



**CITY OF KIRKLAND**  
**Department of Finance & Administration**  
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**MEMORANDUM**

**To:** David Ramsay, City Manager  
**From:** Barry Scott, Purchasing Agent  
**Date:** January 4, 2008  
**Subject:** REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF JANUARY 15, 2008

This report is provided to apprise the Council of recent and upcoming procurement activities where the cost is estimated to be in excess of \$50,000. This report also includes the process being used to determine the award of the contract.

Following is a report on the City's major procurement activities since October 19, 2007:

	Project	Process	Estimate/Price	Status
1.	Telecommunications Legal Consultant (Verizon Franchise Negotiations)	Request for Qualifications	\$50,000 - \$80,000	RFQ issued on October 19 <sup>th</sup> . Two submittals received on October 31. Contract awarded to Miller & Van Eaton.

Please contact me if you have any questions regarding this report.