



## Department Report

**MEETING DATE:** January 9<sup>th</sup>, 2023

**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 December 1 through December 31, 2022.

- a. 22-018 Call to Artists Public Art – This RFP was advertised on July 31, 2022 and closed on September 13, 2022 with three (3) proposals received. The Selection Committee meeting was held on October 20, 2022 to discuss, evaluate and rank proposers. City Council approved award to Painted, Inc. at the meeting held on December 19, 2022.
  - b. 23-002 Gladiator Lake Drainage Enhancements – This bid was advertised on November 21, 2022 and opens on January 18, 2023.
  - c. 23-003 Fence Installation, Maintenance and Repair Services – This bid was advertised on November 13, 2022 and opened on December 13, 2023 with two (2) bidders responding. City staff recommends award to both E. Gomez Construction and Martin Fence Co. for Area A and award to E. Gomez Construction for Areas B and C
  - d. 23-004 Printing Services for City Publications – This bid was advertised on November 20, 2022 and opens on December 20, 2023 with one (1) bidder responding. City staff has evaluated the proposal and recommends award to The Printers Printer, Inc. as the lowest responsive and responsible bidder.
  - e. Solicitations In Progress – Emergency Operations Center Construction; Fertilizer; and Public Works Fence & Gate.
  - f. Training – One training covering Purchasing Procedures and City Purchasing Card Procedures was held for a new employee.
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**DEPARTMENT ACTIVITY**

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<b>ACTIVITY</b>	<b>CURRENT PERIOD</b>	<b>FY 2023 YTD</b>
Purchase Orders Issued	34	251
Purchase Order Amounts	\$ 513,556.39	\$ 31,005,960.39
Solicitations Issued	2	8
Solicitations in Progress	3	3
Central Store Requests	3	19
Contracts Managed	60	60
Purchasing Card Purchases	222	688
Purchasing Card Transactions	\$ 26,154.72	\$ 96,918.89
No. of Training Sessions Conducted	1	1
Towing Revenue	\$ 6,901.00	\$ 6,901.00