

**CITY OF MIRAMAR
PROPOSED CITY COMMISSION AGENDA ITEM**

Meeting Date: June 17, 2025

Presenter's Name and Title: Natalie Richmond, Assistant Director of Procurement

Prepared By: Natalie Richmond, Assistant Director of Procurement

Temp. Reso. Number: 8441

Item Description: Temp. Reso. #R8441 APPROVING THE RATIFICATION OF PURCHASE OF GOODS AND SERVICES BY ALL CITY DEPARTMENTS FROM AMAZON.COM SERVICE LLC d/b/a AMAZON BUSINESS IN AN AMOUNT OF \$27,444.84; SEEKING APPROVAL TO SPEND A TOTAL OF \$250,000 FOR FISCAL YEAR 2025 THROUGH THE UTILIZATION OF OMNIA PARTNERS COOPERATIVE CONTRACT #R-TC-17006.

Consent ☒ Resolution ☐ Ordinance ☐ Quasi-Judicial ☐ Public Hearing ☐

Instructions for the Office of the City Clerk: None

Public Notice – As required by the Sec. ____ of the City Code and/or Sec. ____, Florida Statutes, public notice for this item was provided as follows: on _____ in a _____ ad in the _____; by the posting the property on _____ and/or by sending mailed notice to property owners within ____ feet of the property on _____
(fill in all that apply)

Special Voting Requirement – As required by Sec. _____, of the City Code and/or Sec. _____, Florida Statutes, approval of this item requires a _____ (unanimous, 4/5ths etc.) vote by the City Commission.

Fiscal Impact: Yes ☒ No ☐

REMARKS: Funding for the purchase of different types of goods and services are budgeted in all City department budgets and are charged at the time of purchase


Content:

- Agenda Item Memo from the City Manager to City Commission
- Resolution TR 8441
- Attachment(s)
 - Attachment 1: OMNIA Partners Contract # R-TC-17006 with Amazon Business
 - Attachment 2: FY25 Amazon YTD Report



**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, & City Commissioners

FROM: Dr. Roy L. Virgin, City Manager 

BY: Alicia Ayum, Procurement Director

DATE: June 11, 2025

RE: Temp. Reso. No. 8441, approving the Citywide purchase of goods and services from Amazon.com Service LLC d/b/a Amazon Business

RECOMMENDATION: The City Manager recommends approval of Temp Reso No. 8441 for the ratification of purchase of goods and services by all City departments from Amazon.com Service LLC d/b/a Amazon Business ("Amazon") in an amount of \$27,444.84; seeking approval to a total of \$250,000 for Fiscal Year 2025 ("FY 2025") through the utilization of OMNIA Partners Cooperative Contract # R-TC-17006.

ISSUE: City Commission approval is required for the purchase of goods and services from the same person or entity by multiple City departments exceeding the aggregate sum of \$150,000 during the course of any fiscal year.

BACKGROUND: In more recent years, the public procurement platform was expanded to include online purchasing, which has played a major role in helping to move public procurement forward to become more effective and efficient. The City of Miramar's Procurement Department (the "Department") is always looking for ways to keep up with new trends of sourcing goods and services. Amazon is currently one of the largest online marketplaces and currently holds an agreement with OMNIA Partners Cooperative, one of the nation's largest government cooperatives, to provide an online marketplace for the purchase of products and services by government entities. The Department moved forward with establishing a business account with Amazon and all City departments have authorized users to make purchases under the City's business account.

By leveraging the OMNIA Partners cooperative contract, the City can access discounts on millions of products on the Amazon Marketplace. The City also signed up for the Amazon Business Prime solution for faster shipping and delivery services.

DISCUSSION: All City departments use Amazon to purchase many different types of goods and services. City departments have found the services of Amazon, including the quick delivery of goods and accessibility to millions of different types of goods, to be helpful in meeting their daily needs. Citywide usage has increased rapidly in FY 2025 and has exceeded the threshold allowable under the City Manager's authority. Approval of the City Commission is now required to continue to purchase from Amazon for FY 2025 as the total expenditure to date is \$177,444.84. Ratification of the City Commission is needed for the amount of \$27,444.84 spent over the \$150,000 threshold per Section 2-412 (a)(2) of the City Code. An additional amount of \$72,555.16 is required to cover estimated citywide spend of \$250,000 for FY 2025.

ANALYSIS: Funding is budgeted in various GL Account numbers across all City departments to purchase different types of goods and services.

