



## Staff Report

---

**File #:** 17-174

**Version:** 2

**Date:** 5/8/2017

**Item #:** 6. a.

---

**TO:** Mayor and City Council

**THROUGH:** Steve Powers, City Manager

**FROM:** Kacey Duncan, Deputy City Manager

**SUBJECT:**

Purchases approved administratively - March 1, 2017, through March 31, 2017.

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, approves administrative 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, renewed, or modified during the month of March. This report presents the public contracting activity in three categories: Category I Current Fiscal Year Procurement Contracts, public contracting activities with current fiscal year impact; Category II Annual Requirement Contracts, FY 2017-18 Annual Requirements contracting activities; and, Category III FY 2017-18 Consultant of Record (COR) 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 month of March.

Shawna Self, CPPB  
Contracts and Procurement Manager

### **Attachments:**

1. Purchases approved administratively - March 2017.