



Department Report

MEETING DATE: May 16, 2022

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 March 1 through April 30, 2022.

- a. 22-001 Dillman Trail – This bid was advertised on December 5, 2021 and opened on January 12, 2022 with six (6) bids received. City Council approved award to Zahlene Enterprises, Inc. at the meeting held on April 4, 2022.
- b. 22-007 Planning Consultant for Evaluation and Appraisal Report (EAR) – This RFP was advertised on December 12, 2021 and closed on January 12, 2022 with two (2) proposals received. The Selection Committee meeting was held on February 7, 2022 to discuss, evaluate and rank proposers. City Staff has decided not to award this agreement.
- c. 22-008 Original Section Drainage Improvements Phase 8 – This bid was advertised on January 30, 2022 and opened on March 2, 2022 with four (4) proposals received. City Council approved award to TCLM Enterprise, Inc. at the meeting held on March 21, 2022.
- d. 22-006 Forest Hill Median Landscape Improvements – This bid was advertised on April 3, 2022 and opens on May 3, 2022.
- e. 22-010 Fire Rescue Station 94 Renovations – This bid was advertised on April 3, 2022 and opens on May 3, 2022.
- f. Request for Quotes – Developed, administered and assisted with the RFQ for City Hall Lake Fountain.
- g. Solicitations In Progress – Emergency Operations Center Construction, Public Works Generator, Gladiator Lake, Financial Audit Services, Code Enforcement Acceptance Windows, and City Hall Grounds Annual Landscape Maintenance.
- h. Trainings - Two trainings were held for employees: Purchasing 101 for newer employees involved in the purchasing process and Purchasing Refresher Training for all employees involved in the purchasing process.

DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2022 YTD
Purchase Orders Issued	89	452
Purchase Order Amounts	\$ 504,010.80	\$ 20,865,289.56
Solicitations Issued	3	12
Solicitations in Progress	5	—
Central Store Requests	8	19
Contracts Managed	60	60
Purchasing Card Purchases	460	1,527
Purchasing Card Transactions	\$ 69,327.26	\$ 205,583.69
No. of Training Sessions Conducted	2	3
Towing Revenue*	\$ 2,881.00	\$ 19,430.00

*Only reflects March's revenue. The City has not received April's revenue yet.