



Department Report

MEETING DATE: September 28, 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 August 1 through August 31, 2022.

- a. 22-016 Professional Planning Consultant Services – This RFP was advertised on June 5, 2022 and closed on July 12, 2022 with seven (7) proposals received. The Selection Committee meeting was held on July 19, 2022 to discuss, evaluate and rank proposers. City Council approved awards to Calvin, Giordano & Associates, Inc., The Corradino Group, Inc., Kimley-Horn and Associates, Inc., and WGI, Inc. at the meeting held on August 15, 2022.
 - b. 22-011 Gladiator Lake Drainage Enhancements – This bid was advertised on July 3, 2022 and opened on August 8, 2022 with no bid proposals received. City staff is currently working on an updated scope of work to rebid this project.
 - c. 22-013 Financial Audit Services – This bid was advertised on July 3, 2022 and closed on July 26, 2022 with five (5) proposals received. The Selection Committee meeting was held on August 9, 2022 to discuss, evaluate and rank proposers. Award to Nowlen, Holt & Miner, P.A. to go before Council for approval at the meeting on September 14, 2022.
 - d. 22-014 HVAC and Ice Machine Repair – This RFP was advertised on July 31, 2022 and closes on September 1, 2022.
 - e. 22-017 Pressure Cleaning Services – This bid was advertised on July 3, 2022 and opened on July 25, 2022 with twelve (12) bid proposals received. The bid was cancelled and rebid with an updated scope of work.
 - f. 22-018 Call to Artists Public Art – This RFP was advertised on July 31, 2022 and closes on September 1, 2022.
 - g. 23-001 Pressure Cleaning Services – This bid was advertised on July 31, 2022 and opened on August 17, 2022 with ten (10) bid proposals received. City staff is currently reviewing the proposals.
 - h. Request for Quotes – Developed, administered and assisted with the RFQ for City Hall Grounds Annual Landscape Maintenance
 - i. Solicitations In Progress – Gladiator Lake Drainage Enhancements; Emergency Operations Center Construction; Public Works Generator; Fence Installation, Maintenance and Repair Services; and Code Enforcement Acceptance Windows.
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DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2022 YTD
Purchase Orders Issued	45	641
Purchase Order Amounts	\$ 554,409.74	\$ 26,250,024.85
Solicitations Issued	1	23
Solicitations in Progress	5	–
Central Store Requests	4	31
Contracts Managed	60	60
Purchasing Card Purchases	227	2,432
Purchasing Card Transactions	\$ 33,627.97	\$ 344,453.82
No. of Training Sessions Conducted	0	4
Towing Revenue	\$ 3,015.00	\$ 33,098.00