



## Department Report

**MEETING DATE:** February 2, 2026

**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. 26-003 Parks Court Resurfacing – This bid was advertised on November 11, 2025 and opened on December 11, 2025 with five (5) bids received. City staff evaluated the proposals and recommends award to RMJ Contractors Inc. as the lowest responsive and responsible bidder. To go before Council for approval at the meeting on January 5, 2026.
- b. 26-004 Public Works Steel Columns Repair – This bid was advertised on December 14, 2025 and opens on January 30, 2026.
- c. 26-005 Fire Rescue Station 95 Lounge Renovation – This bid was advertised on December 14, 2025 and opens on January 30, 2026.
- d. Solicitations In Progress – Demolition of 500 Perry Building and Original Section Sewer North Phase 4.
- e. Participation in SWA Business Opportunity Forecast Conference 2026 – The Department participated in the Solid Waste Authority's Opportunity Forecast Conference 2026 on December 5, 2025, engaging with small businesses to support supplier development and future sourcing opportunities.

### DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2026 YTD
Purchase Orders Issued	60	286
Purchase Order Amounts	\$511,657.45	\$31,388,578.54
Solicitations Issued	2	6
Solicitations in Progress	3	-
Central Store Requests	7	13
Contracts Managed	78	78
Purchasing Card Purchases	365	1,011
Purchasing Card Transactions	\$60,919.42	\$167,520.85
No. of Training Sessions Conducted	0	2
Towing Revenue	\$ 0.00	\$0.00