



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2023-0527

TO: Mayor and City Council Members
FROM: Lisa Cummins, Procurement Manager
DATE: December 4, 2023
SUBJECT: Online Marketplace

REQUEST:

City Council is requested to authorize a blanket purchase order for the purchase of various products through an online marketplace in the amount not to exceed \$75,000.00 through December 31, 2024 to Amazon.com Services LLC, Seattle, WA.

REASON FOR PURCHASE:

The City has found that the use of an online marketplace to expedite the purchase of small goods has been efficient in helping with various City operations and services, including being able to obtain some office supplies at a lower cost than offered through available contracts.

A national cooperative contract has been awarded through OMNIA Partners to establish a contract for Online Marketplace for the purchase of products and services. In response to the solicitation posted by lead agency Prince William Public Schools, twelve (12) proposal responses were received and five (5) proposals were deemed responsive and evaluated by a committee. Using the evaluation criteria that was established within the RFP, the committee elected to award to Amazon Services, LLC/Amazon Business for an online marketplace.

There are many benefits to this contract, including the ability for Purchasing to enable spending controls, receive reporting and analytics related to purchases through this contract, offers comparison shopping on products to ensure lowest cost item is purchased. Additionally, the system is setup with approval workflows. All purchases entered by a department/user will be sent to Purchasing for review prior to being released for approval. This control will ensure that products being purchased are being done at the lowest cost and from the right sourcing method.

The benefit of Amazon is that the City receives free shipping for their purchases and with the items being shipped within 1-2 days of ordering, eliminates the need for the City to in some cases, send an employee to the store to make a purchase. This saves money and time overall and is a benefit to City operations.

It is recommended that City Council authorize the award of a blanket purchase order to Amazon Services, LLC.

PROCESS:

Vendor Name and Address:

Amazon Services, LLC
410 Terry Ave. N
Seattle, WA 98109

Reason for Selection:
Cooperative Contract

Method of Purchase:
Blanket Purchase Order

BUDGET:
Funding is included in the FY 2024 Adopted Budget

| Fund Name | Department Account No | Account No. Description | Budget Amount | Cost | Remaining Budget |
|------------------|------------------------------|-------------------------------------|----------------------|-------------|-------------------------|
| Various Citywide | Various Citywide | Various. 727000/ Office Supplies | \$75,000 | \$75,000 | \$0 |

RECOMMENDATION:
It is recommended that City Council authorize a blanket purchase order for the purchase of various products through an online marketplace in the amount not to exceed \$75,000.00 through December 31, 2024 to Amazon.com Services LLC, Seattle, WA.

| APPROVALS: | SIGNATURE | DATE |
|--|------------------|-------------|
| Department Review | | |
| Department Director | | |
| Budget Content: Chief Financial Officer | | |
| Purchasing Process: Procurement Manager | | |
| Mayor | | |
| City Clerk | | |

Contract Reviewed by City Attorney Yes N/A