



RE: PURCHASES IN EXCESS OF \$5,000.00

Background:

According to section 2-163 of the current purchasing code, (i) The city administrator shall report to the City Council on all purchases made utilizing the authority of this Division which exceed \$5,000.00. Said report shall be provided to the City Council at regular meetings of the Council. The city administrator shall be required to provide the procurement method, the contract amount, the total number of qualified responses received, the Contractor, and other information that the city administrator desires to report. The reporting term of this subsection shall cover contracts entered into in the 30 days prior to the regular City Council meeting in which the report is offered.

Analysis:

The following represents all Purchase Orders in November 2023, for more than \$5,000.00.

PO#	Vendor	Item	Amount	Type	# of qualified responses received
6109	Rush Truck Center of I	Sludge Truck Maintenance and Repair	\$10,373.02	Service	N/A
6113	Emerald Transformer	Transformer Repairs	\$13,805.80	Service	N/A

Recommendation:

This memo is for informational purposes only; no Council action is required.

MEMO SUBMITTED BY:

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