



Department Report

MEETING DATE: March 21, 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 January 1 through February 28, 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. Award to Zahlene Enterprises, Inc. to go before Council for approval at the meeting on March 21, 2022.
 - b. 22-004 Compensation Study – This RFP was advertised on December 12, 2021 and closed on January 11, 2022 with three (3) proposals received. The Selection Committee meeting was held on January 19, 2022 to discuss, evaluate and rank proposers. City Council approved award to HR Compensation Consultants, LLC at the meeting held on February 7, 2022.
 - c. 22-005 Bowman Street Sidewalk Improvements Project – This bid was advertised on November 14, 2021 and opened on December 14, 2021 with eight (8) proposals received. City Council approved award to Heavy Civil, Inc. at the meeting held on February 7, 2022.
 - d. 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. Award to Kimley-Horn and Associates, Inc. to go before Council for approval at the meeting on March 21, 2022.
 - e. 22-008 Original Section Drainage Improvements Phase 8 – This bid was advertised on January 30, 2022 and opens on March 2, 2022.
 - f. Solicitations In Progress – Emergency Operations Center Construction, Public Works Generator, Forest Hill Median Landscape Improvements, Fire Station 94 Renovations, Fire Station 94 Flooring, and Code Enforcement Acceptance Windows.
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DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2022 YTD
Purchase Orders Issued	75	360
Purchase Order Amounts	\$ 310,306.21	\$ 20,344,838.76
Solicitations Issued	1	9
Solicitations in Progress	6	—
Central Store Requests	3	11
Contracts Managed	60	60
Purchasing Card Purchases	369	1,070
Purchasing Card Transactions	\$ 48,835.35	\$ 136,177.38
No. of Training Sessions Conducted	0	1
Towing Revenue	\$ 13,333.00	\$ 13,333.00