



Department Report

MEETING DATE: September 17, 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 July 1 through August 31.

- a. 25-002 Parks Master Plan – This Request for Proposal was advertised on March 6, 2025 and closed on April 11, 2025 with five (5) proposals received. The Selection Committee met on May 5, 2025, to review, discuss, and shortlist the proposals, resulting in two firms advancing to presentations and final evaluation on June 4, 2025. The City Council approved the award to Kimley-Horn and Associates, Inc. on June 16, 2025.
 - b. 25-004 AV System Upgrade and Equipment Replacement – This Request for Proposal was advertised on March 16, 2025 and closed on April 22, 2025 with three (3) proposals received. Presentations and final evaluations were conducted by the Selection Committee on July 9, 2025, and the Committee has recommended award to AVI-SPL, LLC. This item is scheduled to go before Council for approval at the meeting to be held on September 17, 2025.
 - c. 25-008 Background Screening Services – This Request for Proposal was advertised on June 1, 2025 and closed on July 1, 2025 with four (4) proposals received. One submission was deemed non-responsive. The Selection Committee met on July 24, 2025, to review, discuss and evaluate the remaining three (3) proposals. The Selection Committee has recommended awarding the project to First Choice Research & Investigations, LLC dba First Choice Background Screening. To go before Council for approval at the meeting to be held on September 17, 2025.
 - d. 25-009 Medical Supplies – This bid was advertised on August 3, 2025 and opens on September 5, 2025.
 - e. 25-010 Mobile and Temporary Food Event Services – This Request for Proposal was advertised on August 3, 2025 and closes on September 5, 2025.
 - f. 25-011 Landscape Maintenance Services for Facilities and Parks – This bid was advertised on August 14, 2025 and opens on September 5, 2025.
 - g. 25-012 Irrigation Installation, Maintenance and Repair Services – This bid was advertised on August 14, 2025 and opens on September 5, 2025.
 - h. Solicitations In Progress – Furniture for New Youth Programs Building and Technology for New Youth Programs Building; and Public Works Uniforms.
-

- i. Training – The Senior Buyer conducted a purchasing procedures training for one (1) new user.

DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2025 YTD
Purchase Orders Issued	92	657
Purchase Order Amounts	\$ 1,789,011.88	\$ 41,020,478.55
Solicitations Issued	4	16
Solicitations in Progress	2	-
Central Store Requests	10	51
Contracts Managed	78	78
Purchasing Card Purchases	671	3,441
Purchasing Card Transactions	\$ 121,949.42	\$ 587,912.37
No. of Training Sessions Conducted	1	6
Towing Revenue	\$ 0.00	\$ 27,805.00