



Department Report

MEETING DATE: October 21, 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 September 1 through September 30.

- a. 24-013 WIC Center Restroom Renovations – The bid for the restroom renovations was advertised on May 19, 2024, and opened on June 25, 2024. A total of six bids were received. City staff has evaluated the proposal and recommends awarding the project to Khan Builders, Inc., identified as the lowest responsive and responsible bidder. The City Council approved this award during their meeting on September 16, 2024. This project is funded as part of the Fiscal Year 2025 budget.
 - 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. To go before Council for approval at the meeting to be held on October 7, 2024.
 - c. 24-022 Fire Burglar Alarm & Sprinkler Systems – This bid was advertised on August 25, 2024 and opened on September 25, 2024 with four (bids) received. Currently under review by the Purchasing Department.
 - d. 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. The submissions are currently undergoing evaluation.
 - e. Solicitations In Progress – Furniture for New Youth Programs Building; and Technology for New Youth Programs Building.
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DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2024 YTD
Purchase Orders Issued	41	773
Purchase Order Amounts	\$ 10,607,494.77	\$ 52,014,113.38
Solicitations Issued	1	21
Solicitations in Progress	2	-
Central Store Requests	4	40
Contracts Managed	78	78
Purchasing Card Purchases	335	3,692
Purchasing Card Transactions	\$ 52,852.15	\$ 608,899.40
No. of Training Sessions Conducted	0	7
Towing Revenue	\$ 3,350.00	\$ 39,932.00