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## City Council Regular Meeting

**DEPARTMENT:** Administrative Services  
**FROM:** Lauren Seay, Deputy Director  
**MEETING:** October 6, 2025

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**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 2025-2026 in the amount of \$175,000. (*Staff Contact: Lauren Seay, Deputy Director of Administrative Services*)

**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 September 23, 2024, City Council authorized an annual expenditure with Amazon Business, via a Cooperative Purchase Agreement under the same contract, for the purchase of products and services in the amount of \$175,000. The Purchasing Division has reviewed actual expenditures to date and projected spending for the remainder of FY25 and is not requesting an increase in the FY26 contract, as departmental encumbrances exceeded actual expenditures in FY25.

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, 2026. 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 2025-2026 in the amount of \$175,000. (*Staff Contact: Lauren Seay, Deputy Director of Administrative Services*)

**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.

**FISCAL IMPACT:**

Proposed Expenditure: \$175,000

Account Number(s): Various

Fund: Various

Account Description: Various

**STAFF CONTACT:**

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