**CITY OF MIRAMAR
MIRAMAR, FLORIDA**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA, APPROVING THE RATIFICATION OF PURCHASE OF GOODS AND SERVICES BY ALL CITY DEPARTMENTS FROM AMAZON.COM SERVICE LLC d/b/a AMAZON BUSINESS IN AN AMOUNT OF \$27,444.84; SEEKING APPROVAL TO SPEND A TOTAL OF \$250,000 FOR FISCAL YEAR 2025 THROUGH THE UTILIZATION OF OMNIA PARTNERS COOPERATIVE CONTRACT #R-TC-17006.; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, public procurement has grown over the years to now include online purchasing platforms which has played a major role in the advancement of public procurement to become more effective and efficient; and

WHEREAS, the City's procurement department is always looking for ways to keep up with new trends to source goods and services; and

WHEREAS, Amazon.com Service LLC d/b/a Amazon Business ("Amazon") is currently one of the largest online marketplaces and currently holds an agreement with OMNIA Partners Cooperative, one the nation's largest government cooperative, to provide an online marketplace for the purchase of goods and services by government entities; and

WHEREAS, Section 2-413(7) of the City Code provides that the procurement of goods and services through the utilization of agreements under government cooperatives such OMNIA Partners are exempt from further competitive bidding requirements; and

Reso. No. _____

WHEREAS, the procurement department moved forward with establishing a business account with Amazon and all City departments have authorized users to make purchases under the City's business account; and

WHEREAS, by leveraging the OMNIA Partners Cooperative contract, the City can access discounts on millions of products on the amazon marketplace and the City also signed up for the Amazon Prime Business solution for faster shipping and delivery of goods and services; and

WHEREAS, per Section 2-412(a)(2) of the City Code, approval of the City Commission is required for the purchase of goods and services from the same person or entity by multiple City departments exceeding the aggregate sum of \$150,000 during the course of any fiscal year; and

WHEREAS, a total of \$177,444.84 has been spent to date citywide for the purchase of goods and services from Amazon; and

WHEREAS, it is estimated that the total spend citywide with Amazon for fiscal year 2025 will be in an amount of \$250,000; and

WHEREAS, the City Manager recommends approving the ratification of the purchase of goods and services by all City departments from Amazon.com Service LLC d/b/a Amazon Business in an amount of \$27,444.84 and approval for a total spend of up to \$250,000 for Fiscal Year 2025 through the utilization of the OMNIA Partners Cooperative Contract # R-TC-17006; and

WHEREAS, the City Commission deems it to be in the best interest of the residents and citizens of the City of Miramar to approve the ratification of the purchase of goods and services by all City departments from Amazon.com Service LLC d/b/a Amazon Business in an amount of \$27,444.84 and approval for a total spend of up to \$250,000 for Fiscal Year 2025 through the utilization of the OMNIA Partners Cooperative Contract # R-TC-17006.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA AS FOLLOWS:

Section 1: That the foregoing “**WHEREAS**” clauses are hereby ratified and confirmed as being true and correct and are hereby made specific part of this Resolution.

Section 2: That it approves the ratification of the purchase of goods and services by all City departments from Amazon.com Service LLC d/b/a Amazon Business in an amount of \$27,444.84 and approval to spend a total up to \$250,000 for Fiscal Year 2025 through the utilization of the OMNIA Partners Cooperative Contract # R-TC-17006.

Section 3: That the appropriate City Officials are authorized to do all things necessary to carry out the aims of this Resolution.

Section 4: That this Resolution shall take effect immediately upon adoption.

Temp. Reso. No. 8441

5/19/25

6/10/25

PASSED AND ADOPTED this _____ day of _____, _____.

Mayor, Wayne M. Messam

Vice Mayor, Yvette Colbourne

ATTEST:

City Clerk, Denise A. Gibbs

I HEREBY CERTIFY that I have approved
this RESOLUTION as to form:

City Attorney,
Austin Pamies Norris Weeks Powell, PLLC

Requested by Administration

Commissioner Maxwell B. Chambers

Commissioner Avril Cherasard

Vice Mayor Yvette Colbourne

Commissioner Carson Edwards

Mayor Wayne M. Messam

Voted



Prince William County
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CONTRACT NUMBER: R-TC-17006

This Contract entered into this 19th day of January 2017 by, Amazon Services, LLC, Amazon Business, 325 9th Avenue N., Seattle, WA 98109, hereinafter referred to as the "Contractor" and Prince William County School Board, P.O. Box 389, Manassas, VA 20108, hereinafter referred to as the "Prince William County Public Schools", "Purchasing Agency" or "PWCS".

