pressure Cleaning Man, Inc. as the lowest responsive and responsible bidder. To go before Council for approval at the meeting to be held on September 5, 2023.
 - f. 24-003 HVAC and Ice Machine Services – This RFP was advertised on July 16, 2023 and closed on August 16, 2023 with three (3) proposals received. The Selection Committee met on August 25 2023 to review and evaluate the proposals. The Selection Committee recommends award to Hyvac Mechanical Services, Inc. To go before Council for approval at the meeting to be held on September 5, 2023.
 - g. 24-004 Medical Supplies – This bid was advertised on August 16, 2023 and opens on September 14, 2023.
 - h. Mortgage Foreclosure Registration – City Staff is currently researching possible contract piggyback options.
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- i. Request for Quotes – Developed, administered and assisted with the RFQ for Manual Transfer Switch at 301 Swain.
- j. Solicitations In Progress – Credit Card Services; Solid Waste Collection Services; Chickasaw Road Reconstruction and L-11 Canal Piping; Aquatic Plant Management Services; and Printing of City Stationery.

DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2023 YTD
Purchase Orders Issued	50	701
Purchase Order Amounts	\$ 501,548.40	\$38,545,944.94
Solicitations Issued	2	26
Solicitations in Progress	5	-
Central Store Requests	3	54
Contracts Managed	77	77
Purchasing Card Purchases	261	2,880
Purchasing Card Transactions	\$41,962.30	\$ 438,757.79
No. of Training Sessions Conducted	0	9
Towing Revenue	\$3,819.00	\$ 37,922.00