



Department Report

MEETING DATE: July 21, 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 June 1 through June 30.

- 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 received. Two (2) proposers were shortlisted. The Selection Committee met on June 4, 2025 for presentations and final evaluation. The Selection Committee has recommended awarding the project to Kimley-Horn and Associates, Inc. To go before Council for approval.
- 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. The Selection Committee met on July 9, 2025 for presentations and final evaluation. The Selection Committee has recommended awarding the project to AVI-SPL, LLC. To go before Council for approval.
- c. 25-008 Background Screening Services – This Request for Proposal was advertised on June 1, 2025 and closes on July 1, 2025.
- d. Solicitations In Progress – Furniture for New Youth Programs Building and Technology for New Youth Programs Building; Medical Supplies; Mobile and Temporary Food Event Services; Landscape Maintenance Services for Facilities and Parks; and Public Works Uniforms.

DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2025 YTD
Purchase Orders Issued	20	488
Purchase Order Amounts	\$ 2,853,903.13	\$ 36,275,435.14
Solicitations Issued	1	12
Solicitations in Progress	6	-
Central Store Requests	8	41
Contracts Managed	78	78
Purchasing Card Purchases	329	2,667
Purchasing Card Transactions	\$ 61,353.91	\$ 461,545.27
No. of Training Sessions Conducted	0	5
Towing Revenue	\$ 3,216.00	\$ 27,805.00