



CITY OF SALEM

585 Liberty St SE
Salem, OR 97301

Staff Report

File #: 17-21

Version: 2

Date: 2/13/2017

Item #: 6.b.

TO: Mayor and City Council
THROUGH: Steve Powers, City Manager
FROM: Kacey Duncan, Deputy City Manager

SUBJECT:

Purchases approved administratively - December 1, 2016, through December 31, 2016.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

ISSUE:

Monthly purchasing activity report presented for City Council review.

RECOMMENDATION:

Information only.

SUMMARY AND BACKGROUND:

The City Manager, or his designee, administratively approves awards, renewals, and modifications of contracts through the review of the Weekly Purchasing Report presented by the Contracts and Procurement Manager. All completed procurement transactions valued at \$25,000 and above that have been recommended for award by user departments are presented in the Weekly Purchasing Report and reviewed for compliance with the Public Contracting Rules.

The purpose of this report is to inform the Council of the specific awards and the sources of funds for all contracts which were administratively awarded or modified during the month of December. This report presents the public contracting activity in the following categories: Category I Current Fiscal Year Procurement Contracts, public contracting activities with current fiscal year impact and Category II Annual Requirement Contracts contracting activities.

The specified quantity levels stated within the Category II Annual Requirement Contracts are merely estimates of the goods and services required to support operations for the coming fiscal year.

FACTS AND FINDINGS:

The attached purchases, renewals, and modifications were approved administratively during the time period referenced above.

Shawna Self, CPPB
Contracts and Procurement Manager

Attachments:

1. Purchases approved administratively - December 2016.