

STAFF REPORT

Date: January 10, 2018

To: Mayor and City Council

Thru: Sabra Newby, City Manager

Subject: **B.5. Staff Report (For Possible Action): Approval to utilize the US Communities RFP #2000000330 for Office Furniture and Related Services and Solutions awarded to Haworth, Inc. Contract #4400003402 in its entirety in accordance with NRS 332.195 in an amount not to exceed \$200,000. (Building Permit Fund)**

From: Kerrie Koski, Engineering Manager

Summary: Staff recommends City Council approval to utilize the US Communities RFP #2000000330 for Office Furniture and Related Services and Solutions awarded to Haworth, Inc. Contract #4400003402 in its entirety in an amount not to exceed \$200,000. This will allow City office furniture purchases for the Sixth Floor Remodel to be completed in an efficient manner, is in compliance with the City Purchasing Policy and in accordance with the joinder provisions under Nevada Revised Statutes (NRS) 332.195.

Previous Council Action:

October 11, 2017 – Award of Contract to Dianda Construction, inc. for improvements to the sixth floor of Reno City Hall in an amount not to exceed \$1,475,350.

January 11, 2017 - Award of Contract to Q&D Construction for demolition of the sixth floor of City Hall in an amount not to exceed \$529,521.

January 11, 2017 - Approval of Amendment to Consultant Agreement for abatement for sixth floor of City Hall in an amount not to exceed \$53,450.

January 11, 2017 - Approval of Consultant Agreement with BJB Architecture for design services for the sixth floor of City Hall in an amount not to exceed \$163,500.

Discussion: Staff has identified that the US Communities contract ensures that the City of Reno will receive pricing for office furniture resulting from the competitive bidding process.

At the Building Enterprise Fund Advisory Committee (BEFAC) meeting held on December 19, 2017, the BEFAC approved the staff recommendation to utilize US Communities Contract for Office Furniture and Related Services and Solutions awarded to Haworth, Inc. Contract #4400003402 in its entirety in accordance with NRS 332.195 in an amount not to exceed

\$200,000.

Financial Implications: Equipment purchased will be expensed in accordance with department budgets approved by the City Council for Fiscal Year (FY) 17/18.

Legal Implications: The City's participation in the US Communities contract is in conformance with the City Purchasing Policy and NRS 332.195, allowing for local governments to use the joinder provision of contracts from other government agencies within or outside the State of Nevada with the authorization of the contracting vendor.

Recommendation: Staff recommends Council approve the purchase of office furniture in accordance with NRS 332.195, for the sixth floor remodel in an amount not to exceed \$200,000, and authorize the appropriate department heads to execute purchase orders.

Proposed Motion: I move to approve staff recommendation.