



Department Report

MEETING DATE: July 17, 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 May 1 through June 30.

- 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 closes on July 19, 2019.
 - 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. To go before Council for approval at the meeting held on July 17, 2023.
 - e. 23-013 Banquet Hall Upgrade – This bid was advertised on March 19, 2023 and opened on April 19, 2023 with two (2) bids received. Under staff review.
 - f. 23-014 Uniforms for Fire Rescue – This bid was advertised on April 2, 2023 and opened on April 19, 2023 with one (1) bid received. Council approved award to Seacoast Embroidery, Inc. at the meeting held on May 15, 2023.
 - g. Solicitations In Progress – Credit Card Services; Banking Services; Landscape Maintenance Services for Facilities and Parks; Pressure Cleaning Services; HVAC and Ice Machine Repair; Medical Supplies and Printing of City Stationery.
 - h. Training – One (1) training session was held covering how to properly write scopes of work for solicitations for employees.
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DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2023 YTD
Purchase Orders Issued	69	525
Purchase Order Amounts	\$ 2,130,453.48	\$ 36,562,919.05
Solicitations Issued	2	21
Solicitations in Progress	3	-
Central Store Requests	13	47
Contracts Managed	60	60
Purchasing Card Purchases	603	2,378
Purchasing Card Transactions	\$ 86,710.24	\$ 349,228.97
No. of Training Sessions Conducted	1	8
Towing Revenue*	\$ 4087.00	\$ 25,259.00

*The City has not yet received the revenue collected for June 2023.