

City Council Meeting Agenda Item Data Sheet

Meeting Date: November 4, 2024

Topic:

Approve the purchase 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 \$150,000, approve the expenditure of funds therefore, and authorize the City Manager to execute any and all documents related to the purchase. The purchases are included in the FY 2024-2025 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 FY2024-2025 budget in a variety of departments and object codes, such as parts and materials or 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 appropriation.

Amazon Capital Services, Inc., is available through an OMNIA Partners cooperative purchasing agreement.

Per the City’s adopted Purchasing and Bidding Policy, expenditures in excess of \$50,000 with one vendor require approval of the City Council. As expenditures with Amazon have exceeded \$50,000 in prior fiscal years, staff is seeking approval for purchases in FY 2024-2025 in the amount of \$150,000.

Origination: Finance

Recommendation:

Staff recommends approving purchases from Amazon Capital Services, Inc. for a not-to-exceed amount of \$150,000 as appropriated in the FY 2024-2025 Budget.

Party(ies) responsible for placing this item on agenda: Bragg Farmer, Finance Director

FUNDING (IF APPLICABLE)

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

Yes: X No: _____ If yes, specify Account Number: Various
If no, funds will be transferred from account # _____ To account # _____

Signed Bragg Farmer 10/22/2024 Approved by _____

Finance Director

Date

City Manager

Date