



CITY OF SALEM

585 Liberty St SE
Salem, OR 97301

Staff Report

File #: 19-234

Version: 1

Date: 5/28/2019

Item #: 6. j.

TO: Mayor and City Council
THROUGH: Steve Powers, City Manager
FROM: Kelley Jacobs, Finance Division Manager

SUBJECT:

Purchases approved administratively from April 1, 2019 through April 30, 2019.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

ISSUE:

Monthly purchasing activity report presented for City Council review.

RECOMMENDATION:

Information only.

SUMMARY:

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 April. 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; Category II, Annual Requirement Contracts; and Category III, Consultant of Record (COR) Contracts.

FACTS AND FINDINGS:

The attached purchases, renewals, and modifications were approved administratively during the month of April.

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 City's Public Contracting Rules.

Shawna Self, CPPB
Contracts and Procurement Manager

Attachments:

1. Purchases approved administratively April 2019.