



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: George Barber, Chief Procurement Officer

DATE: May 16, 2024

RE: Acknowledgement of the Semi-Annual Report of Formal Solicitations awarded by the Procurement Department from October 1, 2023 through March 31, 2024.

SUMMARY:

The City Code of Ordinances § 38.08 Mandatory City Council Approval Requirements, paragraph (E) states: The Chief Procurement Officer will prepare a report for Council acknowledgement of competitive solicitations issued by the Procurement Department and awarded in accordance with the Procurement Administrative Codes which are under the mandatory City Council approval amount. In the Procurement Manual, Section G, paragraph 3(e), the period for reporting will be as needed, but no less than bi-annually, and brought forth as a Legislative Memo for City Council acknowledgement.

A report of competitive formal quotes, invitation for bids, and requests for proposals issued by the Procurement Department and awarded for less than \$100,000 for Fiscal Year 2024 since the last report dated October 1, 2023 through March 31, 2024, is attached for Council's acknowledgment.

REQUESTING DEPARTMENTS:

Procurement

FISCAL IMPACT:

There is no fiscal impact for this action. The solicitations were awarded based on confirmation from the End User Department and the Finance Department that the funds were appropriately budgeted through the Purchase Requisition approval process, in advance of Award and Purchase Order issuance.

STAFF RECOMMENDATION:

Motion to acknowledge receipt of the Semi-Annual Report of Formal Solicitations Issued & Awarded by Procurement from October 1, 2023 through March 31, 2024.

Honorable Mayor and Members of the City Council

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ATTACHMENTS:

1. Bid List of Formal Solicitations Awarded by Procurement