



## Staff Report

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**File #:** 16-292

**Version:** 1

**Date:** 10/24/2016

**Item #:** 6.b.

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**TO:** Mayor and City Council

**THROUGH:** Steve Powers, City Manager

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

**SUBJECT:**

Purchases approved administratively - August 1, 2016, through August 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, 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 August. This report presents the public contracting activity in three categories: Category I Procurement Contracts, public contracting activities with current fiscal year impact; Category II Procurement Contracts, FY 2016-17 Annual Requirements contracting activities; and Category III Procurement Contracts, FY 2016-17 Consultant of Record (COR) contracting activities.

The specified quantity levels stated within the Category II Procurement 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 - August 2016.

08/31/2016