
City Council Regular Meeting

DEPARTMENT: Legal Department

FROM: Justin Scharnhorst, Assistant to the City Manager

MEETING: September 18, 2023

SUBJECT:

Consider approval of a minute order seeking spending authorization for the purchase of products and services from Amazon Marketplace through the cooperative contract with Omnia Partners in an amount not to exceed \$150,000.00 for the fiscal year 2023-2024. (*Staff Contact: Justin Scharnhorst, Assistant to the City Manager*).

SUMMARY:

The city of Burleson starting using Amazon Business Prime, specific to public sector entities in 2019. The program offers city staff the ability to quickly make orders that ship at no cost, often times eliminating unnecessary trips.

This Amazon Business Prime account centralizes all city expenditures with Amazon. After an order has been entered, it must be approved at the department level and then by the Purchasing Agent. Each order has a two-step process of approval prior to being finalized.

There are incentives incorporated into our account including two day shipping and guided spending features to encourage HUB use. The account also has the ability to set restricted items that ensure expenditures are properly managed. Additionally, the guided spending feature in the account provides staff with the ability review and generate reports to ensure our spending habits are consistent with our purchasing procedures.

Last year, over 1,600 orders were places with an average expense of \$76.73 each.

Based on last year quantities, staff is requesting approval to place miscellaneous orders to Amazon, through our cooperative purchasing agreement not to exceed \$150,000. Pricing obtained through this contract has been competitively bid and meets the statutory requirements of Texas Local Government Code 271.102.

<u>Vendor</u>	<u>Not to Exceed</u>	<u>Contract</u>
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Amazon	\$150,000	Omnia Partners
• Miscellaneous purchases – all city departments, not to exceed each department budget.		

OPTIONS:

- 1) Approve as presented
- 2) Deny

RECOMMENDATION:

Approve as presented

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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