



# CITY OF SALEM

585 Liberty St SE  
Salem, OR 97301

## Staff Report

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File #: 21-45

Version: 1

Date: 2/8/2021

Item #: 6.d.

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**TO:** Mayor and City Council

**THROUGH:** Steve Powers, City Manager

**FROM:** Robert Barron, Chief Financial Officer

**SUBJECT:**

Purchases approved administratively from December 1, 2020 through December 31, 2020.

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 administratively awarded, renewed, or modified during the month of December.

Included in the report are procurement contracts and public contracting activities with a current fiscal year impact and annual contracts.

**FACTS AND FINDINGS:**

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

**BACKGROUND:**

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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 & Procurement Manager

**Attachments:**

1. Purchases approved administratively December 2020