



Department Report

MEETING DATE: July 15, 2024

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. 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. City Council approved award to The Burdette Agency, Inc. d/b/a North Star Place Branding + Marketing at the meeting held on June 17, 2024.
 - b. 24-012 Construction of New Youth Programs Building – This bid was advertised on May 5, 2024 and opened on June 5, 2024 with seven (7) bids received. City staff has evaluated the proposal and recommends award to Sisca Construction Services, LLC as the lowest responsive and responsible bidder. To go before Council for approval at the meeting to be held on July 1, 2024.
 - c. 24-013 WIC Center Restroom Renovations – This bid was advertised on May 19, 2024 and opens on June 25, 2024 with six (6) bids received. Currently under staff review.
 - d. 24-019 Gladiator Park Court Resurfacing – This bid was advertised on April 7, 2024 and opened on May 8, 2024 with three (3) bids received. City staff has evaluated the proposals and recommends award to Sport Surfaces LLC as the lowest responsive and responsible bidder. City Council approved award to Sport Surfaces LLC at the meeting held on June 17, 2024.
 - e. 24-020 Gladiator Lake Drainage Enhancements – This bid was advertised on April 7, 2024 and opened on May 7, 2024 with four (4) bidders responding. City staff has evaluated the proposal and recommends award to BDI Marine Contractors, LLC as the lowest responsive and responsible bidder. City Council approved award to BDI Marine Contractors, LLC at the meeting held on June 17, 2024.
 - f. 24-021 Progressive Design/Build- Emergency Operations Center – This RFQ was advertised on May 29, 2024 and closes on July 1, 2024.
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- g. Solicitations In Progress – Furniture for New Youth Programs Building; Technology for New Youth Programs Building; Fire Burglar Alarm & Sprinkler Systems; and Continuing Professional Engineering Services.

DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2024 YTD
Purchase Orders Issued	53	655
Purchase Order Amounts	\$ 210,823.76	\$ 36,943,890.62
Solicitations Issued	0	19
Solicitations in Progress	4	-
Central Store Requests	5	28
Contracts Managed	78	78
Purchasing Card Purchases	261	2,657
Purchasing Card Transactions	\$ 54,843.21	\$ 437,877.76
No. of Training Sessions Conducted	0	6
Towing Revenue	\$ 0.00*	\$ 29,614.00

*The City has not yet received the revenue for June 2024.