



## Department Report

**MEETING DATE:** November 18, 2024

**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 October 1 through October 31.

- a. 24-021 Progressive Design/Build- Emergency Operations Center – This RFQ was advertised on May 29, 2024 and closed on July 1, 2024 with eight (8) proposals received. The Selection Committee met on July 25, 2024, to review, discuss and shortlist the proposals received. The Selection Committee shortlisted three (3) proposers. On August 6, 2024, the Selection Committee conducted site visits of EOCs completed by each proposer. On August 8, 2024, the Selection Committee met for presentations and the final evaluation. The Selection Committee recommends award to Kaufman Lynn Construction, Inc. Currently under review by the Purchasing Department, Public Works Department and Legal.
  - b. 24-022 Fire Burglar Alarm & Sprinkler Systems – This bid was advertised on August 25, 2024 and opened on September 25, 2024 with four (bids) received. City staff has evaluated the proposals and recommends award to LifeSafety Management, Inc. as the lowest responsive and responsible bidder. To go before Council for approval at the meeting to be held on November 18, 2024.
  - c. 25-001 Continuing Professional Consulting Services (CCNA) – This RFQ for Continuing Professional Consulting Services was advertised on September 1, 2024, and closed on October 3, 2024. The submissions are currently undergoing evaluation.
  - d. RFQ25-001/CRS Professional Sound System with Stage & Video Wall for City Events – This Request for Quote was issued on October 24, 2024 and opens on November 8, 2024.
  - e. RFQ25-002/CRS Tents for City Events – This Request for Quote was issued on October 24, 2024 and opens on November 5, 2024.
  - f. RFQ25-003/CRS Inflatables for City Events – This Request for Quote was issued on October 24, 2024 and opens on November 5, 2024.
  - g. Solicitations In Progress – Furniture for New Youth Programs Building and Technology for New Youth Programs Building.
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**DEPARTMENT ACTIVITY**

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<b>ACTIVITY</b>	<b>CURRENT PERIOD</b>	<b>FY 2025 YTD</b>
Purchase Orders Issued	128	128
Purchase Order Amounts	\$ 26,227,887.64	\$ 26,227,887.64
Solicitations Issued	3	3
Solicitations in Progress	3	-
Central Store Requests	5	5
Contracts Managed	78	78
Purchasing Card Purchases	285	285
Purchasing Card Transactions	\$ 41,247.57	\$ 41,247.57
No. of Training Sessions Conducted	0	0
Towing Revenue	\$ 2,948.00	\$ 2,948.00