

## STAFF REPORT

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**Date:** June 12, 2024

**To:** Mayor and City Council

**Through:** Doug Thornley, City Manager

**Subject:** Staff Report (For Possible Action): Approval for the City to utilize available office supply contracts in accordance with the joinder provision in Nevada Revised Statutes (NRS) 332.195. (Various Funds)

**From:** Vicki Van Buren, Director of Finance

**Department:** Finance

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**Summary:**

In accordance with City Purchasing Policy 303, staff is requesting approval to utilize any office supply contracts as allowed under Nevada Revised Statutes (NRS) 332.195. This will allow City office supply purchases to be completed in an efficient manner, in compliance with the City Purchasing Policy, and in accordance with the joinder provisions under NRS 332.195. Staff recommends approval to utilize any office supply contracts available with joinder provisions for the following five fiscal years.

Consent Review	Yes	No
1. Is this item an annual or standard item that comes before Council for regular approval?	X	
2. Is this item an agreement required based on an item previously approved by Council?	X	
3. Is this item included in the current budget approved and adopted by Council?	X	
<b>Other Considerations</b>		
What percent of the total City budget does this item represent?	.05%	

**Alignment with Strategic Plan:**

Fiscal Sustainability

**Previous Council Action:**

In 2013, Council approved the use of the office supplies and copy paper contract with OfficeMax, utilizing the joinder provision of the Oakland County, Michigan, (America Saves

Program) contract number 003209.

In 2015, Council approved the use of the office supplies and copy paper contract with OfficeMax and It's My Community Store.

In 2018, Council approved the utilization of available office supply contracts in accordance with the joinder provision in NRS 332.195.

**Discussion:**

Staff considered joinder opportunities with any and all companies that offer both the benefit of multi-agency volume pricing and local, same-day service when necessary. The City spends approximately \$350,000 per fiscal year on office supplies. Allowing staff to find joinable contracts will ensure the departments are able to purchase supplies in a cost-effective and efficient manner, allowing the City to obtain the best overall pricing/service available that meets the City's needs.

Since pricing for items varies, staff is recommending that purchases of supplies be allowed under available joinder contracts for the following reasons:

- No single low-priced vendor on all items
- Pricing spread between vendors is marginal
- Similar products offered and availability of delivery service
- Any department can compare pricing from various vendors for a more cost-effective result
- Departments will have selection and opportunity to meet any and all office supply needs while minimizing total costs by ordering from the lowest-priced supplier

All purchases are subject to limits set by Purchasing Policy 303.

**Financial Implications:**

Supplies purchased will be expensed in accordance with department budgets approved by Council for appropriate fiscal years.

**Legal Implications:**

Legal review completed for compliance with City procedures and Nevada law.

**Recommendation:**

Staff recommends Council authorize the use of any available Office Supply contracts, utilizing the joinder provision as allowed under NRS 332.195, and authorize the Director of Finance to sign any required documents.

**Proposed Motion:**

I move to approve staff recommendation.

**Attachments:**