



## Department Report

**MEETING DATE:** September 22, 2021  
**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 August 1 through August 31, 2021.

- a. 21-009 Mobile and Temporary Food Event Services – This RFP was advertised on July 25, 2021 and closes on September 8, 2021. Pre-Proposal Meetings were held on August 4, 2021 and August 18, 2021.
- b. 21-011 Irrigation Installation, Maintenance and Repair Services – This bid was advertised on July 11, 2021 and opened on August 10, 2021 with three (3) bids received. The proposals are currently under evaluation.
- c. 22-002 Inspections and Building Services – This RFP was advertised on August 31, 2021 and closes on September 29, 2021.
- d. 22-003 Medical Supplies – This bid was advertised on August 8, 2021 and opens on September 8, 2021.
- e. Request for Quotes – Developed, administered and assisted with the RFQs for Tents for City Events; Inflatables for City Events; Background Screening Services; and Brick Walkway Installation at City Hall.
- f. Solicitations In Progress – Emergency Operations Center Construction; Public Works Generator; Dillman Trail Project; and Spot Lighting for Mural.

---

### DEPARTMENT ACTIVITY

| ACTIVITY                           | CURRENT PERIOD | FY 2021 YTD      |
|------------------------------------|----------------|------------------|
| Purchase Orders Issued             | 34             | 601              |
| Purchase Order Amounts             | \$ 57,071.76   | \$ 23,239,511.02 |
| Solicitations Issued               | 6              | 21               |
| Solicitations in Progress          | 4              | –                |
| Central Store Requests             | 6              | 49               |
| Contracts Managed                  | 60             | 60               |
| Purchasing Card Purchases          | 292            | 2,274            |
| Purchasing Card Transactions       | \$ 40,509.81   | \$ 296,125.24    |
| No. of Training Sessions Conducted | 0              | 5                |
| Towing Revenue                     | \$ 3,551.00    | \$ 35,309.00     |