

STAFF REPORT

Date: October 11, 2017

To: Mayor and City Council

Thru: Sabra Newby, City Manager

Subject: **B.6. Staff Report (For Possible Action): Approval to utilize the America Saves Program, Oakland County, MI contract number 003557 with Office Depot for copy, print and design services in accordance with the joinder provision in NRS 332.195 in an amount not to exceed \$100,000. (General Fund)**

From: **Matt Brown, Communications Program Manager**

Summary: In accordance with City purchasing policy #403, staff is requesting approval to utilize the contract with Office Depot for copy, print and design applying the joinder provision of the Oakland County, MI (America Saves Program) contract number 003557 as allowed under Nevada Revised Statutes (NRS) 332.195. Staff recommends approval to utilize the America Saves Program contract for Printing Services.

Background: In 2012, Office Depot was awarded the bid for printing services for the City of Reno. Office Depot has been providing services under this contract since October 24, 2012. The current contract expires on October 24, 2017.

Discussion: The subject contract is valid through June 30, 2018. This timeline allows staff to continue providing efficient City printing services, is in compliance with the City Purchasing Policy and in accordance with the joinder provisions under NRS 332.195. By utilizing the America Saves Contract, the City could earn an annual spend rebate of up to four percent based on the City's participating spend per contract year. Staff will either issue a new RFP prior to the expiration date of June 30, 2018 or locate a joinder contract for the printing services. In the interim, the America Saves Program contract ensures continued fixed pricing for printing services until a new contract is in place.

Financial Implications: Funds are budgeted for Fiscal Year 17/18 for an amount not to exceed \$100,000 and is managed by the Office of Communications and Community Engagement.

Legal Implications: NRS 332.195 allows for local governments to use the joinder provision of bids from other government agencies within or outside of the State of Nevada with the

authorization of the contracting vendor. Legal review completed for compliance with City procedures and Nevada Law.

Recommendation: Staff recommends Council authorize the use of the copy, print and design contract with Office Depot, utilizing the joinder provision of the Oakland County, Michigan (America Saves Program) contract number 003557, as allowed under NRS 332.195, and authorize the OCCE Director to sign any required documents.

Proposed Motion: I move to approve staff recommendation.

Attachments:

- America Saves Joinder 2 (PDF)