



Department Report

MEETING DATE: December 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 November 1 through November 30.

- a. 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. 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. Legal is currently in the process of drafting the agreement.
 - b. 24-022 Fire Burglar Alarm & Sprinkler Systems – This bid was advertised on August 25, 2024, and opened on September 25, 2024, with four (4) bids received. WSA Systems Boca LLC notified the City of an error in their proposal that impacted the total cost and requested to withdraw their bid without prejudice. The City of Greenacres granted their request for withdrawal. Following this, City staff evaluated the remaining proposals and recommended awarding the contract to LifeSafety Management, Inc. as the lowest responsive and responsible bidder. The City Council approved the award during their meeting on November 18, 2024.
 - c. 25-001 Continuing Professional Consulting Services (CCNA) – This RFQ for Continuing Professional Consulting Services was advertised on September 1, 2024, and closed on October 3, 2024 with thirty-one (31) companies submitting proposals. The Selection Committee met on November 20, 2024 to review, discuss and shortlist the proposals received. The second Selection Committee Meeting will be held on December 4, 2024 to disclose the short-list tabulation and determine the final number of companies to be short-listed for each discipline.
 - d. RFQ25-001/CRS Professional Sound System with Stage & Video Wall for City Events – This Request for Quote was issued on October 24, 2024 and opened on November 8, 2024 with three (3) quotes received. City Manager approved award to Sacred Heart Productions, LLC as the lowest responsive and responsible bidder.
 - e. RFQ25-002/CRS Tents for City Events – This Request for Quote was issued on October 24, 2024 and opened on November 5, 2024 with one (1) quote received. City Manager approved award to A Universal Rentals and Events Inc. as the lowest responsive and responsible bidder.
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- f. RFQ25-003/CRS Inflatables for City Events – This Request for Quote was issued on October 24, 2024 and opened on November 5, 2024 with one (1) quote received. City Manager approved award to A Universal Rentals and Events Inc. as the lowest responsive and responsible bidder.
- g. Solicitations In Progress – Furniture for New Youth Programs Building and Technology for New Youth Programs Building.

DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2025 YTD
Purchase Orders Issued	60	188
Purchase Order Amounts	\$ 3,471,588.90	\$ 29,699,476.54
Solicitations Issued	0	3
Solicitations in Progress	-	-
Central Store Requests	3	8
Contracts Managed	78	78
Purchasing Card Purchases	277	562
Purchasing Card Transactions	\$ 49,137.58	\$ 90,385.15
No. of Training Sessions Conducted	0	0
Towing Revenue	\$ 0.00*	\$ 2,948.00

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