

MEMORANDUM

Purchasing #23-010
February 1, 2023

To: Gregory P. Harrison, City Manager

Through: Carla R. Byrd, General Services Director

From: Jeff English, Purchasing Agent

Subject: Approval to Piggyback US Communities/Prince William County Public Schools Contract R-TC-17006 "Online Marketplace for the Purchases of Products and Services" Awarded to Amazon.Com Services LLC

Contract Need/Background

City Commission approval is requested to piggyback off the US Communities/Prince William County Public Schools Contract R-TC-17006, for the as-needed purchase of supplies from Amazon.Com Services LLC. Prince William County (Virginia) Public Schools issued this contract as the lead agency, on behalf of the U.S. Communities Purchasing Cooperative, to be used as needed by any participating government agency. Contract R-TC-17006 "Online Marketplace for the Purchases of Products and Services" was awarded to the above-referenced company and is valid through January 18, 2024, with two (2) additional renewal periods of two (2) years each.

Attached you will find contract and solicitation documents from US Communities, Prince William County, and Amazon.Com Services LLC.

Funding

Supplies and equipment will be purchased as-needed from funds in various city-wide accounts, in an estimated annual amount not to exceed \$450,000.00.

Award Recommendation

After the review of the Prince William County Public Schools' contract and solicitation documents for the above-referenced, it is recommended that purchase orders be issued to Amazon.Com Services LLC, the awarded vendor, as needed for the purchases as specified in the Prince William County Public Schools Contract R-TC-17006.

enclosures

cc: file