



## Department Report

**MEETING DATE:** July 18, 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 May 1 through June 30, 2022.

- a. 22-006 Forest Hill Median Landscape Improvements – This bid was advertised on April 3, 2022 and opened on May 3, 2022 with three (3) bids received. City Council approved award to ARZ Builders, Inc. at the meeting held on May 16, 2022.
- b. 22-010 Fire Rescue Station 94 Renovations – This bid was advertised on April 3, 2022, and opened on May 3, 2022. City Staff has decided not to award this agreement.
- c. 22-016 Professional Planning Consultant Services – This RFP was advertised on June 5, 2022 and closes on July 12, 2022.
- d. Request for Quotes – Developed, administered and assisted with the RFQ for Electrical for City Hall Lake Fountain.
- e. Solicitations In Progress – Emergency Operations Center Construction; Public Works Generator; Gladiator Lake Drainage Enhancements; Financial Audit Services; HVAC and Ice Machine Repair; Fence Installation, Maintenance and Repair Services; Pressure Cleaning Services; Code Enforcement Acceptance Windows; and City Hall Grounds Annual Landscape Maintenance.

### DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2022 YTD
Purchase Orders Issued	133	580
Purchase Order Amounts	\$ 2,656,099.51	\$ 24,084,985.25
Solicitations Issued	2	14
Solicitations in Progress	9	—
Central Store Requests	4	23
Contracts Managed	60	60
Purchasing Card Purchases	466	1,984
Purchasing Card Transactions	\$ 71,946.83	\$ 277,660.84
No. of Training Sessions Conducted	0	3
Towing Revenue*	\$ 2,412.00	\$ 24,321.00

\*Only reflects May's revenue. The City has not received June's revenue yet.