
City Council Regular Meeting

DEPARTMENT: Administrative Services

FROM: Richard Abernethy, Director of Administrative Services

MEETING: September 23, 2024

SUBJECT:

Consider approval of a Cooperative Purchase Agreement for the purchase of products and services from Amazon Marketplace through the cooperative contract with Choice Partners in the amount of \$175,000.00 for the fiscal year 2024-2025.

SUMMARY:

The Choice Partners cooperative agreement allows federal and local governments to purchase goods through Amazon using Business Prime. This service offers business-only pricing with quantity discounts and enables the comparison of pricing from multiple vendors, ensuring that the city secures the lowest price for each item. Additionally, it provides free one-day or two-day shipping on eligible items with no minimum purchase requirement.

On September 18, 2023, the City Council authorized an annual expenditure with Amazon Marketplace, via Minute Order, for the purchase of products and services not to exceed \$150,000, using the OMNIA Partners Purchasing Agreement (R-TC-17006). This year, the Purchasing Division is requesting that the City begin leveraging the cooperative contract offered through Choice Partners (Contract Number 22/045KN-01) to receive a 0.25% rebate on all purchases. The Purchasing Division is actively analyzing purchases made through other suppliers to determine if transitioning those purchases to Amazon Marketplace would offer the best value to the city and further opportunities to maximize this rebate benefit. Should additional opportunities be identified, they will be brought forward as an amendment to this agreement to authorize additional spend.

Choice Partners is a national purchasing cooperative that offers procurement contract solutions compliant with government purchasing requirements. This contract was initially awarded on August 17, 2022 and included two renewal options through August 16, 2025. The RFP process was facilitated by a Texas entity, the Harris County Department of Education, ensuring adherence to applicable Texas laws related to governmental procurement and meets the statutory requirements of Texas Local Government Code 271.102. The City is a member of Choice Partners Purchasing Cooperative.

RECOMMENDATION:

Approve a Cooperative Purchase Agreement for the purchase of products and services from Amazon Marketplace through the cooperative contract with Choice Partners in the amount of \$175,000.00 for the fiscal year 2024-2025.

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

September 18, 2023: Approval of a Minute Order authorizing an amount not to exceed \$150,000 for fiscal year 2023-2024.

REFERENCE:

CSO# 1088-08-2019

FISCAL IMPACT:

\$175,000 authorized for miscellaneous purchases for all city departments, not to exceed individual departmental budgets.

STAFF CONTACT:

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