



WASHOE COUNTY
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CM/ACM JOH
Budget MM
DA DR
Comptroller LH
HR NA

STAFF REPORT
BOARD MEETING DATE: April 26, 2016

DATE: April 4, 2016

TO: Board of County Commissioners

FROM: Michael Sullens, Purchasing and Contracts Manager
Washoe County Comptroller's Department
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THROUGH: Cathy Hill, Comptroller
Washoe County Comptroller's Department
775-328-2563, chill@washoecounty.us

SUBJECT: Approve retroactive and continued purchases of furniture, parts, and accessories from Reno Business Interiors, 427 Ridge St, Reno, NV that aggregate to exceed \$100,000 in the current fiscal year but will remain within available adopted budget funding during Fiscal Year 2015–2016; and approve purchases for Fiscal Year 2016–2017 that may again exceed \$100,000 in the aggregate but will remain within available adopted budget funding. All such purchases will continue to be subject to competitive bidding or purchased through jointers to existing government contracts in accordance with the Local Government Purchasing Act. (All Commission Districts.)

SUMMARY

Approve retroactive and continued purchases of furniture, parts, and accessories from Reno Business Interiors, 427 Ridge St, Reno, NV that aggregate to exceed \$100,000 in the current fiscal year but will remain within available adopted budget funding during Fiscal Year 2015–2016; and approve purchases for Fiscal Year 2016–2017 that may again exceed \$100,000 in the aggregate but will remain within available adopted budget funding. All such purchases will continue to be subject to competitive bidding or purchased through jointers to existing government contracts in accordance with the Local Government Purchasing Act.

Washoe County Strategic Objective supported by this item: Safe, secure and healthy communities.

AGENDA ITEM # 541

PREVIOUS ACTION

No previous action.

BACKGROUND

Pursuant to County Code 15.530, Board of County Commissioners must approve all purchases of supplies, materials, equipment and contractual services in annual amounts which exceed \$100,000 or which aggregate to exceed \$100,000.

Washoe County has purchased a variety of furniture, parts, and accessories from Reno Business Interiors in accordance with the local government purchasing act. During the current fiscal year, Reno Business Interiors has won a number of sizable purchases either through direct bid or joinder, which cumulatively have exceeded \$100,000 in the current fiscal year.

The Purchasing Division of the Comptroller's Department is asking for retroactive purchase approval with Reno Business Interiors to exceed \$100,000 in purchases for 2015–2016, and to allow continued purchases from Reno Business Interiors through the remainder of the fiscal year. Any such additional purchases will remain within available adopted budget funding for the fiscal year, and be subject to the provisions of the local government purchasing act, NRS 332.

The Purchasing Division is also requesting preapproval of Reno Business Interiors for fiscal year 2016–2017, in anticipation of budgeted expenditures again exceeding \$100,000 in the aggregate. All purchases made with Reno Business Interiors during fiscal year 2016–2017 will remain within available adopted budget funding for the year, and be in accordance with the local government purchasing act. Should any individual contract award exceed \$100,000 the matter would be brought before the Board of County Commissioners for approval.

FISCAL IMPACT

Expenditures will exceed [\$100,000] within Fiscal Year 2015–2016. The maximum fiscal impact will depend on the results of any remaining purchases in the current fiscal year. All purchases will remain within available adopted budget funding for Fiscal Year 2015–2016.

Expenditures within Fiscal Year 2016 – 2017 are expected to again exceed [\$100,000]. The maximum fiscal impact will depend on results of competitive bids. All purchases will remain within available adopted budget funding for Fiscal Year 2016–2017.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve retroactive and continued purchases of furniture, parts, and accessories from Reno Business Interiors, 427 Ridge St, Reno, NV that aggregate to exceed \$100,000 in the current fiscal year but will remain within available adopted budget funding during Fiscal Year 2015–2016; and approve purchases for Fiscal Year 2016–2017 that may again exceed \$100,000 in the aggregate but will remain within available adopted budget funding. All such purchases will continue to be subject to competitive bidding or purchased through joinders to existing government contracts in accordance with the Local Government Purchasing Act.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "move to approve retroactive and continued purchases of furniture, parts, and accessories from Reno Business Interiors, 427 Ridge St, Reno, NV that aggregate to exceed \$100,000 in the current

fiscal year, but will remain within available adopted budget funding during Fiscal Year 2015–2016; and approve purchases for Fiscal Year 2016–2017 that may again exceed \$100,000 in the aggregate but will remain within available adopted budget funding. All such purchases will continue to be subject to competitive bidding or purchased through joiners to existing government contracts in accordance with the Local Government Purchasing Act.”