WITNESSETH that the Contractor and PWCS, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

1. **SCOPE OF CONTRACT:** Contractor shall provide an On-Line Marketplace for the Purchase of Products and Services in accordance with the Statement of Needs, General Terms and Conditions and Special Terms and Conditions stated herein.
2. **CONTRACT DOCUMENTS:** The contract documents shall consist of the following:
 - 2.1. This signed Contract document;
 - 2.2. Memorandum of Negotiations dated January 19, 2017.
3. **CONTRACT TERM AND RENEWAL:**
 - 3.1. The initial term of this contract shall be from the date of award, January 19, 2017 to January 18, 2022, with the option to renew for three (3) additional two (2)-one-year periods, upon mutual written consent of the parties to the contract. Proposed prices shall remain firm for the initial term of the contract.
4. **CONTRACT ADMINISTRATOR/PROJECT MANAGER:** The following PWCS employees are identified to use all powers under the contract to enforce its faithful performance:
 - 4.1. **CONTRACT ADMINISTRATOR:** As the Contract Administrator, the following individual, or his/her designee, shall serve as the interpreter of the conditions of the contract and shall use all powers under the contract to enforce its faithful performance.



- 4.2. **PROJECT MANAGER:** The following individuals shall work directly with the Contractor in scheduling and coordinating work, answering questions in connection with the scope of work, and providing general direction under the resulting contract:
5. **TIME OF PERFORMANCE:** In accordance with Contractor's proposal, Section 4.2.2. and 5.3.2.
6. **PRICING:** In accordance with Contractor's proposal, Section 4.2.1.
7. **PAYMENT TERMS:** In accordance with Contractor's proposal, Section 5.3.6.

Prince William County does not discriminate against faith-based organizations in accordance with the Code of Virginia, §2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

This contract shall constitute the whole agreement between the parties. There are no promises, terms and conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto related to the provision of goods (including leases thereof), services and/or insurances described herein.

IN WITNESS THEREOF, the parties have caused this Contract to be executed by the following duly authorized officials:

CONTRACTOR:

Prentice D. Wilson, Jr.
Authorized Signature
Prentice D. Wilson, Jr.
Type Name
Vice President
Title
Jan 27, 2017
Date

PURCHASING AGENCY:

Jim Totty
Authorized Signature
Jim Totty, CPPO, C.P.M.
Type Name
Supervisor of Purchasing
Title
1-31-17
Date





Prince William County

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MEMORANDUM OF NEGOTIATIONS

R-TC-17006

Dated: January 19, 2017

Prince William County Schools (hereinafter called PWCS) and Amazon Services, LLC (hereinafter called the Contractor) hereby agree to the following in the execution of Contract R-TC-17006 for On-Line Marketplace for the Purchases of Products and Services. The final Contract contains the following documents listed in the order of precedence:

- a. Contractor's proposal dated October 14, 2016;
- b. Contractor's response to Clarification Questions dated October 31, 2016, attached;
- c. PWCS's Request for Proposal, R-TC-17006 and all Addendum #1;
- d. Contractor's Business Accounts Terms and Conditions (currently available at <https://www.amazon.com/gp/help/customer/display.html?nodeId=201613180>), attached;
- e. PWCS's General Terms and Conditions, Section 11 (RFP – Revised 12/16/16), attached;
- f. This Memorandum of Negotiations;
- g. Any subsequent modifications to the Contract.

1. The contract term shall remain as originally issued in the RFP, as follows:

- 9.1. The initial term of this contract shall be five years (5) from the date of award to **December 30, 2021**, with the option to renew for three-two (2) year periods, upon mutual written consent of the parties to the contract.

2. Amazon Whispercast is not being offered upon award but will remain in scope for future offerings by the Contractor. In addition, all new Amazon business opportunities may be modified to the Contract by mutual agreement between the Contractor and PWCS.



3. The following provision is added to PWCS Special Terms and Conditions:

10.7 NOTICE OF DEFERRAL UNDER FEDERAL GRANT UNIFORM GUIDANCE:

As permitted under the rule published at 80 FR 54407, Prince William County Schools is electing to defer until July 1, 2017, the implementation of the procurement provisions of the Uniform Guidance, as detailed in 2 CFR 200 subsections .317 through .326. During this period, we will continue to operate under the guidance of 44 C.F.R. § 13.36(a)-(i) (States, Local and Tribal governments) and 2 C.F.R. 215.40-48 (Institutions of Higher Education, Hospitals, and Private Non-Profits). This provision shall constitute the documentation of this decision as required, and shall be deemed incorporated into our internal procurement policies.

