



Staff Report

TO: City Council

FROM: Raveena Chara, Procurement Contract Specialist
Jennifer Ustation, Director of Finance

DATE April 15, 2025

SUBJECT: Quarterly Report of City Manager Purchases and Contract Awards FY 24-25 Q3

Description Quarterly report pursuant to Beaumont Municipal Code Sections 3.01.030(B), 3.01.040(B), and 3.01.050(B).

Background and Analysis:

Pursuant to Beaumont Municipal Code Sections 3.01.030(B), 3.01.040(B) and 3.01.050(B), Informal Bidding Procedures, the City Manager shall report to the City Council, purchases and contract approvals respective to each code section. This informal bidding process allows the City Manager to authorize and approve Professional Services Agreements and contracts up to \$75,000 and up to \$200,000 for maintenance and general services, public projects, and materials supplies and equipment. Attached is a complete report for the third quarter of the Fiscal Year 2024/25 purchases and contract awards authorized by the City Manager using the informal bidding process.

Fiscal Impact:

The staff costs to prepare this report is estimated to be \$250.

Recommended Action:

Receive and file.

Attachments:

- A. Purchase Order Summary Report- Public Works
- B. Purchase Order Summary Report- Goods
- C. Purchase Order Summary Report – Professional, General, Maintenance Services