

STAFF REPORT

Date: June 12, 2024

To: Mayor and City Council

Through: Doug Thornley, City Manager

Subject: Staff Report (For Possible Action): Award and Approval of Contract on Request for Proposal (RFP) #CP-2024-12 for the Reno Events Center Outdoor Video Board Replacement to YESCO LLC in an amount not to exceed \$288,028 with a reimbursement from the Reno-Sparks Convention and Visitors Authority (RSCVA) in the amount of \$60,000. (Two-thirds majority voting requirement) (Capital Projects Room Surcharge Fund)

From: Justin George, Senior Civil Engineer

Department: Public Works

Summary:

The Reno Events Center has a large outdoor video board on the exterior of the building facing the intersection of University Way and East Fourth Street. The existing outdoor video board at the Reno Events Center is utilized for advertising shows and events at the facility and downtown. The outdoor video board has failed and needs replacement.

On June 29, 2023, the Reno Capital Projects Room Surcharge Advisory Committee authorized up to \$350,000 from the \$2 Room Surcharge Tax Capital Project Fund for labor and materials for the replacement of the Reno Events Center outdoor video board.

A request for proposals (RFP) was publicly advertised pursuant to the City's Purchasing Policy and Nevada Revised Statutes (NRS) 332. Staff received and opened one responsive and responsible proposal on May 28, 2024. YESCO submitted the best proposal pursuant to the requirements established in NRS 332 and the RFP. YESCO is a local electronic sign board contractor licensed in Nevada that has successfully completed other signage projects for the City.

Staff recommends award to YESCO for the Reno Events Center Outdoor Video Board Replacement purchase for \$288,028 which includes a contingency for unforeseen items encountered during procurement and installation.

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	
Other Considerations		
What percent of the total City budget does this item represent?	0.03%	

Alignment with Strategic Plan:

Infrastructure, Climate Change, and Environmental Sustainability

Previous Council Action:

September 9, 2011 - Council established the Capital Projects Surcharge Advisory Subcommittee.

Background:

The Reno Events Center is located at 400 University Way. The Reno Events Center was constructed in 2005. The Reno Events Center has a large existing outdoor video board that was installed when the building was constructed. The outdoor video board faces the intersection of University Way and East Fourth Street. The existing outdoor video board has failed due to many of the rows of pixels no longer working, see the image below.

**Discussion:**

The existing outdoor video board at the Reno Events Center is utilized for advertising shows and events at the facility and downtown. The outdoor video board has failed and needs replacement.

The following capital expenditure is necessary for the Reno Events Center. A capital maintenance expenditure is considered an expense that exceeds \$10,000, is generally rehabilitative in nature, and is required to keep the facility in good operating condition.

On June 29, 2023, the Reno Capital Projects Surcharge Advisory Committee authorized up to \$350,000 from the \$2 Room Surcharge Tax Capital Project Fund for the Reno Events Center Outdoor Video Board Replacement labor and materials.

An RFP was publicly advertised pursuant to the City's Purchasing Policy and NRS 332. Staff advertised the RFP for seven weeks and received and opened three proposals on April 25, 2024. None of the proposals submitted were responsive pursuant to the requirements established in NRS 332 and the RFP. Staff re-advertised the RFP in the newspaper for one week and received and opened two proposals on May 28, 2024. Only one of the proposals was responsive and responsible pursuant to NRS 332 and the RFP. YESCO submitted the responsive and responsible proposal. YESCO is a local electronic sign board contractor licensed in Nevada that has successfully completed other signage projects for the City.

The contract includes the removal and replacement of all components for a new turnkey installation including, but not limited to, the outdoor video display board screen, internal components, hardware and software that drives the display, control system, electrical wiring, fiber optic cable, connections, start-up and integration, and necessary structure, framing, closure panels, and mechanical components.

Table 1 - Proposal Summary

REC Outdoor Videoboard Replacement	YESCO LLC.	Engineer's Estimate
Total Proposal	\$288,028	\$350,000

Staff recommends award to YESCO for the Reno Events Center Outdoor Video Board Replacement for \$288,028 which includes a contingency for unforeseen items encountered during procurement and installation.

Table 2 - Recommended Proposal Award

REC Outdoor Videoboard Replacement	\$221,560
Contingency	\$ 66,468
Proposal Award	\$288,028

The Reno-Sparks Convention and Visitors Authority (RSCVA) has agreed to reimburse the \$2 room tax surcharge fund of \$60,000 for the outdoor video board upon completion of the purchase and installation.

The consequences for not awarding this proposal today will result in additional costs for reposting the RFP along with delayed outdoor video board replacement.

Financial Implications:

Funding for this purchase will come from the Capital Projects \$2 room tax surcharge. The RSCVA will reimburse \$60,000 to the Capital Projects \$2 room tax surcharge fund.

Legal Implications:

Legal review completed for compliance with City procedures and Nevada law. RFP # CP-2024-12 was released under the competitive proposal process outlined in NRS 332 and conforms to the City's Purchasing Policy. YESCO submitted the best responsive and responsible proposal. The surcharge of \$2 must be used solely to pay the cost of improving and maintaining publicly

owned facilities for tourism and entertainment in the district. A two-thirds majority vote is required for approval.

Recommendation:

Staff recommends Council award the contract to YESCO LLC for the Reno Events Center Outdoor Video Board Replacement purchase in an amount not to exceed \$288,028 and authorize the Mayor to sign the contract

Proposed Motion:

I move to approve staff recommendation.

Attachments:

CONTRACT - Yesco_REC Outdoor Video Board