



Department Report

MEETING DATE: October 16, 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 September 1 through September 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. 23-010 Banking Services – This RFP was advertised on June 18, 2023 and closed on August 3, 2023 with two (2) proposals received. BankUnited NA was the only responsive and responsible proposer, therefore, staff is recommending award to them at the meeting held on November 6, 2023.
 - c. 24-001 Landscape Maintenance Services for Facilities & Parks – This bid was advertised on July 2, 2023 and opened on August 7, 2023 with ten (10) bids received. City Council approved award to L.V. Superior Landscaping, Inc. at the meeting held on September 5, 2023.
 - d. 24-002 Pressure Cleaning Services – This bid was advertised on July 2, 2023 and opened on August 2, 2023 with eight (8) bids received. City Council approved award to The Pressure Cleaning Man, Inc. at the meeting held on September 5, 2023.
 - e. 24-003 HVAC and Ice Machine Services – This RFP was advertised on July 16, 2023 and closed on August 16, 2023 with three (3) proposals received. The Selection Committee met on August 25, 2023 to review and evaluate the proposals. The Selection Committee recommends award to Hyvac Mechanical Services, Inc. City Council approved award to Hyvac Mechanical Services, Inc at the meeting held on September 5, 2023.
 - f. 24-004 Medical Supplies – This bid was advertised on August 16, 2023 and opened on September 14, 2023 with five (5) bids received. City staff has evaluated the proposals and recommends award to Bound Tree Medical, LLC, Henry Schein Inc. and Life-Assist, Inc. as the lowest responsive and responsible bidders. To go before Council for approval at the meeting to be held on October 2, 2023.
 - g. 24-007 Landscape Maintenance of Canals & Medians – This bid was advertised on September 26, 2023 and opens on October 11, 2023.
 - h. Mortgage Foreclosure Registration – City Staff is currently researching possible contract piggyback options.
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- i. Request for Quotes – Developed, administered and assisted with the RFQ for Aquatic Plant Management Services
- j. Solicitations In Progress – Credit Card Services; Solid Waste Collection Services; Chickasaw Road Reconstruction and L-11 Canal Piping; Landscape Maintenance of Canals & Medians; Tents for City Events; Inflatables for City Events; and Printing of City Stationery.

DEPARTMENT ACTIVITY

ACTIVITY	CURRENT PERIOD	FY 2023 YTD
Purchase Orders Issued	51	747
Purchase Order Amounts	\$ 2,120,618.56	\$40,678,458.36
Solicitations Issued	2	29
Solicitations in Progress	7	-
Central Store Requests	4	58
Contracts Managed	77	77
Purchasing Card Purchases	258	3,138
Purchasing Card Transactions	\$52,667.60	\$ 491,350.24
No. of Training Sessions Conducted	0	9
Towing Revenue*	\$0.00	\$ 37,922.00

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