

Legislation Text

File #: 23-0012, Version: 1

CITY COUNCIL AGENDA ITEM**ACTION REQUESTED:**

Approve the award of Cooperative Procurement 23-025, General Supplies and Equipment, to Amazon for an amount not to exceed \$250,000 and for a 12-month term

DEPARTMENT: Finance Department

SUBMITTED BY: Rachel Mayer, Director

BACKGROUND:

The City maintains various general supply and equipment contracts, which are used by all City departments to support operations. Other examples include Office Depot and Staples for office supplies, Grainger for janitorial supplies, and Murnane Paper Company for copy paper. Depending on the type of supply or equipment, the City will either issue a formal bid or purchase through an approved cooperative contract. Through various spend analyses performed over the years, leveraging cooperative purchasing contracts, particularly for generalized equipment, parts and supplies, has proven to be a significant value to the City in both pricing and operational efficiency.

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. Each department identified staff to be authorized Amazon users and can purchase supplies and equipment up to a certain dollar threshold. In addition, the City's centralized account was linked to the Omnia Partners Cooperative Contract R-TC-17006, which provided users access to real time discounted cooperative pricing and net 45-day invoicing terms.

DISCUSSION:

The Omnia Partners Cooperative, through an RFP issued by lead agency Prince William County Public Schools in Virginia, secured a five-year contract from 2017 to 2022 with the option to extend through 2028. The first contract renewal has been issued which expires January 2024.

The City will maintain its existing contracts for specific supplies and equipment and require staff to continue using such contracts for designated items such as office supplies, janitorial supplies, and copy paper. The Amazon contract will augment existing contracting options and provide value, particularly when selection and convenience is a priority.

The term of the contract is 12 months from January 17, 2023 to January 18, 2024.

FISCAL IMPACT:

Items purchased through Amazon will be allocated to various accounts depending on the department and type of item purchased. Each department maintains various supply accounts, which will be

monitored throughout the year to ensure purchases made through this agreement do not exceed the approved budget.