4. Contractor's response to Clarification Questions dated October 31, 2016, Question #1: The State of Iowa is hereby removed as an excluded state and allowed use of the Master Agreement award.

ACCEPTED BY:

Robert D. Wilson

Contractor Authorized Signature

Jan 27, 2017

Date

Vice President

Title

Jim Totty

Jim Totty, C.P.M., CPPO
Supervisor of Purchasing

1/31/17

Date





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CONTRACT RENEWAL

October 4, 2021

Amazon.com Services LLC
(Amazon Business)
Mike Kernish, Director
410 Terry Avenue North,
Seattle, WA 98109-5210

Re: Contract Renewal #1
Contract # R-TC-17006 – On-line Marketplace for Purchases of Products and Services

Dear Mr. Kernish:

This is to advise you that Prince William County Public Schools (PWCS) desires to renew the referenced contract for an additional two-year period in accordance with Section 3. CONTRACT TERM AND RENEWAL clause in the Contract. We will be exercising the first renewal of three renewals, each of the renewals to be an additional two (2) year period. The current contract term will expire on January 18, 2022.

Please advise me if you desire to renew the contract and prices in accordance with the terms of the contract by signing and returning this **Contract Renewal** form no later than December 10, 2021. In addition to this renewal, you must also provide an updated copy of your **Certificate of Insurance (COI)** with the **Prince William County School Board** listed as an **Additional Insured** as well as the Certificate Holder. The Certificate Holder address can be added to the COI as follows: *P.O. Box 389, Manassas VA 20108*.

If you have any questions on this matter, please contact me by phone at (703) 791-8096 or via email at FredriAM@pwcs.edu.

Sincerely,

Angela M. Fredrickson
Buyer

Acceptance Agreement

It is mutually agreed that the above-mentioned contract is renewed for the period of January 19, 2022 to January 18, 2024 and all terms and conditions in the original solicitation and contract shall remain the same.

Renew Contract: Yes: X No: _____

Prices and/or Discounts to Remain the Same: Yes: X No: _____ If no, explain under separate cover.

DocuSigned by:

Vendor: Mike Kernish
Legally Authorized Signature

Purchasing: Anthony C. Crosby
Legally Authorized Signature

Mike Kernish Authorized Signatory
Print Name & Title

Anthony Crosby, CPPO
Supervisor of Purchasing, Acting

Date: December 1, 2021

Date: 11/1/21

PURCHASING OFFICE



September 18, 2023

Amazon.com Services LLC
(Amazon Business)
Attn: Brett Tuson
Seattle, WA 98109-5210

Re: Contract Renewal
Contract #R-TC-17006 – On-line Marketplace for Purchases of Products and Services

Dear Mr. Tuson:

This is to advise you that Prince William County Public Schools (PWCS) desires to renew the referenced contract for an additional two-year period in accordance with the Section 3. CONTRACT TERM AND RENEWAL clause in the Contract. We will be exercising the second of three renewals, each of the renewals to be an additional two (2) year period. The current contract expires January 18, 2024.

Please advise me if you desire to renew the contract and prices in accordance with the terms of the contract by signing and returning this **Contract Renewal** form no later than November 6, 2023. In addition to this renewal, you must also provide an updated copy of your **Certificate of Insurance (COI)** with Prince William County School Board listed as an additional insured. The Certificate Holder address can be added to the COI as follows:
P.O. Box 389, Manassas, VA 20108.

If you have any questions on this matter, please contact me by phone at (703) 791-8888 or via email at sobersk@pwcs.edu.

Sincerely,

Karen Sobers, CPPB
Senior Buyer

Acceptance Agreement

It is mutually agreed that the above-mentioned contract is renewed for the period of January 19, 2024 to January 18, 2026 and all terms and conditions in the original solicitation and contract shall remain the same.

Renew Contract: Yes: X No: _____

Prices and/or Discounts to Remain the Same: Yes: X No: _____ If no, explain under separate cover.

