



Legislation Details (With Text)

**File #:** 22-1588      **Version:** 1

**Type:** Procurement Change Order      **Status:** Agenda Ready

**File created:** 12/16/2022      **In control:** City Manager Procurement Awards

**On agenda:** 1/1/2023      **Final action:**

**Title:** Approve the award of Change Order #2 to Contract 21-213, General Supplies and Equipment, to Amazon for an amount not to exceed \$9,000 and a total award of \$309,000

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

**CITY MANAGER AUTHORITY PROCUREMENT AWARDS**

**ACTION REQUESTED:**

Approve the award of Change Order #2 to Contract 21-213, General Supplies and Equipment, to Amazon for an amount not to exceed \$9,000 and a total award of \$309,000

**DEPARTMENT:** Finance Department

**SUBMITTED BY:** Rachel Mayer, Finance Director

**BACKGROUND:**

The City maintains various general supply and equipment contracts, which are used by all departments to support operations. In February 2021, Finance Department staff identified and consolidated all active Amazon accounts into one centralized City account and transitioned each department from using individual P-Cards to traditional invoicing.

On June 15, 2021, the City Council awarded Contract 21-213, General Supplies and Equipment, to Amazon for \$200,000. The purpose of the contract was to augment existing contracting options and provide value to the City, particularly when selection and convenience is a priority. In addition, a contract was setup in anticipation for expanded use of Amazon so that expenditures could be better tracked and analyzed.

On July 19<sup>th</sup>, 2022, Change Order #1 was approved to award contract 21-213 \$100,000.

**DISCUSSION:**

This change order is requested to add \$9,000 to Contract 21-213 in order to pay the rest of the Amazon invoices for 2022.

**FISCAL IMPACT:**

CIP#:

Items purchased through Amazon are allocated to multiple accounts depending on the department and type of purchase. Departments maintain supply accounts which are monitored throughout the year, and purchases made to this point have not exceeded the budgeted amount.