



MEMORANDUM

Date: March 25, 2021

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to read "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Amazon.com, LLC Master Agreement**

At a recent Board meeting, a request was made to provide additional detail regarding the Amazon.com, LLC, Master Agreement. This information is attached in a memorandum dated March 19, 2021 from Procurement Director Terri Spencer.

The memorandum provides the annual award history as well as the spend analysis associated with the utilization of Amazon.com. Based on those analytics, the COVID group expenditure reflects the greatest amount utilized with a spike in April, July and January. Purchases include face masks, sneeze guards, thermometers, wall-mounted temperature scanners, alcohol wipes, hand sanitizer, sanitizer refillable bottles, disinfectant spray, nitrile safety gloves, and other products all required for the purpose of sanitization and disinfection related to COVID-19.

As indicated by the summary, much of the spending during the spike months for COVID was primarily in our Health Department.

CHH/mp

Attachment

c: Jan Leshner, Chief Deputy County Administrator
Terri Spencer, Director, Procurement Department

Date: March 19, 2021
To: C. H. Huckelberry, County Administrator
Through: Jan Leshar, Chief Deputy County Administrator *Paul*
From: Terri Spencer, Procurement Director *Terri Spencer*
Re: Amazon.com, L.L.C. Master Agreement No. MA-PO-17-229, Amendment no. 7

During the March 16, 2021 Board of Supervisors meeting, Supervisor Scott made an inquiry concerning the increase in funding for the referenced Master Agreement and the impact due to COVID-related spend.

Contract overview:

Pursuant to Pima County Procurement Code 11.24.010, Cooperative Procurement, on June 5, 2017, the Procurement Director approved an award of contract for an initial term of one year with an annual award amount of \$150,000 with four one-year renewal options. This contract provides an on-line market place for the purchase of as-needed products by County departments. The intended benefit to be realized is a cost savings purchasing option for Pima County.

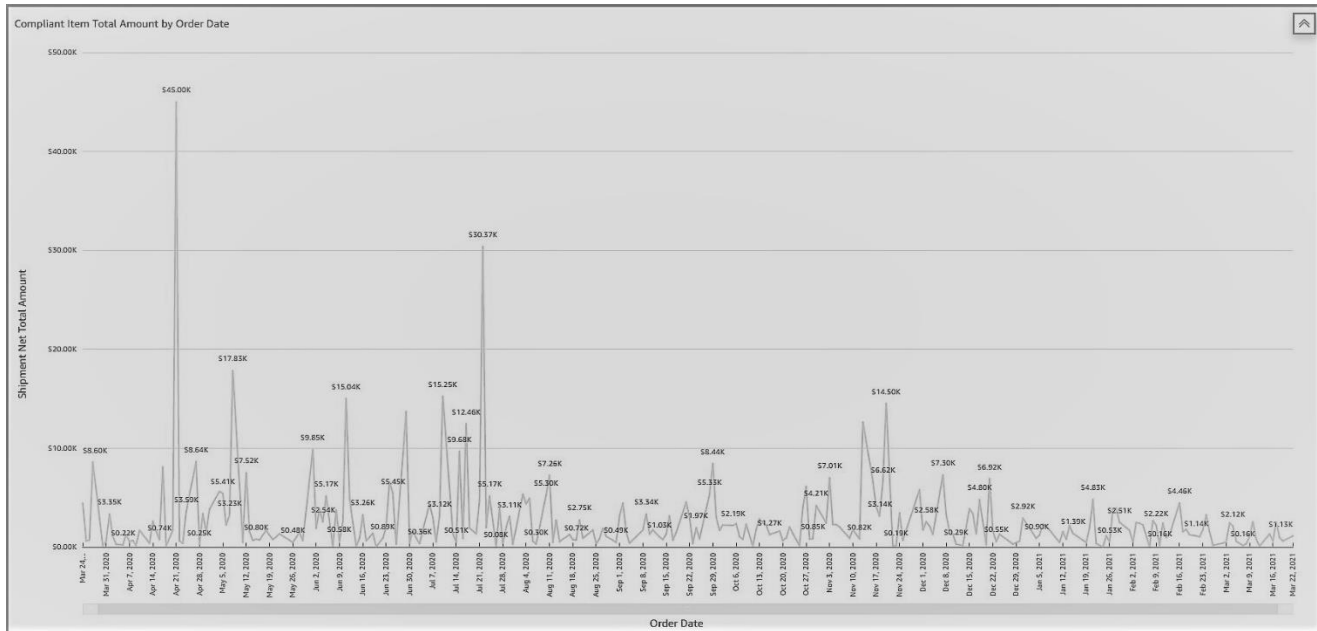
MA-PO-17-229 Annual Award History

Year	Annual Award Amount	Award Amount Increase	Revised Annual Award Amount	NTE Contract Amount
6/5/2017	150,000			150,000
6/1/2018	150,000			300,000
11/15/2018	150,000	100,000	250,000	400,000
2/19/2019	250,000	150,000	400,000	550,000
2/25/2019	400,000			950,000
4/23/2020	400,000			1,350,000
12/1/2020	400,000	400,000	800,000	1,750,000
3/16/2021	800,000	900,000	1,700,000	2,650,000

Spend Analysis:

Department users order products directly, similar to ordering from Staples. Department-level approvers review transactions to ensure purchases are compliant. The Procurement PCard Administrator also conducts monthly compliance reviews.

Pursuant to analytics provided by Amazon, the COVID group reflects the greatest spend during the months reporting a spike in COVID-related purchasing needs (Apr 2020, Jul 2020, Jan 2021).



COVID-related purchases included, but are not limited to, face masks, sneeze guards, thermometers, wall-mounted temperature scanners, alcohol wipes, hand sanitizer, sanitizer refillable bottles, disinfectant spray, nitrile safety gloves, safety glasses, isolation gowns, headsets for telecommuting staff as well as sign kits and pennant flagging, curbside canopies, folding cots, folding chairs and adapter cables for testing centers.

The increased annual award amount will provide for COVID-related expenses during 2021 as well as usual department spend.

Summary of Spend by Department:

	Apr-2020	Jul-2020	Jan-2021
TOTAL SPEND	\$80,140.69	\$120,744.79	\$30,680.44
TOTAL COVID SPEND	\$68,115.38	\$90,440.11	\$14,210.06
HEALTH	83%	75%	60%
SHERIFF	9%	14%	4%
LIBRARIES	0%	0%	30%
MISC	8%	11%	6%