



## Legislation Text

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File #: 23-1509, Version: 1

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### **CITY MANAGER AUTHORITY PROCUREMENT AWARDS**

#### **ACTION REQUESTED:**

Approve the award of Change Order #1 to Contract 23-025-0.1, General Supplies and Equipment, to Amazon for an amount not to exceed \$10,000 and a total award of \$260,000

**DEPARTMENT:** Finance Department

**SUBMITTED BY:** Rachel Mayer, Director

#### **BACKGROUND:**

In January 2023, the City Council approved the award of Contract 23-025, General Supplies and Equipment, Amazon for \$250,000. The term of the contract is one year from January 17, 2023 to January 18, 2024.

#### **DISCUSSION:**

This change order is requested to add \$10,000 to the Amazon contract.

During the Finance Department's end of year contract review, staff noted that the contract balance was approximately \$1,200 with a month left in the term. The average monthly spend on this contract is \$23,000.

While this change order will not cover the full anticipated spend for the last month of the contract, staff felt it was important to process a change order with the City Manager now to begin to rectify the imbalance because the next City Council meeting is not until January 16, 2024.

A second change order will be presented to the City Council at their January 16 meeting for the remaining balance.

#### **FISCAL IMPACT:**

CIP#: N/A

Items purchased from Amazon are expensed to various accounts depending on the department and the type of items being purchased. Each department maintains various supply accounts and staff monitors these accounts throughout the year to stay within budget. The change order can be accommodated within the budget.