

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: October 20, 2025

Topic:

Approve annual purchases of supplies and materials from Amazon Capital Services, Inc. through the OMNIA Partners Cooperative (Contract # R-TC-17006) for a not-to-exceed amount of \$161,200, approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchases. These expenditures are included in the fiscal year 2025-2026 adopted budget.

Background:

The City utilizes Amazon Capital Services, Inc. to purchase a diverse range of general items and small purchases. The decision to utilize Amazon stems from its capacity to provide various items at a competitive price coupled with the convenience of an online marketplace, which results in optimal value for the City.

Purchases allowed under this contract were appropriated in the FY 2025-2026 budget in several departments and object codes, such as parts and materials and office supplies. With the approval of this item departments will be able to make purchases for various supplies throughout the year, while staying within their budgeted appropriations.

Amazon Capital Services, Inc., is available through an OMNIA Partners cooperative purchasing agreement. Per the City's adopted Purchasing and Bidding Policy, expenditures more than \$100,000 for the same project or item require approval of City Council. Annual expenditures for office supplies and materials are anticipated to exceed \$100,000, staff is seeking approval for purchases in FY 2025-2026 for a not-to-exceed amount of \$161,200. A full breakdown of the anticipated expenditures is provided in the table below.

Amazon Expenditures for FY 2025-2026	
Department	Anticipated Expenditure
Administration (111)	\$500
Community Development (112)	\$2,700
Mayor & Council (113)	\$2,000
City Secretary's Office (114)	\$6,500
Human Resources (115)	\$4,500
Finance (116)	\$3,000
Information Technology (117)	\$25,000
Non-Departmental (119)	\$1,500
Police Department (121)	\$12,000
Municipal Court (122)	\$2,000

Community Center (131)	\$8,000
Fire Department (142)	\$25,000
ESD #15 (145)	\$10,000
Public Works Administration (151)	\$5,000
Garage (152)	\$10,000
Parks (153)	\$5,000
Streets (154)	\$5,000
Engineering (156)	\$1,000
Facilities Maintenance (157)	\$10,000
2 nd Saturday (241)	\$1,000
Marketing (243)	\$3,500
Utilities Administration (611)	\$5,000
Utility Billing (612)	\$2,000
Water (613)	\$5,000
Sewer (614)	\$2,500
Gas (615)	\$2,500
Fleet (651)	\$1,000
Total Estimated Expenditures for FY 25-26	\$161,200

Origination: Project Management

Recommendation:

Staff recommends approving annual purchases from Amazon Capital Services, Inc. for a not-to-exceed amount \$161,200 as appropriated in the adopted fiscal year 2025-2026 Budget.

Party(ies) responsible for placing this item on agenda: Meagan Mageo, Project Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: Various

If no, funds will be transferred from account # _____ To account # _____

Signed Meagan Mageo Approved by _____
 Staff Member Date City Manager Date