



CITY OF KIRKLAND
Department of Finance & Administration
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MEMORANDUM

To: David Ramsay, City Manager
From: Barry Scott, Purchasing Agent
Date: February 7, 2008
Subject: REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF FEBRUARY 19, 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 January 15, 2007:

	Project	Process	Estimate/Price	Status
1.	Police Department Kitchen Tenant Improvements	Small Works Roster	\$55,000 - \$70,000	Project notice issued to five (5) contractors on February 1 st . Quotes due on February 15 th .
2.	Case 580SM Backhoe	Cooperative Purchase – King County bid.	\$99,077.33	Purchase order issued on January 25.
3.	GIS Senior Level Project & Technical Management Services.	Request for Qualifications	\$70,000 - \$100,000	Advertised on January 16 th . Two (2) submittals received on February 1. Anticipate award of contract to Port Madison GIS.
4.	Fire/Rescue Boat	Request for Proposals	\$250,000 - \$300,000	Anticipate issuing RFP in mid to late February.

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