



Memorandum

Date: September 30, 2019

To: Diane Palmer-Boeck, Director of Procurement and Project Management

From: Nik Winter, Contract Specialist

Subject: 2020-0004-C Online Marketplace for Purchase of Goods and Services award recommendation

The scope of services for this award includes provisions of an online marketplace to be used for the purchase of operational supplies from Amazon for all City departments. This award includes business-tailored features, such as multi-user business accounts, approval workflow, payment solutions, tax exemptions, dedicated customer support, procurement analytics, and purchase control options.

Award is recommended to Amazon Services, LLC, Amazon Business, through the U.S. Communities National Cooperative Purchasing Program for an estimated annual amount of \$300,000 for a term ending January 18, 2022 with three optional two-year renewals. This award amount is based on available budgets as well as past purchases. We anticipate growth in participation in the program when it is rolled out to all City departments. Purchases will not exceed appropriated budgets.

If this contract is not awarded, the City will not benefit from the increased efficiency and cost savings offered through the program.