



## Staff Report

---

**File #:** 17-601

**Version:** 2

**Date:** 1/8/2018

**Item #:** 6. a.

---

**TO:** Mayor and City Council

**THROUGH:** Steve Powers, City Manager

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

**SUBJECT:**

Purchases approved administratively - November 1, 2017, through November 30, 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 City's 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 November. This report presents the public contracting activity in two categories: Category I, Current Fiscal Year Procurement Contracts, public contracting activities with current fiscal year impact; and Category II, Annual Requirement Contracts.

**FACTS AND FINDINGS:**

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

Shawna Self, CPPB  
Contracts & Procurement Manager

**Attachments:**

1. Purchases approved administratively November 2017.