Vendor:
Brett Tuson
Legally Authorized Signature

Purchasing:
Colleen Keener
Legally Authorized Signature

Brett Tuson
Authorized Signatory
Print Name & Title

Colleen Keener, CPPB, CPCP, VCO, VCA
Supervisor of Purchasing

Date: October 30, 2023

Date: 11/6/2023

This dashboard shows data over the past 12 months (it excludes cancelled and partially cancelled orders).

TR8441- ATTACHMENT 2

Total Spend (TTM)

\$177,444.84

Average Order Size (TTM)

\$133

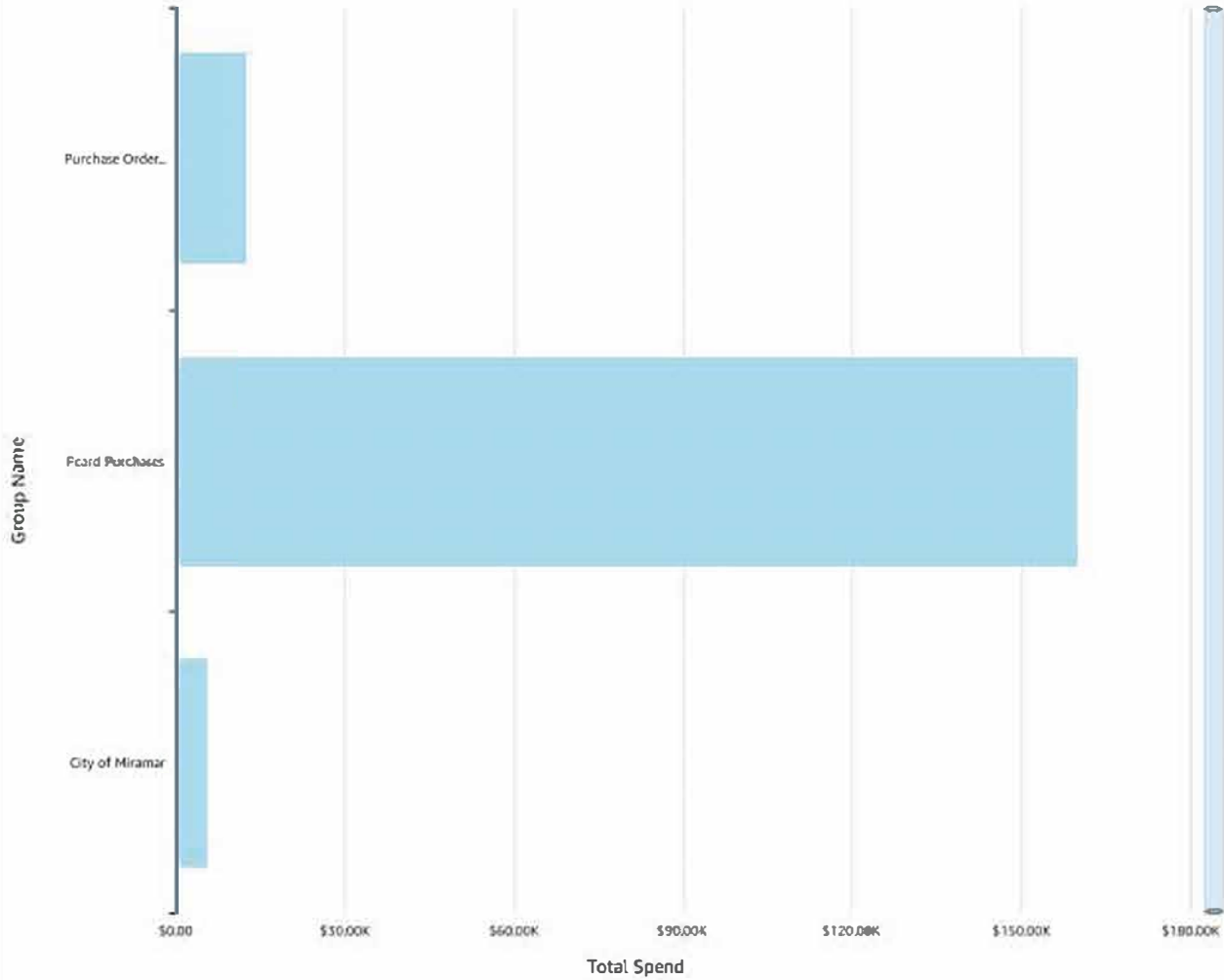
Number of orders (TTM)

1,339

Number of Items (TTM)

2,730

Spend by Group (TTM)



Spend by Month and UNSPSC Segments

