



Department Report

MEETING DATE: August 21, 2023

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 July 1 through July 31.

- a. 23-002 Gladiator Lake Drainage Enhancements – This bid was advertised on November 22, 2022 and opened on February 1, 2023 with one (1) bid received. Under staff review.
 - b. 23-008 Landscape Maintenance of Canals & Medians – This bid was advertised on May 24, 2023 and opened on June 28, 2023 with six (6) bids received. Under staff review.
 - c. 23-010 Banking Services – This RFP was advertised on June 18, 2023 and closed on August 3, 2023 with two (2) proposals received.
 - d. 23-011 Holiday Lights Display – This RFP was advertised on April 2, 2023 and closed on May 3, 2023 with five (5) proposals received. The Selection Committee met on June 13, 2023 to review and evaluate the proposals. The Selection Committee recommends award to Shellard Lighting Designs LLC. Council approved award to Shellard Lighting Designs LLC. at the meeting held on July 17, 2023.
 - e. 24-001 Landscape Maintenance Services for Facilities & Parks – This bid was advertised on July 2, 2023 and opens on August 2, 2023.
 - f. 24-002 Pressure Cleaning Services – This bid was advertised on July 2, 2023 and opens on August 2, 2023.
 - g. 24-003 HVAC and Ice Machine Services – This RFP was advertised on July 16, 2023 and closes on August 16, 2023.
 - h. Solicitations In Progress – Credit Card Services; Medical Supplies; Solid Waste Collection Services and Printing of City Stationery.
 - i. Training – The Director of Purchasing conducted the “Eat That Frog” class for City Staff which focuses on enhancing productivity and time management.
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DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2023 YTD
Purchase Orders Issued	35	560
Purchase Order Amounts	\$ 605,818.21	\$37,168,737.26
Solicitations Issued	3	24
Solicitations in Progress	4	-
Central Store Requests	1	48
Contracts Managed	60	60
Purchasing Card Purchases	218	2,596
Purchasing Card Transactions	\$41,636.82	\$ 390,865.79
No. of Training Sessions Conducted	1	9
Towing Revenue	\$2,948	\$ 28,207.00