



Department Report

MEETING DATE: September 16, 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 August 1 through August 31.

- a. 24-013 WIC Center Restroom Renovations – This bid was advertised on May 19, 2024 and opened on June 25, 2024 with six (6) bids received. City staff has evaluated the proposal and recommends award to Khan Builders, Inc. as the lowest responsive and responsible bidder. To go before Council for approval at the meeting to be held on September 16, 2024. To be awarded as a Fiscal Year 2025 project.
 - b. 24-021 Progressive Design/Build- Emergency Operations Center – This RFQ was advertised on May 29, 2024 and closed on July 1, 2024 with eight (8) proposals received. The Selection Committee met on July 25, 2024, to review, discuss and shortlist the proposals received. The Selection Committee shortlisted three (3) proposers. On August 6, 2024, the Selection Committee conducted site visits of EOCs completed by each proposer. On August 8, 2024, the Selection Committee met for presentations and the final evaluation. The Selection Committee recommends award to Kaufman Lynn Construction, Inc. Currently under review by the Purchasing Department.
 - c. 24-022 Fire Burglar Alarm & Sprinkler Systems – This bid was advertised on August 25, 2024 and opens on September 25, 2024.
 - d. Solicitations In Progress – Furniture for New Youth Programs Building; Technology for New Youth Programs Building; and Continuing Professional Engineering Services.
 - e. NIGP FORUM – Purchasing Director and Senior Buyer attended the NIGP Forum Conference & Trade Show held in Charlotte, North Carolina. Purchasing attended various courses on best practices, procurement methods, laws, construction, and ethics. The conference was an excellent opportunity for networking, which allowed for an exchange in knowledge and experiences with other professionals in governmental purchasing. Additionally, the trade show offered a chance to expand the City's vendor base and gain insights into new products and services available in the market.
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DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2024 YTD
Purchase Orders Issued	47	741
Purchase Order Amounts	\$ 3,442,699.57	\$ 41,259,763.00
Solicitations Issued	1	20
Solicitations in Progress	3	-
Central Store Requests	4	36
Contracts Managed	78	78
Purchasing Card Purchases	314	3,362
Purchasing Card Transactions	\$ 54,391.68	\$ 555,862.47
No. of Training Sessions Conducted	0	7
Towing Revenue	\$0.00*	\$ 34,036.00

*The City has not yet received the revenue for August 2024.