



# Procurement Services

## 2017 End of Year Report

### Top Accomplishments

- Issued solicitation and awarded contract for Crushing of Concrete
  - Issued solicitation and awarded contract for Nova Road Utilities
- Issued solicitation, awarded a total of five contracts, and administered contracts for Professional Engineering Services
- Issued solicitation, awarded a total of four contracts, and administered contracts for Professional Geotechnical Engineering Services
- Issued solicitation, awarded a total of three contracts, and administered contracts for Professional Surveying & Mapping Services
- Issued solicitation, awarded a total of three contracts, and administered contracts for Professional Architectural Services
  - Issued solicitation and awarded contract for Fire Station 33 Civil Work
- Issued solicitation and awarded contract for Concession Services at the Lakefront
  - Issued solicitation for and awarded contract for Generator Replacement Water Plant 4
- Issued solicitation and awarded contract for Emergency Traffic Signal US 192 at Minnesota Avenue
- Issued solicitation and awarded contract for Turtle Creek-Lancaster Park Reclaim Main Extension
  - Issued letter of interest for Legal Services Relating to Special Districts
- Issued solicitation and awarded contract for Compensation and Classification Study
  - Issued solicitation for Emergency Vehicle Lights and Accessories
  - Issued solicitation and awarded contract for Professional Fireworks Display
- Issued solicitation and awarded contract for Public Assistance and Disaster Recovery Consulting and Management Services
  - Found outside sources to assist the City Manager in hiring a Finance Director SunTrust P-Card rebate of \$87,565.18 for 2017



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## 2017 End of Year Report

### **Statistics**

- Completed 242 solicitations, ATU's, sole source procurements
  - Administered an average of 37 contracts monthly
    - Prepared 96 City Council Agendas
    - Processed 492 insurance ACORD forms
- 347 W-9's and new vendor profiles received and entered into AS400 system
- Monitored 11,241 P-Card transactions totaling over \$8 million

### **Training Highlights**

- NIGP Contracting with Federal Funds

### **How Community Benefited**

Procurement Services always strives to obtain the best value for goods and services for the City of St. Cloud through the highest standard of professional procurement. We promote fair and open competition and conduct business with honesty and integrity to preserve the public trust.

### **Upcoming Goals/Projects**

Procurement Services is implementing a software database to have a central contract repository for the City.