
City Council Regular Meeting

DEPARTMENT: Finance

FROM: Andrea Anderson, Purchasing Manager

MEETING: October 5, 2026

SUBJECT:

Consider and take possible action on a minute order authorizing the purchase of products and services from Amazon Business through the Choice Partners Cooperative Contract No. 22/045KN-01) for Fiscal Year 2026-2027 in the amount of \$150,000. (Staff Contact: Andrea Anderson, Purchasing Manager)

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
 High Performing City Organization Providing Exceptional, People Focused Services	1.2 Continue to improve the efficiency and productivity of operations 1.3 Deliver high-quality service and communications to external and internal customers

SUMMARY:

The Choice Partners cooperative agreement allows federal and local governments to purchase goods through Amazon using Business Prime. This service provides business-only pricing with quantity discounts, enables price comparisons across multiple vendors to ensure the City secures the lowest available price, and offers free one-day or two-day shipping on eligible items with no minimum purchase requirement.

On October 6, 2025, City Council authorized an annual expenditure with Amazon Business, via a Minute Order under the same contract, for the purchase of products and services in the amount of \$175,000. The Purchasing Division reviewed actual expenditures and considering departmental budget reductions in recent fiscal years, determined that an annual authorization of \$150,000 is sufficient to support anticipated citywide spending for FY27.

Choice Partners is a national purchasing cooperative that provides contract solutions fully compliant with government procurement requirements. This contract was originally awarded on August 17, 2022, and includes two renewal options through August 16, 2027. The RFP process was conducted by the Harris County Department of Education, a Texas governmental entity,

ensuring compliance with state procurement laws and meeting the statutory requirements of Texas Local Government Code Section 271.102. The City of Burleson is an active member of the Choice Partners Purchasing Cooperative.

RECOMMENDATION:

Approve a minute order authorizing the purchase of products and services from Amazon Business through the Choice Partners Cooperative (Contract No. 22/045KN-01) for Fiscal Year 2026-2027 in the amount of \$150,000. (*Staff Contact: Andrea Anderson, Purchasing Manager*)

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

September 23, 2024: 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.

October 6, 2026: Approval of a minute order authorizing the purchase of products and services from Amazon Business through the Choice Partners Cooperative (Contract No. 22/045KN-01) for Fiscal Year 2025-2026 in the amount of \$175,000.

REFERENCE:

CSO#5940-10-2025

FISCAL IMPACT:

Proposed Expenditure: \$150,000
Account Number(s): Various
Fund(s): Various
Account Description(s): Various
Procurement Method(s): Various

STAFF CONTACT:

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