



## Department Report

**MEETING DATE:** March 18, 2024

**FROM:** Monica Powery, Director, Purchasing

**SUBJECT:** Department of Purchasing Activity Report

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### DEPARTMENT HIGHLIGHTS

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The following report provides the highlights of activity within the Department of Purchasing for the reporting period from January 1 through February 29.

- a. 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. City Council approved award to MJC Land Development, LLC at the meeting held on January 8, 2024.
  - b. 24-009 Security Camera and Access Control Systems – This RFP was advertised on January 21, 2024 and closed on February 21, 2024 with two (2) proposals received. The Selection Committee is scheduled to meet on March 6, 2024 to review, discuss and possibly evaluate the proposals.
  - c. 24-010 Insurance Brokerage Services – This RFP was advertised on January 21, 2024 and closed on February 21, 2024 with two (2) proposals received. The Selection Committee is scheduled to meet on March 6, 2024 to review, discuss and possibly evaluate the proposals.
  - d. 24-011 Branding and Marketing Services – This RFP was advertised on February 18, 2024 and closes on March 15, 2024.
  - e. Solicitations In Progress – Design and Construction of Emergency Operations Center; Construction of New Youth Programs Building; WIC Bathroom Renovations; Interior Renovation of Fire Rescue Station 96; Youth Programs Building – Furniture; Youth Programs Building – Technology; Printing of City Stationery; and Street Sign Poles & Accessories.
  - f. Training – The Senior Buyer conducted one (1) P-Card Training for new users and one (1) Purchasing Training covering Purchasing Procedures, New World and City Purchasing Card Procedures for new employees.
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**DEPARTMENT ACTIVITY**

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<b>ACTIVITY</b>	<b>CURRENT PERIOD</b>	<b>FY 2024 YTD</b>
Purchase Orders Issued	134	407
Purchase Order Amounts	\$ 2,666,194.95	\$ 30,929,235.03
Solicitations Issued	3	8
Solicitations in Progress	8	-
Central Store Requests	7	10
Contracts Managed	78	78
Purchasing Card Purchases	575	1,441
Purchasing Card Transactions	\$ 92,644.86	\$ 222,423.95
No. of Training Sessions Conducted	2	5
Towing Revenue	\$ 5,963.00	\$ 16,214.00