

**AGENDA ITEM REPORT**

**DATE:** October 1, 2024  
**DEPARTMENT:** Procurement  
**REQUESTER:** Mary Tucker  
**TITLE:** Approve Piggyback for the Purchase of Products and Services from Amazon Marketplace

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**I. MOTION REQUESTED**

- A) Approve Piggyback No. PB240469MWB to utilize pricing on the Prince William County School Board Contract No. R-TC-17006 for the purchase of various products and services from the Amazon Online Marketplace Amazon.com Services, LLC, on an as-needed basis, through the contract expiration date of January 18, 2026, and any renewals or extensions approved by Prince William Public School Board, as approved in the departments' annual adopted budgets. Individual purchases in excess of \$100,000.00 will be brought to the Board for approval.
- B) Approve the Master Intergovernmental Cooperative Purchasing Agreement with National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners to participate in the cooperative purchasing programs administered by OMNIA Partners and its affiliates and subsidiaries.
- C) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- D) Grant the County Manager or designee the authority to renew the contract(s), for up to two additional years, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

**II. ITEM SUMMARY**

Approves the piggyback use of the Prince William Public School Board Contract to purchase various products and services at a discounted rate from the Amazon Online Marketplace Amazon.com Services, LLC, through the contract expiration date of January 18, 2026, and any renewals or extensions approved by Prince William Public School Board. Expenditures in future years are not expected to exceed \$400,000.00 annually. Due to an extensive range of products and discounts, a market analysis will be conducted if an individual purchase is brought back to the Board for approval.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

Procurement Management requested to initiate a Piggyback Purchase of the Amazon Online Marketplace Amazon.com Services, LLC. The Amazon Online Marketplace offers a wide range of discounts & benefits on various commodity categories. Procurement Management performed due diligence on the master contract that the purchase would come from to ensure that it was in the best interest of the County to make said purchase. Once due diligence was completed a Piggyback Agreement was executed by the Vendor. The Amazon Business rebate program provides for free shipping on all Prime items.

**IV. FINANCIAL INFORMATION**

Current Year Dollar Amount:	See Comments below.
Included in the Current Budget?:	Yes
Fund:	Various department funds.
Comments:	Expenditures will be on an as-needed basis, as approved in the departments' annual adopted budgets.

Is this a revenue or expense item? Expense  
Is this Discretionary or Mandatory? Discretionary  
Will this item impact future budgets?  
Program: N/A  
Project: N/A  
Account Strings: N/A  
Fund Type? Various department funds.

**V. RECOMMENDATION**

Approve

**ATTACHMENTS:**

OMNIA Intergovernmental Agreement OCR, OMNIA Signature Authorization OCR, Amazon Piggyback Summary Form OCR, PWC Signed Contract and Renewals OCR

**REVIEWERS:**

Angela Lamontagne, Procurement  
Mary Tucker, Procurement  
Anne Henkel, Budget Services  
Robert Holborn, County Attorney  
Peter Winton, County Manager

Created/Initiated - 9/19/2024  
Approved - 9/20/2024  
Approved - 9/24/2024  
Approved - 9/25/2024  
Final Approval - 9/25/2024