



## Department Report

**MEETING DATE:** February 5, 2024  
**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 December 1 through December 31.

- a. 23-010 Banking Services – This RFP was advertised on June 18, 2023 and closed on August 3, 2023 with two (2) proposals received. City Council approved award to BankUnited NA at the meeting held on December 4, 2023.
- b. 24-006 Chickasaw Road Replacement and L-11 Canal Piping – This bid was advertised on October 1, 2023 and opened on November 15, 2023 with eight (8) bids received. City staff has evaluated the proposal and recommends award to MJC Land Development, LLC as the lowest responsive and responsible bidder. To go before Council for approval at the meeting to be held on January 8, 2024.
- c. Solicitations In Progress – Solid Waste Collection Services; Emergency Operations Center; Insurance Brokerage Services; Security Camera and Access Control System Services; Branding and Marketing Services; Construction of New Youth Programs Building and Printing of City Stationery.
- d. Training – The Senior Buyer conducted one (1) training covering Purchasing Procedures; New World and City Purchasing Card Procedures for new employees.

### DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2024 YTD
Purchase Orders Issued	55	273
Purchase Order Amounts	\$ 479,388.90	\$ 28,235,726.33
Solicitations Issued	0	5
Solicitations in Progress	7	-
Central Store Requests	1	3
Contracts Managed	78	78
Purchasing Card Purchases	308	866
Purchasing Card Transactions	\$ 46,856.51	\$ 129,779.09
No. of Training Sessions Conducted	1	3
Towing Revenue	\$ 3,216.00	\$ 10,251.00