



City of Galveston

FINANCE DEPARTMENT STAFF REPORT

October 8, 2020

To: Brian Maxwell, City Manager
Hon. Mayor and City Council

From: Michael W. Loftin, Assistant City Manager - Finance

RE: Consider approving purchases of operational supplies using the contract with Amazon Services, LLC. Amazon Business through the U.S. Communities purchasing cooperative. Estimated costs for products not to exceed Council approved budgets.

Background:

The City of Galveston is a member of the U.S. Communities cooperative purchasing program. It is co-sponsored by the National League of Cities, National Association of Counties, the United States Conference of Mayors, and the National Governors Association. The cooperative allows the city to utilize contracts that have been competitively procured in compliance with state purchasing requirements. Click the link to find out how this cooperative works: [US Communities - Omnia Partners](#). Texas Government Code Section 791 authorizes local governments to contract, as much as possible, with other local governments and any agencies of the State of Texas.

The U.S. Communities purchasing cooperative is a National Institute of Government Purchasing (NIGP) accredited purchasing cooperative. The objective of a cooperative purchasing program is to provide a mechanism for local governments to pool their collective purchasing power. Purchasing cooperatives save money in two ways: the price of the product and/or in the administrative cost savings from advertising for a formal solicitation.

Currently:

Amazon Services, LLC. Amazon Business has a contract with U.S. Communities. Its contract number is R-TC-17006. They provide various operational supplies in the following categories: Office Supplies, Classroom, School, Art Supplies and Materials, Home Kitchen, Food, and Grocery, Books, Musical Instruments, Audio Visual and Electronics, Clothing, Higher Education Scientific Equipment and Lab Supplies, Animal Supplies, Equipment and Food, and other miscellaneous items. Using Amazon Business gives employees another resource for seeking the best value for the City of Galveston, for supplies necessary to daily operations. Amazon Business offers free Prime membership to its customers utilizing the U.S. Communities contract.

Website for contract documents:
[Amazon for Business](#)



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Alternatives:

Approve using the cooperative purchasing contract through U.S. Communities for Amazon Services, LLC. Amazon Business purchases.

Do not approve using the cooperative purchasing contract.

Issues:

Cost – Total estimated cost as provided for through budgets adopted by City Council and administered by the City Manager

Timing – Current Fiscal Year

Term – through September 30, 2021

Recommendation:

Approve using the cooperative contract with Amazon Services LLC Amazon Business through the U.S. Communities purchasing cooperative.

Fiscal Impact Report:

Requested by:

Michael W. Loftin

Assistant City Manager - Finance

Funding Source:

Various City Accounts

Estimated Total Costs:

As provided for through budgets adopted by City Council and administered by the City Manager





Amazon Business Contract

[Home](#) > [Amazon Business](#) > [Amazon Business Contract](#)

Online Marketplace for the Purchases of Products and Services

Lead Agency:

Prince William County Public Schools, VA

Contract Number:

R-TC-17006

5 year initial term, January 19, 2017 – January 18, 2022

Option to renew for (3) additional (2) year periods

To view the Amazon Business RFP Response, please login for [Supplier Documents](#) and click on the Amazon Business link. If you do not have a login, [register](#) with U.S. Communities.

Contract Documents:

[Contract Amazon Business R-TC-17006 Final](#)

RFP Documents:

[RFP R-TC-17006 Online Marketplace Final](#)

[Addendum #1- T-TC-17006](#)

[RFP Posting Documents](#)

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Postings

Number of suppliers who responded to RFP: 12

Posting Information:

Date Posted:

U.S. Communities: Current Solicitations	Sept 14, 2016 – Oct 14, 2016
Onvia/DemandStar	Sept 14, 2016 – Oct 14, 2016
Prince William County Public Schools, VA	Sept 14, 2016 – Oct 14, 2016
Canadian MERX Public Tenders	Sept 14, 2016 – Oct 14, 2016
State of Hawaii and Oregon	Sept 14, 2016 – Oct 14, 2016
Oregon Association of Counties	Sept 14, 2016 – Oct 14, 2016

Innovation Exchange

U.S. COMMUNITIES | NATIONAL COOPERATIVE PURCHASING PROGRAM

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