



Department Report

MEETING DATE: February 7, 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 November 1 through December 31, 2021.

- a. 22-001 Dillman Trail – This bid was advertised on December 5, 2021 and opens on January 12, 2022.
 - b. 22-002 Inspections and Building Services – This RFP was advertised on August 31, 2021 and closed on September 29, 2021 with four (4) proposals received. Selection Committee Meeting was held on October 29, 2021 to discuss evaluations and rank proposers. Council approved awards to C.A.P. Government, Inc. as the primary and GFA International, Inc. d/b/a Universal Engineering Services as the secondary at the meeting held on December 13, 2021.
 - c. 22-004 Compensation Study – This RFP was advertised on December 12, 2021 and closes on January 10, 2022.
 - d. 22-005 Bowman Street Sidewalk Improvements Project – This bid was advertised on November 14, 2021 and opened on December 14, 2021 with eight (8) proposals received. Award to Heavy Civil, Inc. to go before Council for approval at the meeting on February 7, 2022.
 - e. 22-007 Planning Consultant for Evaluation and Appraisal Report (EAR) – This RFP was advertised on December 12, 2021 and closes on January 12, 2022.
 - f. Request for Quotes – Developed, administered and assisted with the RFQ for Council Chambers Audio Visual Equipment Installation.
 - g. Solicitations In Progress – Emergency Operations Center Construction, Public Works Generator, Forest Hill Median Landscape Improvements, Original Section Drainage Improvements Phase 8, Council Chambers Audio Visual Equipment Installation, and Fire Station 94 Flooring.
 - h. Trainings – Held a training for employees who were issued a City Department Travel P-Card to review policies and procedures.
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DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2022 YTD
Purchase Orders Issued	107	286
Purchase Order Amounts	\$ 1,280,107.17	\$ 20,018,467.85
Solicitations Issued	5	7
Solicitations in Progress	6	—
Central Store Requests	4	8
Contracts Managed	60	60
Purchasing Card Purchases	472	701
Purchasing Card Transactions	\$ 57,570.40	\$ 87,342.03
No. of Training Sessions Conducted	1	1
Towing Revenue	\$ 7,035.00	\$ 10,452.00