



## Department Report

**MEETING DATE:** May 20, 2024

**FROM:** Monica Powery, Director, Purchasing

**SUBJECT:** Department of Purchasing Activity Report

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### DEPARTMENT HIGHLIGHTS

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The following report provides the highlights of activity within the Department of Purchasing for the reporting period from April 1 through April 30.

- a. 24-009 Security Camera and Access Control Systems – This RFP was advertised on January 21, 2024, and closed on February 21, 2024, with two (2) proposals received. The Selection Committee met on March 6, 2024, to review and discuss the proposals received and decided that presentations were needed before they can vote. The Selection Committee met on April 3, 2024 and recommended award to Converjint Technologies, LLC. City Council approved award to Converjint Technologies, LLC at the meeting held on April 15, 2024.
  - b. 24-010 Insurance Brokerage Services – This RFP was advertised on January 21, 2024, and closed on February 21, 2024, with two (2) proposals received. The Selection Committee met on March 6, 2024, to review and discuss the proposals. City staff has evaluated the proposal and recommends award to RSC Insurance Brokerage, Inc. d/b/a Gehring Group. City Council approved award to RSC Insurance Brokerage, Inc. d/b/a Gehring Group at the meeting held on April 15, 2024.
  - c. 24-011 Branding and Marketing Services – This RFP was advertised on February 18, 2024, and closed on March 15, 2024, with seven (7) proposals received. The Selection Committee met on April 19, 2024, to review, discuss and shortlist the proposals. The Selection Committee met on May 3, 2024 for presentations and final evaluations. The Selection Committee recommends award to The Burdette Agency, Inc. d/b/a North Star Place Branding + Marketing. To go before Council for approval at the meeting to be held on May 20, 2024.
  - d. 24-014 Original Section Sewar Swain Boulevard North Phase 2 – This bid was advertised on March 12, 2024, and opened on April 12, 2024 with two (2) bids received. City staff has evaluated the proposal and recommends award to TCLM Enterprise, Inc. as the lowest responsive and responsible bidder. To go before Council for approval at the meeting to be held on May 6, 2024
  - e. 24-018 Emergency Operations Center Design Criteria Package – This RFQ was advertised on April 28, 2024 and closes on May 29, 2024.
  - f. 24-019 Gladiator Park Court Resurfacing – This bid was advertised on April 7, 2024 and opens on May 8, 2024.
  - g. 24-020 Gladiator Lake Drainage Enhancements – This bid was advertised on April 7, 2024 and opens on May 7, 2024.
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- h. Request for Quotes – Developed, administered, and assisted with the RFQs for Custom Shutters for Community Center and Street Sign Poles & Accessories.
- i. Solicitations In Progress – Construction of New Youth Programs Building; WIC Bathroom Renovations; Youth Programs Building – Furniture; Youth Programs Building – Technology; and Custom Shutters for Community Center.

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**DEPARTMENT ACTIVITY**

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ACTIVITY	CURRENT PERIOD	FY 2024 YTD
Purchase Orders Issued	48	515
Purchase Order Amounts	\$ 3,795,025.97	\$ 36,097,215.51
Solicitations Issued	5	16
Solicitations in Progress	4	-
Central Store Requests	4	19
Contracts Managed	78	78
Purchasing Card Purchases	307	2,062
Purchasing Card Transactions	\$ 49,601.89	\$ 327,602.18
No. of Training Sessions Conducted	0	5
Towing Revenue	\$ 5,159.00	\$ 26,331.00