



## Department Report

**MEETING DATE:** May 15, 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 April 1 through April 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. 23-011 Holiday Lights Display – This RFP was advertised on April 2, 2023 and closes on May 3, 2023.
  - c. 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.
  - d. 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. To go before Council for approval at the meeting held on May 15, 2023.
  - e. 23-015 Original Section Sewer Swain Boulevard North Lift Station Phase 1 – This bid was advertised on March 12, 2023 and opened on April 5, 2023 with three (3) proposals received. Council approved award to TCLM Enterprise, Inc. at the meeting held on April 17, 2023.
  - f. Request for Quotes – Developed, administered, and assisted with RFQs for Concrete (Deliver and Pour) and Street Sweeping Services.
  - g. Solicitations In Progress – Landscape Maintenance of Canals, Easements and Medians; Credit Card Services; Banking Services; Landscape Maintenance Services for Facilities and Parks; and Printing of City Stationery.
  - h. Training – Two (2) training sessions were held covering the Purchasing Manual for employees.
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**DEPARTMENT ACTIVITY**

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ACTIVITY	CURRENT PERIOD	FY 2023 YTD
Purchase Orders Issued	41	456
Purchase Order Amounts	\$ 231,798.57	\$ 34,432,465.57
Solicitations Issued	4	19
Solicitations in Progress	5	-
Central Store Requests	3	34
Contracts Managed	60	60
Purchasing Card Purchases	261	1,766
Purchasing Card Transactions	\$ 44,492.20	\$ 262,518.73
No. of Training Sessions Conducted	2	7
Towing Revenue*	\$ 4,020.00	\$ 21,172.00

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