



Department Report

MEETING DATE: May 19, 2025

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 April 1 through April 30.

- a. 24-021 Progressive Design/Build- Emergency Operations Center – Request for Qualifications 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. Three (3) proposers were shortlisted. 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 has recommended awarding the project to Kaufman Lynn Construction, Inc. To go before Council for approval at the meeting to be held on May 5, 2025.
 - b. 25-002 Parks Master Plan – Request for Proposal was advertised on March 6, 2025 and closed on April 11, 2025 with five (5) proposals received. The first Selection Committee meeting is scheduled for May 1, 2025 to review, discuss and shortlist the proposals received.
 - c. 25-003 Fireworks Display – Request for Proposal was advertised on March 9, 2025 and closed on April 9, 2025 with one (1) proposal received. Award to Zambelli Fireworks Manufacturing Company to go before Council for approval at the meeting to be held on May 5, 2025.
 - d. 25-004 AV System Upgrade and Equipment Replacement – RFP was advertised on March 16, 2025 and closed on April 22, 2025 with three (3) proposals received.
 - e. 25-005 Rehabilitation of Municipal Complex Pathway – Bid was advertised on March 16, 2025 and opened on April 22, 2025 with eleven (11) bids received. City staff evaluated the proposals and recommends award to RMJ Contractors Inc. as the lowest responsive and responsible bidder.
 - f. 25-006 Rehabilitation of Community Park Pathway – Bid was advertised on March 16, 2025 and opened on April 22, 2025 with nine (9) bids received. City staff evaluated the proposals and recommends award to Special Developments LLC as the lowest responsive and responsible bidder.
 - g. 25-007 Original Section Sewer Swain Boulevard North Phase 3 – Bid was advertised on March 23, 2025 and opened on April 24, 2025 with six (6) bids received. City staff evaluated the proposals and recommends award to TCLM Enterprise, Inc. as the lowest responsive
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and responsible bidder. To go before Council for approval at the meeting to be held on May 5, 2025.

- h. Solicitations In Progress – Furniture for New Youth Programs Building and Technology for New Youth Programs Building; and Background Screening Services.
- i. Training – The Senior Buyer conducted a P-Card training for one (1) new user.

DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2025 YTD
Purchase Orders Issued	59	410
Purchase Order Amounts	\$ 299,750.50	\$ 32,856,569.62
Solicitations Issued	0	11
Solicitations in Progress	7	-
Central Store Requests	8	29
Contracts Managed	78	78
Purchasing Card Purchases	341	2,035
Purchasing Card Transactions	\$ 69,658.04	\$ 349,715.06
No. of Training Sessions Conducted	1	5
Towing Revenue	\$ 3,685.00	\$ 21,976.00